



Minutes of the Annual General Meeting

Date: 15th March 2023

Time: 7.30 pm

Place: Huddersfield Mission (Arthur Rank Suite)

	Minutes: Welcome: Ruth opened the meeting in prayer, giving thanks for God's guidance in the work of Hand to Mouth during the past year.	Action to be taken	By	Resolution
1	Present: Nicola Dean, Dot Gough, Elizabeth Smith, Irene Dennison, Jeff Trigg, Joanne Smith, Ruth Coates, Wendy Yates, Christine Kirton.			
2	Apologies Cathy Davie, Helen Dalton.			
3	Minutes of 2022 AGM: The minutes were distributed prior to the meeting and after consideration were passed as a correct record of the meeting and were duly signed.	Proposed: Irene Seconded: Andrea	All in favour	Accepted
4	Matters arising: 1) Andrea asked for it to be clarified that the comment in the Treasurer's Report (Item 7) regarding the volunteers not taking expenses meant that they did not choose to do so during that financial year, rather than that they were not permitted to do so. It was agreed that the Minutes of this AGM would stress that volunteers are entitled to claim expenses if they so wish.	Minutes to clarify the position regarding volunteers' expenses.	Christine	
5	Appointment of Officials: 1) Wendy confirmed that she was willing to continue in the role of Treasurer and was duly appointed. 2) Dot confirmed that she was willing to continue in the role of Secretary and was duly appointed.	Proposed: Andrea Seconded; Andrea	All in favour	Carried

	agreement has already expired, but hoped that it would not happen as it is unclear how we could afford to pay the going rate for the facilities we currently enjoy. Wendy was thanked for all her hard work and her support of Ruth and Elizabeth since taking on the role of Treasurer. Going forward, Wendy felt it would be important for her to keep a closer eye on budgeting, and also for achievements such as obtaining grants to be celebrated. Ruth reported that, in response to a recommendation by the Trustees, Elizabeth had researched and installed an electronic booking system which, among other benefits, will enable income to be very easily calculated and invoices to be raised. As we are essentially a not-for-profit organisation, this had been obtained from Monday.com free of charge. Wendy reported that the Auditor had received a beer payment for his work and was happy to audit the Accounts again this year. He had been impressed by Marlene's bookkeeping which he said was "spot on". The Accounts were signed by Nicola and Wendy.	Budgets to be closely monitored. Accounts to be adopted.	Wendy, Ruth & Elizabeth Proposed Jeff Seconded Irene	Accepted
8	Manager's Report: Ruth's report regarding the work of the organisation over the past year had been circulated prior to the meeting. Andrea congratulated all the staff on the way in which they had dealt with all the staff changes and getting back to providing a normal service following the Covid pandemic. Ruth and Elizabeth paid tribute to the current members of staff, saying that each brought their own strengths and talents to the team. They felt that the Trustees' decision to pay slightly higher salaries had allowed the organisation to employ more professional, qualified staff. Andrea asked whether Hand to Mouth has reached capacity or if there is still room for more growth, and Ruth and Elizabeth replied that the situation varies over the school terms. There are opportunities for new work to be undertaken and some promotion is being done. They are both attending the Manchester Diocese Education Conference at the end of March and, for those schools close enough to Huddersfield to visit in person, options exist to tailor our work to the needs of the individual schools. Virtual work will be offered to those schools which are too far away to visit in person.			
9	A.O.B: Dates of future Trustee Meetings: Wednesday 10th May 2023 – Away Day Thursday 6th July 2023 Wednesday 18th October 2023 Thursday 11th January 2024 – Pre-AGM Meeting	Meeting rooms to be booked.	Ruth, Elizabeth, Christine	

	Wednesday 13 th March 2024– AGM			
10	Date of next meeting: Team Away Day, Wednesday 10 th May 2023 - venue TBC	Venue TBC.	Cathy	

Trustees Annual Report 2022-2023

Charity Number: 1159877

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

Trustees:

Nicola Dann (Chair/Health and Safety)
Wendy Yates (Treasurer)
Dorothy Gough (Secretary)
Joanne Smith (Safeguarding)
Andrea Hindson
Cathy Davie
Irene Denison
Jeff Trigg

The Trustees have had a busy year this year.

The election of officers took place at the A.G.M. on March 16th 2022. Steve Broadhead stood down as both Treasurer and Trustee and Andrea Hindson stood down as Chair of Trustees but remained with us as a Trustee.

Hand to Mouth has seen the transition out of COVID and was working within schools more normally by September 2022. The Trustees have successfully navigated Zoom meetings, hybrid and now the more familiar face-to-face meetings.

