**SNAPS Annual General Meeting**

**MINUTES**

**PERIOD: April 2022 – March 2023**

**DATE: Saturday 27 January 2024 / 10.00**

**LOCATION: Broomfield SILC**

**Present**

Sunjay Chauhan, Chris Eatwell, Shelley Sheridan. Also in attendance – Lucy Owen.

NOTE – The Chair and 2 Trustees is the minimum number required to attend the AGM, as documents are required to be proposed as accurate and seconded, therefore the meeting was quorate.

1. **Welcome and apologies**

Chris welcomed everyone and gave apologies received from Paul Rowson. The meeting opened at 10.00.

1. **Minutes from last Annual General Meeting on 26 November 2022**

The minutes from the last AGM were reviewed by persons present and accepted as accurate. Proposed by Sunjay Chauhan, seconded by Shelley Sheridan.

1. **Report and accounts for the year ending 31st March 2023**

Prior to the meeting attendees and the wider group of stakeholders were given access to a pack with the following papers, which were also posted on the SNAPS website;

* Notice of the AGM being held today, including the Agenda
* A copy of the minutes of the AGM held 26 November 2022
* Nomination paper for nominations to Board of Trustees
* Report and financial statement for the year end 31st March 2023
* In addition, a summary of the key financial data from the Accounts was made available

**3A. Review of the year 2022-2023 by the Chair**

**ACHIEVEMENTS AND PERFORMANCE**

The past year has been a very interesting period, dominated by coming out of the lockdowns and restrictions of the pandemic. SNAPS has been back to full delivery of physiotherapy and other support services, although somewhat restrained by the shortage of qualified physiotherapists.

This review looks at 4 specific areas – Operations, Finances, Trustees, and the future of SNAPS. **Firstly, Operations** – This has been another time of unmet needs for our families, with many services and charities still struggling in the post-pandemic period. SNAPS staff and the Family Support team have been working at full stretch to meet the burgeoning need, as shown by the extensive backlog of children and families on our waiting lists. Many of the recipients have expressed their thanks for the positive support received. We have also focussed on ensuring that our staff team, and in particular, their mental health, is supported at all times.

Having lost some staff as we emerged from furlough, we have managed to recruit new team members, who have then been fully trained and are delivering our services to the required standards. We have continued to review and improve our management and policy structures, such as business and financial planning, and strategic development, and have developed an ambitious plan for further growth, both in the next financial year, and beyond. We continue the search for a third site to enable SNAPS to deliver a more extensive range of supportive therapies and meet the identified need across the region.

We have also maintained our support for the West Yorkshire Children’s Additional Needs Network, now 95 organisations strong, which SNAPS co-founded in 2016, to improve the flow of information and communication between charities and statutory bodies from education, healthcare and Local Government across the region.

**Secondly, Finances –** Although raising funds has continued to be challenging in a market place which has been stretched ever tighter by the tough financial and economic conditions prevailing, our fundraising team has out-performed expectations and delivered a strong result. As a result of the generosity of our many supporters and a lot of hard work from the team, SNAPS ended the current year in an excellent financial position, and stronger than ever before, which helps the charity become as sustainable as possible, and grow our services in the future. It is important to mention two particular contributors – Irwin Mitchell, which continue their long term and regular support, and the Alerce Trust, our wonderfully generous benefactor.

SNAPS has a good story to tell and we tell it well, and have shown that we can competently manage the steady growth required to build a successful organisation and expand the provision of service to the families of Leeds. SNAPS is an independent charity, not an agency of social services or Leeds City Council, and we take no financing from local or national government in any form. In the current economic climate, and with cuts to government grants so prevalent, our independence has been seen by our funders as a strength.

**Thirdly, the Board of Trustees** - We are fortunate in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees, including hard pressed parents, to help set strategy and provide oversight of our work, 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. During this period, we have managed to retain the invaluable services of 11 Trustees, and added a new recruit, which has helped to provide stability, certainty and continuity.

And lastly, **the future of SNAPS** – The challenges facing small charities cannot be under-estimated, but as Chair, I am confident that we will continue to develop and grow, supported by the good will and contributions of our many families, supporters and stakeholders. Since 2015, SNAPS has grown by a factor of roughly 6 times in terms of provision of services, income and reserves, which is a tremendous performance in a demanding market place, and an excellent advertisement for the hybrid business model which we have adopted, developed and used to such advantage. The new development strategy offers promise of further expansion and an even more exciting future. The good news in this Review is down to the hard work and determination of the team and the family that is SNAPS.

