

Minutes of Spiral Annual General

Spiral Office

Meeting 25th July 2024 1.30 pm to 2.30 pm

Attendees – Alan Brown OBE Chair, Maryann Liddle CEO, Alan Culley Trustee, Anne – Marie Bainbridge Trustee, Luke McGill, Accountant, Joanne Ashbridge Finance Manager, Lynda Kyle, Staff, Dave Stewart, Staff, Sol Valistar, Staff.

Apologies – Margaret O'Brien Secretary

1. Maryann, the CEO, opened the meeting and thanked everyone for their attendance.

2. Alan updated the meeting on the previous year's performance

- We have continued to develop our services over the past 12 months
- Preventing the Effects Carlilse and Eden
59 YP referred in for emotional coaching support
60 YP accessed drop – ins, 10 of these accessed the service twice and 5 accessed the service 3 time
75 YP were referred from 2 schools over the last 12 months
- Peer Community Allerdale and Copeland
32 YP accessed the emotional coaching service
22 YP accessed the drop- in service from 1 school over 4 months
- Podcasts
4 Podcasts were produced and uploaded onto SPIRAL'S U tube account which attracted 122 views

- **Parent Support**

We supported parents in Carlilse x 3 and Allerdale x 1 through our volunteer program.

- **Volunteers**

2 x Volunteers were recruited and trained to offer emotional coaching in Carlilse

1. Our services continue to be in demand and more funding is needed to increase service delivery over a wider area.
2. Our research findings were turned into flyers advertising our services.
3. We have secured and moved into an office suite, fit for purpose which will offer us the chance to provide better services.
4. We have recruited a member of staff to deliver workshops.
5. We have appointed a Trustee Secretary.
6. We have recruited a Trustee Treasurer who has a specific skill in fund raising.
7. Our Business Plan includes developing and advertising the cost of our services, which we can share with other organisations.
8. We need to recruit a further Trustee due to a resignation.

I would like to thank Maryann for her firm leadership in taking the Charity forward in such a powerful way, despite carrying out office moves, recruitment and training and all the other pressures which arrive on her desk. I would also like to thank the staff for their unwavering delivery of SPIRAL services. Finally for those volunteers and Trustees who offer their time and skills Thank you.

3. Finance report from Luke McGill,

- Income from the previous year was £66k, an increase of £14k from the previous year.
- Main spending from account was on salaries.
- One area of concern was the cost of the telephone service, which has tripled. Maryann advised we are tied into a contract until 2026. The reason for the increase is because all employees now have work phones.

Action - Maryann and Treasurer to review telephone contract in 2025.

- The current bank balance is a healthy £31.4 k with a reserve of £18k.
- Jo Ashbridge raised the issue of our reserves and advised that we should consider investing the sum in a high interest account for the long term

Action - Joanne, Luke and our Treasurer to consider how best to invest in this reserve, discuss with the CEO and make a recommendation to the Board of Trustees. ASAP

- Another area of costs needing reviewed was Yu Life staff support scheme which is not being used.

Action – Maryann and Treasurer to review costs and usage of this service to cancel if it is not cost effective.

- Jo raised the issue of Banking services and how previous issues with Barclays had led us to consider changing banks. We do not believe we are getting the best service i.e.; they will not even allow us to have a Bank Debit Card.

Action – It was agreed that the accountancy team and Treasurer should review our bank service with consideration of moving the service to another provider. ASAP

4. Election of Trustee Treasurer

- Alan Culley Trustee has agreed to accept the responsibility as Treasurer for the Charity. The appointment was unanimously agreed by the Trustees and Charity CEO

Action – Maryann on behalf of the Charity to arrange with our accountancy team and the bank to support this appointment. ASAP

5. A general discussion then took place on the future development of the charity. How we might best exploit our new accommodation.

1. Maryann led the discussion,
 - Dave is developing a training package which we can use with schools. Using different approaches to managing bullying within their organisation's. How to monitor and evaluate effectiveness.
 - Lynda focuses 1:1s on Bully proofing young people using resilience building and the golden rule.
 - Sol and Maryann are developing a project called “**listen**” which will be a film based using young people we have worked with. This will be about Anti- bullying which will relate to young people.

Action – Anne - Marie has a contact in the film industry who can help, and she will put Sol in touch with them. ASAP

Action – Alan Culley has experience working with young people in acting sessions and will offer support to Sol and others in this area.

2. Maryann finished the discussion stating,
 - We need to ensure all our projects finish on a high.
 - We need to engage with the media and publish our successes.
 - Marketing is central to our future success.

