

18th March 2021 Minutes AGM Via Zoom

Welcome: Andrea (Chair) opened with a word of scripture – Isaiah Ch 41 v 17-20. When going through hard times, God is with us. She then started the meeting with prayer.

1. **Present:** Dorothy, Andrea, Ruth, Bethan, Elizabeth, Nicola, Steve, Joanne, Cathy, Joan, Christine, Marlene.
2. **Apologies:** Helen, Alison.
3. **Minutes of the 2020 AGM:** The minutes were distributed prior to the meeting and after consideration were passed (Proposed – Ruth, Seconded - Joanne) as a correct record of the meeting. The minutes will be signed once lockdown restrictions allow.
4. **Appointment of Officials:** Andrea – (Chair) Nicola - (Vice Chair) Dorothy – (Secretary) Steve – (Treasurer). Health & Safety Officer - (Nicola) Safeguarding Officer – (Joanne). These appointments were carried unanimously.

5. **Matters arising:**

Ref 11 (i) Gift Aid is now up to date.

Ref 11 (ii) We are so pleased with the prayer cards; it was a very good investment.

6. **Trustee's Report:** Andrea presented the Trustees Report which had previously been distributed. (copy attached).
7. **Treasurer's Report:** The Treasurer's Report, having been prepared by Steve was presented having previously been distributed. (copy attached). Financially we are doing well. The "Furlough Scheme" has been really good and we realise how fortunate we are as a charity.
8. **Manager's Report:** Ruth presented the Manager's Report which had previously been distributed (copy attached). Staffing – Keziah successfully completed her probationary period. We are now allowed back into a limited number of schools and some schools are accepting volunteers into school but under different circumstances. Producing material on line has opened up more opportunities to be able to reach other areas and we can now expand into North Yorkshire. Staff are very positive and have taken all the changes in their stride and adapted well in difficult circumstances. They have not lost the joy of being interactive with schools. The feedback for in person work and virtual work has been very positive. Elizabeth carried out a virtual lesson in a new school in a new area and it was very well received.
9. **Policies & Procedures:** The following Policies and Procedures were adopted at the AGM.

Policies and Procedures relating to Safeguarding: -

Safeguarding Statement.

Child Protection Policy.

Compliments, concerns and complaints.

E Safety and Photography.

Physical Intervention Policy.

Recruitment of Ex-Offenders.

Safe Recruitment and Selection Policy.

Volunteer Policy.

Vulnerable Adults.

General/Operational/Personnel: -

Annual Strategy.

Accident Policy.

Cancellations.

Code of Conduct.

Electrical Safety Policy.

Financial Policy.

Mission Statement and Statement of Faith.

Personal Safety Policy.

Quality Assurance.

Risk Management and Assessment.

Thanks were expressed to Nicola, Joanne and Andrea for all their hard work with the revision of the above policies and procedures.

The policies have been duly signed by Ruth the Manager.

10. Finances: It has been a difficult year but we still have a surplus. There has been no reduction in individual giving but there has been a drop in one off donations and fundraising. The cost of insurance has increased but we are now fully covered. The accounts were presented - (Proposed – Steve, Seconded - Andrea) and were approved unanimously. These will be signed by Andrea once lockdown restrictions allow. The reserves have reduced because Ruth has now gone part-time. Thanks were expressed to Steve, Marlene and the managers for doing all the finances.

11. A.O.B: None

12. Date of 2022 AGM: 16th March 2022.

Hand to Mouth Trustees Annual Report 2020-2021

Charity Number: 1159877

Our Aim: To enable children to explore Christianity, and reflect upon their own Spiritual Journey

Trustees:

- Andrea Hindson (Chair)
- Nicola Dann (Vice Chair/Health and Safety)
- Steve Broadhead (Treasurer)
- Dorothy Gough (Secretary)
- Bethan Aspland
- Joanne Smith (Safeguarding)
- Cathy Davie

The trustees team continue to oversee all decisions made, practical and financial, and the Governance of Hand to Mouth. We usually meet face to face, at least 3 times a year, although this year, due to the impact of the pandemic, we have had to meet up more frequently. Since the A.G.M. all our meetings have taken place online via Zoom.

The election of a new Chair and Vice-Chair took place at the A.G.M. on March 2nd 2020, and the remaining officers were re-elected. Shortly after the A.G.M. we were happy to recruit a new member to the trustee team in Cathy Davie, and she has already been able to support the trustees and staff with her knowledge and expertise, as well as her commitment. We were sad to receive the resignation during the year of Vicky Parkin, and wish her well with her new ventures. Recruitment of new trustees remains an on-going project. The new ambassadors film will assist our recruitment strategy. As we approach the A.G.M. there have been a few people who have expressed an interest in possibly joining the trustee team.