We have met every 2-3 months overseeing significant change over the last year,

There have been some changes within the Trustees, Bethan Aspland resigned after 3 years' service and we thank her for her contribution to Hand to Mouth over that time.

During the year Jeff Trigg, Irene Denison and Wendy Yates have joined us as new Trustees. we are grateful for the contribution all trustee make to Hand to mouth and look forward to what God has planned for us as a team.

Wendy Yates has agreed to take on the role of Treasurer.

In November some of the Trustees attended a useful trustee training evening.

We have supported management in resolving some historic financial and staffing issues and implemented contractual changes to meet changing legal obligations.

Hand to Mouth has continued to grow this year with the recruitment of 4 new staff members, with succession planning being key to decision making this year.

We have taken on new schools and as a result are reaching new children and staff.

We have had successful fundraising events, raising money and the Charity's profile run by Andrea, Cathy and Nicola. We have given some thought to how we can use the potential in the ambassador scheme in the future.

We continue to look to how we can raise the profile of Hand to Mouth in schools and in Churches and identify other potential funding streams.

Over the coming year there will again be big changes, as Ruth looks to her well-earned retirement and we are thankful for all she has given to Hand to Mouth in her 14 years with us.

We also look forward to supporting the changeover as Elizabeth transitions into the manager's role.

On behalf of all the Trustees, a big thank you to all the staff without whom Hand to Mouth wouldn't exist and also a thank you to our volunteers, supporters, fundraisers and prayer supporters who are also key to our ongoing success.

Nicola Chair of Trustees for Hand to Mouth



Manager's Report 2022

2022 began with us looking to the future of Hand to Mouth, and making staffing changes to futureproof our leadership in schools. We also considered staffing for the following 2 years, and a long term plan was put in place to ensure continuity on my retirement in 2023.

Sadly, Andrew had to leave us in July due to a change in family circumstances, Alison L retired and Helen J moved on at Christmas. Our plans were tweaked, and in September we were joined by Alison P, and at Christmas by Helen D. Such major changes have had financial implications, such as long periods of employing two people to do one job, however, we are now in a strong position to move forward. The strengths of our current staff are varied, and all want to see Hand to Mouth grow. By July 2023 all staff should be trained in most areas, allowing them to take a share in behind the scenes, administration work that is necessary for the smooth running of Hand to Mouth, as well as in-school work. My thanks go to the whole team, especially our Schools Manager who once again had to step in and cover for illness, alongside training new staff.

A great deal of time was once again spent on ensuring policies and procedures were up to date and fit for purpose. Contracts were improved.

Volunteers once again became a regular part of our work in schools. The database needed an overhaul, which is still ongoing, but again will provide strong foundations for our work. Volunteers are enjoying being back in school working with the children, but very importantly our journeys are once again using the expertise of local Christians in their local school. A small group of Huddersfield volunteers continue to support us throughout all the areas we work in, when local volunteers cannot be found. I offer a huge thank you to them all. They are a crucial part of our team, and help schools build links with local churches, as well as supporting our work.

Churches continue to support us as Mission Partners, both in prayer and financially. Thank you! The benefits in communities are once again showing, with great contacts being made.

This year trustees have changed slightly, but once again we can say that we have a strong team behind us. They are dedicated to supporting us in the things people do not generally see, such as writing policies and checking they work! Thank you!

As we move to 2023, we feel to have been playing catch up and on Covid recovery for a whole year or more, but we are now on a more even footing, with long term plans in place in all aspects of our work. Times are exciting!

Thank you to every single person who has made this year the success it has been. At times things have been very difficult, but our team has pulled out all the stops to make sure that Hand to Mouth continues to flourish, enabling children to explore Christianity and reflect on their own spiritual journey. It has been a joy to be a part of this team, and as 2023 will see my retirement, I wish you the very best in the future.

“For I know the plans I have for you,” declares the Lord, “plans to prosper you and not to harm you, plans to give you hope and a future.” What wonderful words of reassurance from God, for us all. Ruth Coates Manager

Hand to Mouth

Treasurer's Report 2022

There has been much in 2022 which is very encouraging. The amount we have received from schools' work has risen once again, and is the highest it has been. We have also seen an increase in the amount received from individuals. Set against these increases we have seen a decrease in income in some areas. The large grants we were able to secure for 3 years of funding ran out in 2021. We also no longer receive the HMRC Job Retention Scheme Grant which had continued into 2021. In total our income increased by £3304.

