



Minutes of the Trustees Meeting

Date: Wednesday 16th March 2022

Time: 7:30pm

Place: Huddersfield Mission

	Minutes (Face to Face and Zoom)	Action to be taken	By...	Resolution
	Welcome: Andrea welcomed everyone to the meeting – those in person and those online. She shared from Romans 12 about each using our God given gifts to serve God faithfully. Andrea read a prayer from Lent reflections.			
1	Present: Andrea Hindson, Ruth Coates, Nicola Dean, Christine Kirton, Steve Broadhead, Irene Dennison, Cathy Davie, Dorothy Gough, Elizabeth Smith.			
2	Apologies: Bethan Aspland, Joanne Smith.			
3	Minutes of the 2021 AGM: The minutes were distributed prior to the meeting and after consideration were passed as a correct record of the meeting. The minutes had been signed.	Proposed: Nicola Seconded Steve	All in favour	Accepted
4	Matters arising: No matters arising.			
5	Appointment of officials: Dorothy is willing to stand again as Secretary. Andrea proposed Nicola to take on the role of Chair and Dorothy seconded it. At this point there is no one to take the role of Treasurer, and therefore given that there are some absences this will be addressed at the next Trustees meeting.	Chair: Nicola Proposed Andrea Seconded Dorothy	Nicola Chair: All in favour Dorothy Secretary: All in favour	Accepted
6	Trustees' Report: Andrea referred to the Trustees Report previously circulated by email. This covers March 2021-March 2022. This has been another challenging year but the strategy we've had in place has helped move us onto the new normal. At a time when we couldn't see a way forward, we've been very well supported by Hand to Mouth supporters. Selling Christmas cards and fundraising as well as the furlough scheme have helped too. Cathy added thanks to Andrea for all her hard work and that we must give thanks to God for His provision. Andrea finished by thanking everyone who gives Hand to Mouth their support and			

	that we couldn't manage without everyone pulling together.			
7	Treasurer's Report: On 31st December 2021 the bank balances were £1993.91 and £42696.19. Steve spoke about the comparison of figures from 2021. Income has gone down, but so has expenditure and therefore the surplus has increased. This is good for reserves, although we are not trying to gain surplus. It was mentioned that the rent is also still very good but we expect this to go up from April 2022. Andrea commented on how helpful the visual charts are for seeing comparisons, using colour coordination to make things clearer. There was a question about the difference between the income from schools in the previous year (being lower) but that can probably be accounted for due to lockdown. Income from churches has increased as two Churches have increased regular giving and others give to us every second year, which was reflected in 2021 figures. Someone enquired as to what the HMRC figure was. This related to the furlough scheme, which came to an end in September 2021. Donations from Trusts have contributed a large proportion of income, however these are not regular income streams. We are looking into other possible funding sources. Volunteers do not claim expenses and this helps us to keep our expenditure down. Steve finished by saying he is very pleased with the state of the accounts.			
8	Manager's Report: Ruth welcomed the visitors to the AGM, Irene one of our volunteers and Christine who was appointed Administrative Assistant in November and started in January. Another member of staff has joined us as Schools Worker. Andrew Hunter was on a temporary contract until February and has now been made permanent. Were the videos just for lockdown when we were on Zoom? Are we selling them now? Yes, schools definitely want us in school. However, we continue to advertise the videos and also offer them to schools when we can't do Collective Worship in person due to Covid. We will take videos to the Leeds Head's Conference and try to sell them there. It was commented on that we've all worked on lots of projects that we weren't expecting and that all the staff have said yes to everything that has been asked of them, with energy and creativity.			

	We have got one more video in production, which will be a promotion video aimed at schools, to be produced at the end of March. What's the strategy for getting the video out there? We are actually pretty full and don't necessarily need more school's bookings, however there are more local schools, which we'd like to engage. We have a grant to be used to pay for some free work, to allow us to get in and encourage them to book again. We regularly get told that we are cheap, however the schools don't have more money to pay. Prices won't be going up this September.			
9	Policies and Procedures: Ruth has checked and signed all the policies and all the policies have been adopted.			
10	Finances: The accounts have been returned by the Independent Auditor and cleared as a correct record of the finances for the Charities Commission.	Proposed: Andrea Seconded: Steve	All in favour	Accepted
11	AOB: None			
12	Date of 2023 AGM and Pre AGM: Dates of Trustee Meetings: Wednesday 4 th May 2022 Thursday 14 th July 2022 Wednesday 19 th October 2022 Pre AGM Thursday 19 th January 2023 AGM Wednesday 15 th March 2023			
13	Steve's resignation as Trustee and Treasurer: Steve has asked not to have a gift and therefore donations were made for him to give to a charity of his choice.			
14	Andrea's resignation as Chair: Andrea was thanked for her work as the Chair and given a gift of flowers.			

