

**SNAPS Annual General Meeting**

**Saturday 14th March 2015**

**Penny Field School**

**Present**

**Parents/Carers:**

Debbie Hingerton, Sally Street, Janneke Elferink, Colin Mitchell, Gail Wright, Gervase Wright, Julie Britton

**Trustees:**

Chris Eatwell (chair), Anne Gait (vice chair), Sam Grundy (ex chair), Shehnaz Shah (secretary), Marjorie Frank, Sarah Coles, Emily Whisker, Catherine Moreland

1. **Welcome and apologies**

Chris welcomed everyone and gave apologies for the following people;

Liam O’Connor (treasurer)

1. **Minutes from last meeting**

The minutes from the last AGM were reviewed by persons present and accepted as accurate by Shehnaz Shah, seconded by Sarah Coles.

1. **Report and accounts for the year ending 31st March 2014**

Prior to the meeting attendees were given a pack with the following papers;

* A copy of the Agenda
* Copies of minutes of AGM held 8th February 2014
* Nomination paper for nominations to board of trustees
* Report and financial statement for the year end 31st March 2014

**3a. Review of year**

Chris spoke about what SNAPS is and does. SNAPS has been in existence for over 10 years now, and has managed to survive, despite challenges with funding, with operations and with Trustees, problems which are common with many small charities.

He also spoke about the previous year to March 2014 in we’ve delivered 19 Saturday sessions, and worked with a large number of children and their families. We’ve run the Christmas party, with our Patron, Ed Balls, being a memorable Father Christmas. We’ve won funding from Children in Need and received smaller contributions from a variety of sources.

Chris said that we are at a pivotal moment in the life of SNAPS, and explained that he’d like to look at 3 areas – the Trustees, our finances and the future of SNAPS.

**Firstly the Board of Trustees** - The role of the Board of Trustees is to set the strategy for the organisation and help to ensure that everything that is done to achieve that strategy is completed legally and according to the stated aims of the charity. The law around charities states that the Trustees have 3 general duties – the duty of compliance with the legal framework for charities, health and safety, employment and so on, the duty of care to ensure that we adhere to the objectives of the charity, and the duty of prudence to ensure that the charity is and will remain solvent, and can continue to operate.

He said we’re are lucky in having a group of 9 individuals with widely differing backgrounds and skills to be the current Board of Trustees and Chris acknowledged their hard work and contribution in the last few months in helping to deal with the issues facing the charity, and get us on to a sounder footing. In particular, ne wanted to mention Sam’s role over the years as the previous Chair in helping to keep SNAPS running, and Shehnaz’s role over the last 3 years for her contribution as a parent of a child with disabilities.

As Shehnaz is stepping down as a Trustee, one of the things which Chris said concerned him is that we only have 1 Board member who is a parent of a child with disabilities – we would like more representation by parents on the Board.

**3b. Financial Review**

**Secondly, Chris spoke of our finances** - A few years ago a very generous benefactor donated a large sum of money to SNAPS which enabled us to continue our work. However we have been losing money year on year (roughly spending £60,000 each year, whilst earning £40,000), and as you will understand, that pattern of expenditure, spending more than you earn, is not sustainable.

**Presentation of accounts** - Chris mentioned the accounts for the period to March 2014. The total fund figures at the year ends - we had £61,692 left in 2013 and £42,302 in 2014. He said that even though we have tackled our expenditure, we still need to address our funding issues. The accounts were accepted by Shehnaz Shah.

Towards the end of 2014 the Trustees knew that we had to take radical action if SNAPS was to continue to exist at all beyond the summer of 2015. We were about to run out of money.

The Board has sought to reduce our operating costs in all aspects, and a part of that has been to significantly change the number of hours worked by our Manager, Angie Furminger. Unfortunately Angie has decided that the changed role is not for her and is taking redundancy instead. She has put in a tremendous shift for SNAPS over the last 7 years, and I’ve enjoyed working with her over the last few months. We would like to thank her for all that she has done for the organisation and wish her well in whatever she decides to tackle next.

**Thirdly, the future of SNAPS -** With some significant changes having to be made to improve our chances of surviving as a charity, this makes this a pivotal moment in the life of SNAPS. By reducing our operating costs, we have extended the life of SNAPS to the end of 2015.

Chris said he was pleased to be able to announce that we have secured the services of a new Manager to help manage the work of the charity in the coming months. That person is Dean Sanderson who many of you will know already through his role as a parent with SNAPS and helping out over the years.

Dean’s role will of necessity be different from Angie’s, as he will be working far fewer hours, and his primary focus will be the Saturday sessions. Some of the work which Angie handled will be picked up by the Trustees, tasks such as liaising with volunteers, managing our Facebook page and website, and fundraising. But we need more direct help from parents if we are to survive and continue to deliver this essential service.

Chris also spoke about the 2 things he would like as an outcome from today’s meeting;

**Firstly,** more direct help from parents and families in raising funds – we need around £30,000 each year to run SNAPS in its new form. The Trustees have done their bit in reshaping the service to fit the new economic realities – now we need parents and families to step in with more financial support to ensure that the work of this wonderful charity continues.

**Secondly,** more parents as Trustees, helping us to deliver a better service to parents and children, more voices being heard from users and more direct support.

**Appointment of Auditors -** Chris informed the members that the SNAPS accounts had been audited by WYCAS (West Yorkshire Charity Accountancy Service). SNAPS has appointed WYCAS over the last couple of years and we had found the service and support beneficial.

Sarah Coles proposed that SNAPS appointed WYCAS as auditors for year end 31st March 2014. This was seconded by Shehnaz Shah.

Chris thanked everyone for listening.

Sam said a great big thank you to Angie for all that she’s done for SNAPS, for all that she’s given us over and above what was expected of her and we wish her all the best for the future.

**4. Election of the new Executive committee**

**a. Honarary Officers**

**1 Chairperson**

**2 Vice Chairperson**

**3 Secretary**

**4 Treasurer**

**Up to 8 additional Trustees can be elected**

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| Position | Name | Proposed | Seconded |
| Chairperson | Chris Eatwell | Anne Gait | Sarah Coles |
| Vice Chairperson | Anne Gait | Chris Eatwell | Sarah Coles |
| Hon. Secretary | Emily Whisker | Chris Eatwell | Anne Gait |
| Hon. Treasurer | Liam O’Connor | Chris Eatwell | Anne Gait |
| Hon. Founder Member/trustee | Sam Grundy | Chris Eatwell | Anne Gait |
| Trustee | Sarah Coles | Chris Eatwell | Anne Gait |
| Trustee | Majorie Frank | Shehnaz Shah | Anne Gait |
| Trustee | Catherine Moreland | Chris Eatwell | Anne Gait |
| Trustee | Sally Street | Chris Eatwell | Anne Gait |
| Trustee | Janneke Elferink | Chris Eatwell | Anne Gait |
| Trustee | Julie Britton | Chris Eatwell | Anne Gait |

**5 Any Other Business**

Debbie Finkerton said we should do more fundraising events, such as a fair or a sponsored toddle etc. She also said we should have a leaflet/poster which we can use to say this is who we are and what we do. Chris showed her our current postcard. Sarah said if any parents would like to meet and organise any fund raising event , trustees could facilitate and offer some help.

Debbie also raised the issue about the current dance teacher not engaging with the children.

**6 Close of Meeting**

Chris thanked everyone for attending

**Date of next trustee meeting -** Wednesday 13 April 2015, Irwin Mitchell, 2nd floor, 2 Wellington Place, Leeds, LS1 4BZ.