



# Talking SENSE!

## Annual General Meeting for year ending 31<sup>st</sup> March 2022

### Contents

Members of the Board

Minutes of AGM held 20<sup>th</sup> July 2022

### Members of the Board

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



# Talking SENSE!

## **Annual General Meeting**

### **Minutes of the seventh Annual General Meeting of 20<sup>th</sup> July 2022**

Contact: Elliot Garbett, Secretary to the Committee  
07928 306735 [elliotgarbett@outlook.com](mailto:elliotgarbett@outlook.com)

|          |                        |                 |
|----------|------------------------|-----------------|
| Present: | Sylvia Stanway, Chair  | Jo Yarnall      |
|          | Sarah Evans, Treasurer | Ken Upton       |
|          |                        | Rachel Swingler |

|            |                           |              |
|------------|---------------------------|--------------|
| Apologies: | Jane Moore                | Mary Adamson |
|            | Elliot Garbett, Secretary |              |

#### **Item 1: Chair's Opening Remarks:**

- 1.1 Sylvia opened the meeting at 7.15pm by welcoming those present and declaring the meeting as quorate.
- 1.2 This meeting had been originally scheduled for 18<sup>th</sup> May and 15<sup>th</sup> June however, due to circumstances beyond the control of the committee, both dates had to be vacated with tonight being the next available date convenient for most members.

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

- 2.1 The minutes of the AGM held 4<sup>th</sup> May 2021 were read and approved as being accurate. There were no matters arising.

Proposed: Sarah Stanway

Seconded: Jo Yarnall

#### **Item 3: Reports and Accounts:**

- 3.1 Sylvia read her Chairs report. There were no matters arising.
- 3.2 Treasurer's report was circulated with the agenda ahead of the meeting and was explained by Sarah during the meeting. There were no matters arising.

Proposed: Sylvia Stanway

Seconded: Jo Yarnall

#### **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     | Jo Yarnall | Sarah Stanway  |
| Elliot Garbett | Secretary | Ken Upton  | Sarah Stanway  |
| Sarah Evans    | Treasurer | Jo Yarnall | Sylvia Stanway |

- 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    | Sylvia Stanway | Jo Yarnall    |
| Jo Yarnall   | Sylvia Stanway | Sarah Stanway |
| Jane Moore   | Sarah Stanway  | Jo Yarnall    |
| Mary Adamson | Sarah Stanway  | Ken Upton     |

#### **Item 5: Any Other Business/Matters Raised During the Meeting**

- 5.1 There being no other business the meeting closed at 7.30pm.





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

Board of Trustees  
Talking SENSE!

Our ref: SE/Accounts22

Your ref:

Date: 20<sup>th</sup> July 2022

Dear Board of Trustees,

### **Treasurer's Report – Financial Year 2021-22**

Talking SENSE! (the charity) carried over £31,538.62 from the previous year. Income for 2021-22 was £56,048.25, expenditure was £49,762.76. Fixed assets as at 31<sup>st</sup> March 2022 are £37,824.11 (unrestricted) resulting in an end of year balance of £37,824.11

All of the charity's income in 2021-22 arose from fees paid by parents for services such as tribunal representation, EHCP Checks and, advocacy.

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 31<sup>st</sup> March 2022.

Sarah Evans  
Treasurer

### **Notes to Accounts for the Year End 31<sup>st</sup> March 2022**

## **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.