



Annual General Meeting for year ending 31st March 2025

Contents

Members of the Board

Minutes of AGM held 17th June 2025

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 Stanway (Treasurer) Mrs Jane Moore Mrs Jo Yarnall Mrs Mary Adamson Mr Ken Upton



Talking SENSE!

Annual General Meeting

Minutes of the ninth Annual General Meeting of 17th June 2025

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

Present:	Sylvia Stanway, Chair	Ken Upton
	Jane Moore	Rachel Swingler
Apologies:	Elliot Garbett, Secretary	Jo Yarnall

Item 1: Chair's Opening Remarks:

- 1.1 Sylvia opened the meeting at 7.01pm 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 28th April 2024 were read and approved as being accurate. There were no matters arising.

Proposed: Sylvia Stanway
Seconded: Jane Moore

Item 3: Reports and Accounts:

- 3.1 Treasurer's report was circulated ahead of the meeting. For reasons relating to illness, Deborah prepared the treasurer's report on Sarah's behalf. While there were no matters arising from the treasurer's report, it was agreed to accept it, and trustees invited to contact Deborah with any questions they may have.

Proposed: Sylvia Stanway
Seconded: Jane Moore

- 3.2 Sylvia's report was circulated ahead of the meeting. There were no matters arising.
- 3.3 The tribunal activity report was circulated ahead of the meeting. There were no matters arising.

Item 4: Appointment of Charity Trustees:

- 4.1 The following trustees were 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	Ken Upton
Elliot Garbett	Secretary	Sylvia Stanway	Jane Moore

- 4.2 For reasons relating to illness, Sarah has not been an active officer/trustee for two years. It was agreed that the charity would write to Sarah to give her the opportunity to resume her role or resign.

- 4.3 The following trustees were re-elected as trustees, having stood down, been nominated, seconded, and agreed by majority vote:

Trustee	Nominated	Seconded
Ken Upton	Sylvia Stanway	Jane Moore
Jo Yarnall	Sylvia Stanway	Jane Moore
Jane Moore	Ken Upton	Sylvia Stanway

- 4.4 Mary Adamson has decided to resign from the Board with immediate effect as her son is no longer in education.

- 4.5 The following trustee was elected as a trustee having been nominated, seconded, and agreed by majority vote:

Trustee	Nominated	Seconded
Rachel Swingler	Ken Upton	Sylvia Stanway

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

- 5.1 Ken to check the Charity Commission's guidance in relation to the type of accounts/record keeping to be maintained given the increase in the Charity's income this year.
- 5.2 A discussion ensued relating to the strategies employed by Ken and Rachel to ensure they protected their own emotional wellbeing to avoid burnout.
- 5.3 Sylvia reiterated her praise upon Grace for the work she does in supporting Ken and Rachel with EHCP Checks, working documents, and other tribunal administrative tasks. Rachel shared news about Grace being a huge help when Ken was on leave as she was able to access his inbox, share information with Rachel, and avoid a distressing situation which a parent was experiencing becoming even more distressing.

- 5.4 Ken agreed to discuss the option of Grace joining the Board as a trustee with her.
- 5.5 Sylvia shared the news that anonymous posts on social media had been read and which appeared to criticise Talking SENSE! The Charity had subsequently reviewed and updated its T&Cs and practices to ensure it remains transparent and fair.
- 5.6 Sylvia suggested the advocates add an automated email response to their mailbox to reassure parents that their email had been received and would be replied to within a specific time frame.
- 5.7 There being no other business the meeting closed at 7.45pm.

[illegible]

Summary information of cleared Expenditure and Income payments this financial year

<u>Expenditure payment methods</u>		<u>Income payment methods</u>	
BACS	£ 165,755.69	BACS	£ 149,690.62
Cheques	£ -	Cheques	£ -
Fund transfer out	£ -	Cash payments	£ -
Debit cards	£ -	Standing orders	£ -
Direct debit	£ -	Bankers drafts	£ -
Petty cash payments	£ -	Loans	£ -
Standing orders	£ -		
Cash back transactions	£ -		
Totals	£ 165,755.69	Totals	£ 149,690.62
Petty cash drawn all methods	£ -	Money movement between funds	
Petty cash balance	£ -	Fund Transfer In +	£ -
		Fund Transfer Out -	£ -

[illegible]

Summary information of cleared Expenditure and Income payments this financial year

<u>Expenditure payment methods</u>		<u>Income payment methods</u>	
BACS	£ 165,755.69	BACS	£ 149,690.62
Cheques	£ -	Cheques	£ -
Fund transfer out	£ -	Cash payments	£ -
Debit cards	£ -	Standing orders	£ -
Direct debit	£ -	Bankers drafts	£ -
Petty cash payments	£ -	Loans	£ -
Standing orders	£ -		
Cash back transactions	£ -		
Totals	£ 165,755.69	Totals	£ 149,690.62
Petty cash drawn all methods	£ -	Money movement between funds	
Petty cash balance	£ -	Fund Transfer In +	£ -
		Fund Transfer Out -	£ -