



## **SNAPS Annual General Meeting**

**Saturday 19<sup>th</sup> March 2016**

**Penny Field School, Tongue Lane, Meanwood, North Leeds**

### **Present**

**Parents/Carers:** 15 parents and carers, and children

**Staff:** Dean Sanderson, Sam Grundy, Heather Halstead, Meryl Johnson

**Trustees:** Scott Courts, Chris Eatwell, Clare Jackson, Jean Maston, Ross McWilliams, Rebecca Pearey

#### **1. Welcome and apologies**

Chris welcomed everyone and gave apologies from Anne Gait, Marjorie Frank and Janneke Elferink

#### **2. Minutes from last meeting**

The minutes from the last AGM were reviewed by persons present and accepted as accurate by Sam Grundy, seconded by Chris Eatwell.

#### **3. Report and accounts for the year ending 31<sup>st</sup> March 2015**

Prior to the meeting attendees were given a pack with the following papers, which was also posted on the SNAPS website;

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

### **3a. Review of year by the Chair**

I am Chris Eatwell and I am the current Chair of the Board of Trustees of our charity, Special Needs and Parent Support. This section of the AGM is my review of the last year, which continues to be a period of significant change for SNAPS.

Let's look briefly at what SNAPS is and does. SNAPS has been in existence for nearly 12 years now, and has managed to survive, despite challenges with funding and with operations, problems which are common to many small charities. It has always managed to meet its core objective – to deliver the Saturday hydrotherapy and swimming sessions, along with soft toy play, dance and movement, and social activities, and that is an achievement of which we should all be very proud.

I'd like to take a few minutes of your time to look at 4 areas – our operations, our finances, our Trustees, and the future of SNAPS.

**Firstly, our operations** – we have introduced some radical changes in how SNAPS operates over the last year. We have increased the number of days on which we operate each term from 5 at our low point, to the current 9 out of the 14 Saturdays available to us from January to April 2016. We have also increased the number of slots provided on each Saturday from 21 to 33, being hydrotherapy, swimming and Rebound therapy.

Overall this means an increase from around 100 slots to nearly 300 in a term, triple the provision, which is great news for families. In the coming year we will increase our provision again to more Saturdays and more slots.

We have introduced a new upgraded website, with far more information available as well as a booking calendar. We have built a client database using i-Pads and new software, which means that we have all of our information available to our physiotherapists, instructors and managers, bang up-to-date.

Key to these changes has been the developing team we have working with us – from Dean Sanderson our Manager, Adam Hind our Assistant Manager, and the team of physiotherapists, instructors and volunteers working tirelessly to deliver our services – many, many thanks to everyone for all your hard work.

**Secondly, our finances** – I said at last year's AGM that SNAPS had been losing money year on year, with a pattern of expenditure which was not sustainable. Your Board took the radical actions necessary to ensure that the charity would survive, and I am pleased to say that our finances have recovered very strongly. Our reserves are covered and we have additional funds.

We employed a professional fundraiser to implement our new strategy, and Sam Grundy, whom many of you will know as one of the founders and our former Chair, has more than fulfilled our targets. We are now in a solid financial position which has enabled SNAPS to plan for further growth and sustainability.

**Thirdly, 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 to the law, the duty of care to ensure that we adhere to our objectives, and the duty of prudence to ensure that the charity is financially solvent, and can continue to operate.

We are lucky in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees and I would like to acknowledge their hard work and contribution in

the last year in helping to deal with the issues facing the charity, and get us on to a sounder footing. I am particularly pleased that we have had 4 Parent Trustees on the Board as they bring an invaluable view from the 'front line' of caring for a disabled child.

I'll name all of our current Trustees if I may – in alphabetical order – Scott Courts (our Treasurer), Janneke Elferink, Marjorie Frank, Anne Gait (our Vice Chair), Clare Jackson and Jean Maston.

There are 5 people whom I would like to also mention – the first is Liam O'Connor, our former Treasurer, who stepped down earlier in the year, and who helped to stabilise SNAPS at a point when our finances were rocky. The second is Sarah Coles, who has been a stalwart supporter of SNAPS both personally and through the support of Irwin Mitchell, and who is stepping down at this AGM.

In addition 3 Trustees are stepping down - Katy Moreland due to pregnancy, and Shabnam Nazir and Sally Street due to family and work pressures. Many thanks to all of them for their contributions. I'd also like to mention Anne Gait who has just had a hip operation and is recovering well.

I am pleased to welcome Rebecca Pearey and Ross McWilliams as new Trustees, both lawyers from Irwin Mitchell, and colleagues of Sarah, who are joining the Board, thereby continuing the great support we receive from Irwin's. We do have 3 vacancies on the Board and we are particularly keen to recruit more parents, so if you would like to discuss applying, please see me afterwards.

**And lastly, the future of SNAPS** – We have just completed our next Business Plan for 2016-2017 and we have some exciting ideas for further improving what we do and how we do it. Our breaking news is that we have impressed two larger external funders to such a degree that we are to receive further funding to support two specific objectives:

Firstly, to open for even more Saturdays here at Penny Field during the coming year; and

Secondly, to develop some 'taster sessions' in two other population centres in Yorkshire, and we're checking out opportunities in Wakefield, Halifax, Bradford and Huddersfield. This new project will take a lot of organising but we are very excited by the possibility of being to offer our unique provision on another site, as well as Leeds.

That's the end of my review of the year – the good news at this Annual General Meeting is down to the hard work and determination of the team and the family that is SNAPS. Thank you for listening.

**3b. Appointment of Auditors** - Chris informed the attendees 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. Sam Grundy proposed that SNAPS appointed WYCAS as auditors for the year ending 31<sup>st</sup> March 2015. This was seconded by Jean Maston.

#### **4. Election of the new Board of Trustees**

There are 4 Officers' positions and up to a further 8 additional Trustees can be elected. The following nominations have been received to date:

<b>Position</b>	<b>Name</b>	<b>Proposed</b>	<b>Seconded</b>
Chairperson	Chris Eatwell	Anne Gait	Jean Maston
Vice Chairperson	Anne Gait	Anne Gait	Jean Maston
Hon. Secretary			
Hon. Treasurer	Scott Courts	Chris Eatwell	Anne Gait
Trustee	Janneke Elferink	Chris Eatwell	Anne Gait
Trustee	Majorie Frank	Chris Eatwell	Anne Gait
Trustee	Clare Jackson	Chris Eatwell	Anne Gait
Trustee	Jean Maston	Chris Eatwell	Anne Gait
Trustee	Ross McWilliams	Chris Eatwell	Anne Gait
Trustee	RebeccaPearey	Chris Eatwell	Anne Gait

## **5. Any Other Business**

Comments were made about the regular failure of the Dance Instructor to turn out and the consequent lack of focus in the Hall. Chris confirmed that there would be more planned activities in the Hall. A number of positive comments were made about the improvements achieved over the last year, particularly in the finances and availability of slots. It was agreed that SNAPS had improved but could still continue to improve further.

## **6. Close of Meeting**

Chris thanked everyone for attending. This was the largest turnout of parents and supporters ever!

**Date of next meeting of the Board of Trustees** - Wednesday 13 April 2016, Irwin Mitchell, 2<sup>nd</sup> floor, 2 Wellington Place, Leeds, LS1 4BZ.