Due to the impact of COVID-19, this past year has been exceptionally challenging for the whole Hand to Mouth team. Instead of working through our scheduled plans for the year, we were reacting to rapidly, changing circumstances. As schools were closed, additional meetings were scheduled, to formulate and implement crisis management plans. We gave close scrutiny to our financial position in the light of the impact of the pandemic, considering the various Government support schemes on offer: the furlough scheme, and the Bounce Back Loan Scheme. We have made good use of the furlough scheme, particularly during periods of school closure. Trustees were involved in liaising with workers about the scheme, and also face to face meetings with staff to explore temporary changes to workers' hours and pay.

We continue to future-proof the charity, and in line with Charity Commission Guidelines on strategic governance, the Trustees took the decision to work in a new direction, alongside our existing work, to ensure that Hand to Mouth would prepare to take our classroom teaching and worship resources, as well as our promotional material, online. The Trustees were also involved in the selection process for people to take on the filming work, and are delighted with the high-quality resources that have been produced.

Although much of our time and focus has been on responding to the impact of COVID-19, we have also remained pro-active, wherever possible, following our annual strategy plan. We reviewed,

amended and adopted a new constitution, which includes an increase in our quorum from 2 to 3. Sub-committees have continued to work through reviewing and updating policies, and various new policies have also been written.

Our September “Big Thank You” celebration for volunteers and supporters had to be cancelled due to continued restrictions. As a way to send our prayers and God’s blessings out to school’s staff during lockdown, approximately 80 cards, containing a bible verse, alongside words of support and encouragement, were sent out to our partnering schools. These have been well-received.

Fundraising events held in previous years such as coffee mornings and our planned Christmas Craft Fair were also unable to take place. However, our supporters have been very generous in their giving: even a cancelled Coffee Morning raised an impressive sum. Ruth and myself have been making and selling cards throughout the year. On March 6th, Cathy hosted our first online fundraising event “Crafty Saturday”, which was a great success, both in terms of fund-raising but also in raising awareness of our work.

The Trustees wish to thank the whole Hand to Mouth family who have contributed to the running of Hand to Mouth during the past year: our paid workers, our volunteers, supporters, fundraisers and prayer supporters-both churches and individuals. We particularly acknowledge their flexibility, generosity, patience and commitment to Hand to Mouth, which have enabled us to continue to enable children to explore Christianity and reflect on their own spiritual journey, during an exceptional year. Without all of these people the work of Hand to Mouth could not continue, so a huge “thank you” to everyone involved.

Andrea Hindson

(Chair of Trustees for Hand to Mouth)



2020 has been a year unlike any other, however Hand to Mouth (HTM) has successfully managed to maintain its financial position. The 2 year comparisons, which accompany this report, show that our surplus is lower than 2019. Whilst this is to be expected, it is also important to note that HTM's aim is not to make a large surplus but to remain sustainable whilst carrying out our mission.

Thanks to the Government's Job Retention Scheme (JRS), staff at HTM were able to be paid 80% of their wages whilst not working. Therefore, this did not cost HTM whilst they had no income from schools.

With schools unable to welcome visitors for the majority of 2020, the team at HTM created virtual alternatives to honour bookings, and ensure that income could be generated. Online live sessions allowed HTM to meet the needs of the schools already booked and new film content was created to give schools a safe, COVID-friendly alternative. The films produced have brought in enough revenue to cover costs and can be available in future years, with no further spending needed. They are therefore a great investment which also removes the geographical limitation that the previous HTM model had.

HTM have seen a reduction in donations from individuals and churches over 2020, which is to be expected, however the majority of regular giving has remained steady. HTM has been impacted by the loss of key fundraising events, such as coffee mornings, which have previously brought in larger donations.

Overall, our 2020 expenditure has been lower than 2019. This is due to 80% of wages being claimed back through JRS, and reduced expenditure for parking and mileage. Even though there has been a lower income, the reduced expenditure has allowed HTM to enter 2021 with healthy accounts.

HTM maintains a healthy reserves balance, which is in line with our Financial Policy. If the worst were to happen, HTM would be able to meet their financial obligations for the 3 months outlined in the policy.

As Treasurer for Hand to Mouth, I am pleased with the state of the accounts, and the reserves held, and extend my thanks to the trustees and staff of Hand to Mouth for their resilience over the past 12 months. Without the hard work put in by all of the team, we would be in a very different position.