Trustees Annual Report 21-2022

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/Acting Chair/Health and Safety)
Steve Broadhead (Treasurer)
Dorothy Gough (Secretary)
Bethan Aspland
Joanne Smith (Safeguarding)
Cathy Davie

The trustees 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 a mixture of face-to-face and virtual meetings, via zoom. The election of officers took place at the A.G.M. on March 18th 2021. All officers were willing to stand again for the coming year, and were duly re-elected.

At the forthcoming A.G.M. our Treasurer, Steve Broadhead, will be stepping down, and is also resigning as a trustee. Before becoming a trustee, Steve was one of our Schools' Workers. He has been a valued member of the Hand to Mouth family for several years now, and we thank him sincerely for everything he has done, and we wish him every success as he moves on. At the A.G.M. I shall be stepping down as Chair of Trustees, but will be continuing in my role as trustee. I would like to personally thank Nicola Dann, our Vice Chair, for taking on the role of Acting Chair for the past couple of months. Recruitment of new trustees has remained as one of our key areas of focus this year. Two people have expressed an initial interest, but to date we have not had anyone actually join the team. During the year, the Chair and Secretary reviewed and updated the content of the new trustee recruitment pack. As COVID restrictions are eased, it is hoped that the new ambassadors film will assist us with our recruitment strategy for both trustees and volunteers.

Due to the impact of COVID-19, this has been another challenging year for the whole Hand to Mouth team, however we have been able to continue to achieve our aim, and engage with schools. Having made careful strategic plans last year, in particularly around creating e-resources, we have been more able to respond flexibly to the ever changing circumstances. We were extremely grateful for the financial support provided by the Government, and in particular the furlough scheme, which enabled us to carry on our schools work during the period when Hand to Mouth could not go into schools. We also considered the Government "Bounce Back Loan Scheme" but decided that it was not something we needed to use. We have remained pro-active, wherever possible, following our Annual Strategy Plan. To ensure that our policies and procedures are regularly and systematically reviewed, we have introduced a framework to assist us in managing this process. Trustees have been formed into sub-committees who will take on responsibility for the reviewing and updating of policies.

In line with Charity Commission Guidelines on strategic governance, we are continuing the work to future-proof the charity. To support the existing team of staff, trustees agreed to employ an office manager, who would take on a wide-variety of administrative roles, including grant funding applications. We have continued to work closely with the Managers and other staff. During the Autumn, Joanne and I worked alongside the Managers in the recruitment and selection of two new workers. Two of the trustees lead different training events - Cathy Davie led a team-building day, and I ran an Autism Awareness Training event. This event also led to the drafting of an Equality, Diversity and Inclusivity Policy, and also the consideration of how we could make Hand to Mouth an Autism Friendly Organization, by developing an Autism Strategy.

Our annual "Big Thank You" celebration for volunteers and supporters was once again cancelled due to continued COVID restrictions. However, Cathy was able to put out a thank you banner at the Garden party fundraiser to let our supporters know how they are valued.

Just before the last AGM in March 2021, Hand to Mouth Manager Ruth hosted a highly successful and creative online fundraiser called Mouthy Mocktails, which was attended by several trustees. As restrictions eased in the Summer months, we welcomed the opportunity to hold a face-to face fundraising event, and trustee Cathy Davie hosted a very successful Garden Party in July, which she hopes can be repeated this coming Summer. Ruth and I have been making and selling cards throughout the year, via the travelling box of cards. I also created some Christmas cards, which were sold during November/December.

On behalf of all the trustees, may I thank everyone who 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 ensured that we can continue to meet our aim-to enable children to explore Christianity and reflect on their own spiritual journey, during another challenging 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)



Manager's Report 2021

2021 began with schools closed to visitors due to COVID lockdown, however our staff quickly responded, rewriting lessons and Journeys in a suitable format for presenting online. Schools responded well, and we even had a couple of new schools come on board with us at that time. Others of course didn't have the time, ability, or finances to have Hand to Mouth in.

As we entered the summer term, we were back in a position to work with many of our usual schools in an almost normal way.

