



Talking SENSE!

Annual General Meeting for year ending 31st March 2021

Contents

Members of the Board

Minutes of AGM held 4th May 2021

Members of the Board

Registered charity name	Talking SENSE!
Charity number	1151366
Registered address	75 Westbrook Avenue Aldridge Walsall WS9 0BZ
Trustees	Mrs Sylvia Stanway (Chair) Mr Elliot Garbett (Secretary) Sarah Evans (Treasurer) Mrs Jane Moore Mrs Mary Adamson Mrs Jo Yarnall Mr Ken Upton



Talking SENSE!

Annual General Meeting

Minutes of the sixth Annual General Meeting of 4th May 2021

Contact: Elliot Garbett, Secretary to the Committee
07928 306735 elliotgarbett@outlook.com

Present:	Sylvia Stanway, Chair	Jo Yarnall
	Elliot Garbett, Secretary	Ken Upton
	Sarah Evans, Treasurer	Jane Moore
	Mary Adamson	Rachel Swingler

Apologies: Nil

Item 1: Chair's Opening Remarks:

- 1.1 Sylvia opened the meeting at 7.09pm by welcoming those present and declaring the meeting as quorate.

Item 2: Approval of the Minutes of the last AGM and Matters Arising:

- 2.1 The minutes of the AGM held 7th July 2020 were read and approved as being accurate. There were no matters arising.

Proposed: Sarah Evans
Seconded: Jane Moore

Item 3: Reports and Accounts:

- 3.1 These were reported on and approved. There were no matters arising.
- 3.2 Treasurer's report was circulated with the agenda ahead of the meeting.

Item 4: Appointment of Charity Trustees:

- 4.1 The following trustees were elected/re-elected as Officers of the Board, having stood down, been nominated, seconded, and agreed by majority vote:

Trustee	Position	Nominated	Seconded
Sylvia Stanway	Chair	Jane Moore	Mary Adamson
Elliot Garbett	Secretary	Jane Moore	Sylvia Stanway

Sarah Evans	Treasurer	Sylvia Stanway	Jane More
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- 4.2** The following trustees were elected//re-elected as trustees, having stood down, been nominated, seconded, and agreed by majority vote:

Trustee	Nominated	Seconded
Ken Upton	Jane Moore	Mary Adamson
Jo Yarnall	Sarah Evans	Jane Moore
Jane Moore	Sarah Evans	Mary Adamson
Mary Adamson	Ken Upton	Sylvia Stanway

Item 6: Any Other Business/Matters Raised During the Meeting

- 6.1** There being no other business the meeting closed at 7.21pm.

Talking SENSE!

Balance Sheet 2020-21			
	Unrestricted £	Restricted* £	2019
Balance c/fwd from March 2020	£7,796.46	£0.00	£7,796.46
INCOMES AND ENDOWMENTS FROM:			
Donations	£250.00		
Grants		£10,000.00	
Charitable activities			
Representation	£42,496.00		
EHCP Checks	£9,165.00		
Advocacy	£2,587.56		
Workshops	£250.00		
Total incoming resources	£54,748.56	£10,000.00	£64,748.56
EXPENDITURE ON:			
Governance	£2,060.50		
Operating leases inc maintenance	£4,168.56		
Office costs inc phone & web	£730.69		
Stationery, materials & equipment	£117.20	£1,000.00	
Training		£982.97	
Charitable activities			
Professional fees	£27,345.00	£4,075.00	
Expenses	£526.48		
Total expended resources	£34,948.43	£6,057.97	£41,006.40
Net income for the year 2020-21	£19,800.13	£3,942.03	£23,742.16
Total funds at 1st April 2020	£7,796.46	£0.00	£7,796.46
Total funds at 31st March 2021	£27,596.59	£3,942.03	£31,538.62
Balance Sheet at 31st March 2021			
Fixed assets			
Bank and cash	£27,596.59	£3,942.03	£31,538.62
Current liabilities			
Creditors (amounts due within one year)			
Debtors			£0.00
Net assets			
Funds			
Unrestricted			£27,596.59
Restricted			£3,942.03
Total funds			£31,538.62
<u>Signed:</u>		Miss S. Evans	<u>Treasurer</u>

Date: 31st March 2021



Independent advocacy and support for parents of children with SEN and Disabilities

Board of Trustees
Talking SENSE!

Our ref: SE/Accounts21

Your ref:

Date: 4th May 2021

Dear Board of Trustees,

Treasurer's Report – Financial Year 2020-21

Talking SENSE! (the charity) carried over £7,796.46 from the previous year. Income for 2020-21 was £64,748.56, expenditure was £41,006.40. Fixed assets as at 31st March 2021 are £27,596.59 (unrestricted) and £3,942.03 (restricted) resulting in an end of year balance of £31,538.62

Most of the charity's income in 2020-21 arose from fees paid by parents for services such as tribunal representation, EHCP Checks and, advocacy. The charity also received £10,000 from the National Lottery Covid Fund.

Your attention is drawn to the Balance Sheet enclosed.

In my opinion, this Treasurer's Report and balance sheet provides a true and fair view of the state of the charity's affairs as at 31st March 2021.

Sarah Evans
Treasurer

Notes to Accounts for the Year End 31st March 2021

1. Accounting Policies

1.1 Basis of accounting

These accounts are prepared in accordance with the recommendations contained in the Statement of Recommended Practice (SORP) – Accounting and Reporting by Charities - revised 2005.

1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of Talking SENSE!

Restricted funds are funds subject to specific restrictions imposed by donors.

1.3 Fixed assets

Tangible fixed assets stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less residual value, over the expected useful life cycle.

Computer equipment – 5 years

1.4 Value Added Tax (VAT)

VAT is not recoverable by Talking SENSE! and as such is included in the relevant costs in the Balance Sheet.

1.5 Incoming resources

All incoming resources are accounted for when Talking SENSE! is entitled to the income and there is certainty of receipt and the amount can be quantified with reasonable accuracy. The following specific policies apply to categories of income:

Donations	-	as receivable
Grants	-	as receivable unless otherwise specified
Interest and other income	-	on an accrual's basis where appropriate

1.6 Resources expended

All expenditure is accounted for on a receipt and payment basis.

The charities balance sheet shows the cash received by the charity and what the charity has spent it on.