Alan on behalf of the Board of Trustees thanked all present for their attendance and for the work completed to date.

The AGM was followed by a successful launch of our new office suite. There were in the region of 30- 40 visitors from other charities and organisation's.

The event finished at 5.30

Charity No. 1179662

Unit 1, Tun House, Old Brewery Residences, Bridge Lane, Carlilse, CA2 5SR



Section A

Independent Examiner's Report

Report to the trustees/
members of

Charity Name
Spiral – preventing the effects of bullying

On accounts for the year
ended

04 December 2023

Charity no
(if any)

1179662

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 04/12/2023.

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 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.

Signed:

Date:

17/11/2024

Name:

Jackie Fisher

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

Address:

Charlesville, Station Hill

Wigton

Cumbria CA7 9BW

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.

NONE

Receipts and payments accounts

 For the period
from

 5th December
2022

To

 4th December
2023


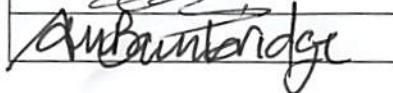
Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Arnold Clark		-	-	-	1,000
Cumbria Community Foundation	-	12,000	-	12,000	12,000
Co-op Local Community Fund	-	2,387	-	2,387	
Hadfield Charity	-		-	-	4,000
Francis Scott Trust		5,000	-	5,000	
Donations	96	220	-	316	589
Tesco Community Grants	-	1,000	-	1,000	
Cumbria Youth Alliance	-	13,902	-	13,902	13,683
National Lottery Awards for All	-	30,717	-	30,717	15,359
Cumbria County Council	-		-	-	5,650
Fundraising	904	-	-	904	
Sub total (Gross income for AR)	1,000	65,226	-	66,226	52,280
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	1,000	65,226	-	66,226	52,280
A3 Payments					
Insurance	146		-	146	146
Resources	486		-	486	755
Accountancy Fees		855	-	855	530
Supervision Costs	-	1,725	-	1,725	
DBS checks	36			36	158
Venue Hire	156		-	156	320
Staff Training	334		-	334	
Repairs and Maintenance		600	-	600	-
Salaries	-	52,585		52,585	43,107
Rent	-	1,300	-	1,300	1,355
Subscriptions	523		-	523	
Telephone & Internet		1,854	-	1,854	523
Sub total	1,681	58,919	-	60,600	46,894
A4 Asset and investment purchases. (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	1,681	58,919	-	60,600	46,894
Net of receipts/(payments)	- 680	6,307	-	5,627	5,386
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	948	24,614	-	25,562	
Cash funds this year end	268	30,921	-	31,189	5,386

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank Account	268	30,921	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds	268	30,921	-
(agree balances with receipts and payments account(s))		OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	ALAN COLLEY	25/7/24
	Anne-Marie Baumbidge	25/7/24



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Tower Court, 1 West Tower Street
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maryann@spiralcumbria.org.uk
www.spiralcarlisle.com
Charity Number 1179662

RESERVES POLICY – updated 4th December 2023

Charitable status requires organisations to spend income on charitable objectives and not build up funds for a rainy day. However, the Charity Commission does recommend that to maintain financial stability all charities should hold reserves at a level to cover any unforeseen circumstances that might arise and to ensure that Spiral's core activity can continue, or to retain funds for planned specific projects.

At Spiral we consider that:

- In the event of event of permanent closure, we would need enough reserves to cover staff redundancies and comply with current employment legislation. This is currently £2,505.00.
- If we had to close temporarily due to natural disaster, or move due to building works etc, we would need 3 months to find alternative accommodation. To cover this period, we consider that we need to hold three months operational expenditure, to include rent, staff wages, insurance, supplies etc. This is calculated based on the average expenditure of the previous year's accounts.

Total expenditure for year to 4 December 20223 = £60,599.96 of which 3 months is calculated as £15,150.00 (rounded to £15,500.00)

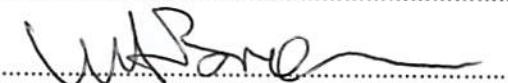
The total Reserves Policy is calculated as £18,005.00 (rounded to £18,000.00).

- The Committee will review and amend the actual Reserves held annually and update accordingly.

Spiral will retain £18,000.00 within its Barclay's Bank as its reserve and shall account for this within its accounting records as a separate item.

This policy was adopted at the Committee Meeting and AGM of Spiral held on 25/07/24 This will be reviewed annually.

Name William Alan Brown OBE

Signed  Date 25072024
Chairperson