Staff costs represent 82% of our total running costs and in 2022 our wages bill has seen a significant increase. It has gone from £44792 in 2021 to £63289 in 2022. There are a number of reasons for this. There has been an increase in the hourly rate paid in line with minimum wage increases, and a review of staff contracts resulted in some additional payments being required for holiday pay. Various new members of staff have been taken on, and most have settled quickly into their roles. When new members come into the team this inevitably means some additional time is required to support them, and there has been a significant amount of staff time invested this year in supporting and training.

Overheads remain much in line with last year.

The overall result is a deficit for the year of £12332, and this is reflected in our bank balances at the end of the year. At the start of the year we had £44811 in the bank, and at the end £32479.

The charity has no Restricted Funds, but has a policy of maintaining an Operating Reserve. These are funds it prudently sets aside to cover any obligations and responsibilities it incurs in its day to day operating. The operating reserve at the end of 2022 has been set at £21330.

Looking ahead to 2023, there are a number of ways we are seeking to reverse the deficit situation of 2022. Funding is being sought for grants and from trusts. It has also been agreed to increase the charges made to schools. While we have managed to cover the deficit using cash reserves, this is not a sustainable situation. Addressing the shortfall in funding needs to be a high priority for next year.

None of the schools' work would be possible without prayer support and the valuable input from volunteers. Neither of these are shown in the accounts, but they are an essential and integral part of the work of the charity.

Thank you to everyone who has helped me find my way in taking on the role of Treasurer.

Wendy Yates

Treasurer

Hand To Mouth
Charity Registration Number 1159877
Accounts for Year Ended 31 December 2022

Receipts and Payments Account for Year Ended 31 December 2022

	2022	2021	Change	Change
	£	£	£	%
RECEIPTS				
Schools Work	36645	22788	13857	60.81%
Donations from Individuals	16041	12101	3940	32.56%
Donations from Churches	2900	3731	-831	-22.27%
Grants	6570	12000	-5430	-45.25%
Tax Refund	2555	1961	594	30.29%
Bank Interest	120	5	115	2300.00%
Video Sales	0	413	-413	
HMRC IRS Grant	0	8528	-8528	
TOTAL INCOME	64831	61527	3304	5.37%
PAYMENTS				
Staff Costs including Pension	63289	44792	18497	41.30%
Mileage	2415	1512	903	59.72%
Parking	225	101	124	122.77%
Resources	3350	1859	1491	80.20%
Rent	3180	3180	0	0.00%
Insurance	938	1206	-268	-22.22%
Telephone & Internet	848	802	46	5.74%
Administration & Office:				
Accountancy	770			
Bank Fees	81			
Website	180			
Payroll	587			
Printing Postage and Stationery	326			
DBS	52			
Pat Testing	93			
Software & Computer Repairs	263	2351	-177	-6.98%
Sundries		236	53	28.96%
Office Equipment	331	0	331	
Funding Development	0	1000	-1000	
Filming Expenses	0	1043	-1043	
TOTAL EXPENDITURE	77163.46	58206	18957.46	32.57%
Deficit/Surplus	-12332	3321	-15653.46	

W. Todd.
TREASURER



CHAIR - NICOLA DEAN

15/3/23
DATE

Hand To Mouth
Charity Registration Number 1159877
Accounts for Year Ended 31 December 2022

Statement of Assets and Liabilities as at 31 December 2022

	2022	2021
	£	£
ASSETS:		
BANK AND CASH		
Current Account	5458	1993
Savings Account	26812	42697
Cash	209	121
	<u>32479</u>	<u>44811</u>
LIABILITIES:		
FUNDS		
UNRESTRICTED FUND		
Opening Balance	28311	24276
Deficit/Surplus for Year	-12332	3321
Transfer to/from Contingency Reserve	-4830	714
Closing Balance	<u>11149</u>	<u>28311</u>
DESIGNATED OPERATING RESERVE		
Opening Balance	16500	17214
Transfer to/from Contingency Reserve	4830	-714
Closing Balance	<u>21330</u>	<u>16500</u>
TOTAL FUNDS	<u>32479</u>	<u>44811</u>

W. York
TREASURER



CHAIR: NICOLA DEAN
15/3/23
DATE



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 HAND TO MOUTH

On accounts for the year
ended 31 DECEMBER 2022 Charity no
(if any) 1159877

Set out on pages 1-2

I report to the trustees on my examination of the accounts of the above
charity ("the Trust") for the year ended 31/12/2022

**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: N. Meynell Date: 14/3/22

Name: NIGEL MEYNELL

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

Address: 97 JACKSON LANE, NEWSOME,
Huddersfield, WEST YORKSHIRE,
HD4 6RB

Section B

Disclosure

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.