**3B. Financial Report**

**3B1. Presentation of Accounts**

The Annual Report and Financial Statements for the year ended 31 March 2022 were reviewed by those present and agreed as being correct. Proposed by Sunjay Chauhan, seconded by Shelley Sheridan.

**3B2. Appointment of Independent Examiners**

The Chair informed those present that the SNAPS accounts had been audited by WYCAS (West Yorkshire Charity Accountancy Service). SNAPS has appointed WYCAS over recent years and we have found the service and support beneficial. Sunjay Chauhan proposed that SNAPS appoint WYCAS as auditors for the year ending 31st March 2023. This was seconded by Shelley Sheridan.

1. **Election of the New Board of Trustees**

Before we get on to new elections, I would like to mention our volunteer Trustees on the Board. Whilst we lost two Trustees in the last financial year, we have retained the services of an excellent group of talented and committed people, which speaks volumes about the quality and dedication of the Trustees, and we thank them for their invaluable service to SNAPS.

Ross McWilliams, Howard Pickles, Sunjay Chauhan, Victoria Moss, Tom Wake and Paul Rowson have all contributed significantly during what has been another very busy year. Paul and Ross have both continued in the role of Vice Chair, Howard continues his support as our Treasurer, and I must mention Anne Gait, who as our President, continues to provide sterling support.

We have also been delighted to have 3 other Trustees who are also parents of children using our services – they are Lora Bedford, Debbie Hingerton and Shelley Sheridan – their contribution has been crucial because they have given the Board the authentic voice of lived experience which is so valuable.

The Officers’ positions are the Chair / Vice Chair / Treasurer. There are up to 8 further Trustees’ places and we currently have nominations for 6 positions. If anyone else is interested in attending a Board Meeting, we can accommodate them as an observer. We love to have parents involved, as it is crucially important to have that voice from the front line. If a potential candidate is not sure what’s involved, they can have a chat with one of the Trustees, and come along to a meeting as an observer (when we are able to) or zoom, and see what we do as a ‘taster’.

The following nominations have been received to date:

**NAME OF PROPOSED NOMINATED SECONDED**

Chair Chris Eatwell Paul Rowson Ross McWilliams

Vice Chair Paul Rowson Chris Eatwell Ross McWilliams

Vice Chair Ross McWilliams Chris Eatwell Paul Rowson

Treasurer Howard Pickles Chris Eatwell Paul Rowson

Trustee Lora Bedford Chris Eatwell Paul Rowson

Trustee Sunjay Chauhan Chris Eatwell Paul Rowson

Trustee Debbie Hingerton Chris Eatwell Paul Rowson

Trustee Victoria Moss Chris Eatwell Ross McWilliams

Trustee Tom Wake Chris Eatwell Ross McWilliams

Trustee Shelley Sheridan Chris Eatwell Ross McWilliams

No further nominations have been received. All candidates were duly appointed.

1. **Any Other Business**

Lucy Owen thanked our staff team at this point. We couldn’t do what we do without the continuing support and encouragement provided by our team of hard working staff, so many thanks to them. They have been a joy to work with over this last year.

Chris offered an update on the SNAPS highlights of the period since April 2023 until now:

- we have won the People’s Prize on ITV via a popular vote; - we have won a Weston Foundation award; - hosted the Pilotlighters in Leeds; - added to our fundraising team; - aimed to increase income to £300,000; - supported Project TOBI and the Strategy Review in September 2023; - continued to support WYCANN, including handing over the Chair role to Lucy Owen; - continued to host and support the Leeds Parent Carer Forum; - added to our policy base through new anti-Fraud and Green policies; and - drafted a new Business Plan and budget for the coming financial year.

There was no other business.

1. **Close of Meeting**

Chris Eatwell thanked everyone for attending. I would like to say thank you again to everyone involved in SNAPS. The meeting closed at 10.18.

**Date of next meeting of the Board of Trustees–**

Wednesday 13 March 2024 at 19.00, at Irwin Mitchell, 4th floor, 4 Wellington Place, Leeds, LS1 4BZ.