Journey into Worship, our collective worship videos that are available to purchase as downloads began being used, and comments were extremely positive.

Autumn was a fresh start, and a 'new normal' was beginning to establish, Flexibility is the key, with both our staff and school staff having to postpone work due to illness. We have been able to rearrange all schools to their satisfaction, which feels a miracle!

We are increasingly concerned about schools being unable to afford our modest charges, even though we are told regularly that we are not expensive. One of our volunteers is now looking into applying for further grants and funding for us. This is time consuming and may only be one or two a year, but for this we are very grateful.

We are establishing a pattern of offering schools we don't currently partner with an introductory half day, which is being well received. New schools have come on board, replacing the few we have lost due to the pandemic. Hand to Mouth is busy again!

As always, we offer a huge thank you to our volunteers for the hours that they donate to us each year, to our trustees (this has been a particularly busy year establishing new and amended policies) and to our schools for welcoming us in as much as they can. Thanks are particularly important this year to the Huddersfield Mission, who have been generous in our use of the building, going above and beyond to ensure we could continue to work. Our staff are amazing. They have adapted to many challenges this year, and I thank them for all they do. In particular for sharing their ideas and good practise with management and each other, leaving Hand to Mouth in a stronger position than they have ever been. Well done team Hand to Mouth, and THANK YOU!

Ruth Coates

Manager

Trustees 2 Year Comparison

Hand to Mouth Annual Receipts and Payments Account for Year Ending 31st December 2021

<u>Receipts</u>		<u>Payments</u>	
Cash in Hand 01/01/21 - b/d	24,276.56	Rent	3,180.00
Reserves 01/01/21- b/d	17,214.42	Wages and N.I.	44,792.62
		Mileage	1,511.95
Schools	22,788.20	Telephone	802.14
Donations - Individuals	12,101.17	Administration	2,527.73
Donations - Churches	3,731.45	Insurance	1,206.08
Donations - Trusts	12,000.00	Sundries	183.90
On-line Video Sales	413.89	Resources	1,859.14
Bank Interest	4.55	Parking	101.45
Tax Refund	1,961.14	Funding & Development	1,000.00
Branding	0.00	Filming Expenses	1,043.10
JRS Grant	8,527.71		
		Cash in Hand 31/12/21 - c/d	28,310.98
		Reserves 31/12/21 - c/d	16,500.00
TOTAL	<u>103,019.09</u>		<u>103,019.09</u>



Hand to Mouth

Treasurer's Report 2021

2021 would have been a unique year, had it not followed 2020. The year started with a lockdown and school closures, then continued to have the CoronaVirus Pandemic in the background and thoughts of everything that was planned and done. However, Hand to Mouth was prepared. The adaptations undertaken in 2020 meant that a new hybrid approach could be brought to our work. Some of our experiences can only be truly delivered in person, however, some can be done through the power of technology.

Accompanying this report are the usual accounts comparison of 2021 and the previous year. This comparison is to give a good indication of what this year looked like compared to the previous, something that is immediately obvious is the increase in income from schools (this has also been a large swing in percentage of our income from 24% to 37%). We are heading back towards pre-pandemic figures however we are not quite back to the level. The Job Retention Scheme Grant (more commonly known as Furlough) has decreased as this is no longer available and no longer needed with more work being available (this has gone from 26% to 14% of our income). On-line video sales have decreased, as has donations from trusts and individuals whereas donations from churches have increased. Overall, our income has decreased by £4,514 compared to 2020 income.

Overall, our expenditure has stayed relatively the same to 2020 expenditure. Wages have reduced overall mainly due to Ruth's decreased hours and this has meant the tax and pension payments have also reduced. A drop in a few other areas and increases to mileage all link to the change in how we are now delivering our work. Overall our expenditure has decreased by £6,208 from 2020.. This means an increase to our surplus of £1,694. Giving us a 2021 surplus of £2,933.

HTM maintains a healthy reserve 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, the reserves held and extend my thanks to the trustees, supporters and staff of Hand to Mouth for all they do to enable children to explore Christianity and reflect on their own spiritual journey.

Steve Broadhead
Treasurer

Enabling children to explore Christianity and reflect on their own spiritual journey

Charity No: 1159877

**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 HAPP TO MOUTH		
On accounts for the year ended	2021	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 31/12/2021.

**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: 8/3/2022

Name: Richard A Eastwood

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

N/A

Address:

26 WATTON AVENUE
HUNTERSHED
H03 3EW