Steve Broadhead

Treasurer

Manager's Report 2020

2020 started off really well for Hand to Mouth. We had a full book of bookings for the year, new schools coming on board, new ideas to try and a new staff journey. It soon became apparent that all those plans could almost be thrown away as Covid struck. In one hour we had to pray, make decisions about the next week, (which then became months and then the whole year), and clear our office which we wouldn't see again for a number of months.

The government immediately put in place the furlough scheme, which has supported us greatly, and ensured we are still in existence, as without it by now we would have had to close, according to our policies. All our regular staff have received payments through this scheme, and when it became appropriate we took flexi-furlough so we could keep contact with schools, most of which were still open.

Trustees quickly came to grips with zoom, and attended courses run by stewardship that advised us on longer term planning and funding for this time, which again was a godsend. Plans were put in place, and trustee meetings became virtual.

Our main priority at this time was keeping our profile raised with schools and keeping staff supported. We sent 'thinking of you' cards to schools, and had staff "coffee and chat" each week, if staff felt they wanted to join me. It was good keeping in touch, in our own time of course.

Plans began for a way forward, keeping in touch with schools and helping them as much as we could during this difficult time. We began writing and recording 3 series of collective worship videos that we sell for a nominal amount. These are Covid free and can be used for years to come.

During the most recent lockdown, we prioritised communication with churches and schools, and blessing the schools in a way we couldn't usually do. We have sent out a free collective worship and a free Journey into Easter. These won't impact our future bookings negatively, as they are different to our usual work. We have had many positive responses and grateful thanks for these from our schools and some further afield. Cards were once again sent to schools reminding them we are praying for them.

The year has felt somewhat like treading water, however it has actually been a time to evaluate where we are, and how we can move forward. The new school that we were meant to go into right back at the beginning of lockdown is booked in this week for a virtual RE Day, and they have a staff day booked in for September. Contact has been kept and support given where needed, but plans are also in place for the future. The videos haven't made us much, but haven't cost much either, as we managed to secure a grant to cover most of the cost. Moving forward we now feel that we can offer virtual work as a matter of course, to schools anywhere in the country. This will hopefully help us be recognised as an accredited supplier of Understanding Christianity resources, but even without that recognition, we can work nationally with ease.

Finance has been our least priority, as we have 'held our own'. We have received grants from John James and Rank Foundation. Supporters have been very generous with their giving, many raising their usual regular gifts. A new laptop has been donated for use in our virtual work. During the summer a coffee morning that couldn't actually happen, raised MORE than if it had

happened! Thank you Lord! Card making by a trustee and a member of staff has helped their mental health and raised a substantial sum for our charity. Plans for further fundraising have been made for 2021.

Our thanks go to all our volunteers, trustees, staff and everyone who supports us, but most of all to our God. For His faithfulness to us, and for his desire that we continue to flourish.

There was an advert on TV that said 'The future is bright; the future is...'. For us, the future is bright, the future is secure, and the future is Hand to Mouth!

Ruth Coates (Manager – Hand to Mouth)



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name

HAND TO MOUTH

On accounts for the year
ended

DECEMBER 2020.

Charity no
(if any)

1159877

Set out on pages

N/A.

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2020.

Responsibilities and
basis of report

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Richard A. Eastwood

Date:

18/2/2021

Name:

RICHARD ANTHONY EASTWOOD

Relevant professional
qualification(s) or body
(if any):

Address:

Hand to Mouth Annual Receipts and Payments Accounts for Year Ending 31st December 2020

Receipts

Cash in Hand 01/01/2020 - b/d	24,577.28
Reserves 01/01/2020 - b/d	17,214.42
Schools	15,719
Donations - Individuals	14,676
Donations - Churches	2,458
Donations - Trusts	13,000
Tax Refund	1,020
Bank interest	67
Branding Promotion	54
On-line Video Sales	1761
HMRC JRS Grant	<u>16875</u>

Total 107,422

Payments

Wages	41,944
Revenue and Customs	2,042
Office Parking	229
Workplace Pension	4333
Mileage	1,045
Telephone	722
Administration & office	3,820
Insurance	1196
Sundries	685
Resources	2,674
Rent	3,180
Funding Development	1,000
Ambassadors Scheme	0
Filming Expenses	1,480
Depreciation	<u>40</u>
Cash in Hand 31/12/2020 - b/d	5,721
Reserves 31/12/2020 - b/d	37,310

Total 107,422