

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	08	2022		31	07	2023

## Section A Reference and administration details

Charity name Autism Advocacy

Other names charity is known by

Registered charity number (if any) 1181277

Charity's principal address Suite 413

179 Whiteladies Road

Bristol

Postcode

BS8 2AG

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Fozia Asam Ayub			First trustee
2	Shamajla Shane			First trustee
3	Rizwana Akhtar			First trustee
4	Tammy Gladwin			Naveeda Asif
5	Nisba Ahmed		From 2 <sup>nd</sup> March 2023	Naveeda Asif
6	Jahantab Hashmi		From 2 <sup>nd</sup> March 2023	Naveeda Asif
7				
8				
9				
10				
11				
12				
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14				
15				
16				
17				
18				
19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address

**Name of chief executive or names of senior staff members (Optional information)**

Naveeda Asif

## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document (eg. trust deed, constitution)	Constitution – foundation structure
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO)
Trustee selection methods (eg. appointed by, elected by)	Appointed by Naveeda Asif

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The object of the CIO is the promotion of social inclusion amongst those who are socially excluded from society, or parts of society, as a result of a disability or learning difficulty through the provision of, but not limited to: A) advice and support to families affected by autism spectrum condition to eliminate the stigma associated with autism and the barriers within society; and B) raising public awareness of autism by sharing knowledge and working with the local community and local organisations such as schools etc to educate and encourage collaboration of social and recreational facilities and events involving the local community.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The charity's activities for this period involved setting up social media channels, designing a website, creating a promotional video, updating the brand logo and designing a research questionnaire. The trustees have had regard to guidance issued by the Charity Commission on public benefit and as such have undertaken all activities in relation to the objects for the benefit of the public.

For object A, we developed social media channels with autistic people and their families in mind to provide a platform for sharing advice, support and inspiration. These would allow the charity to engage directly with service users to provide and receive feedback on the challenges autistic people face in their daily lives due to stigma and barriers within society but also share stories of success and achievement. Although not solely for Bristol, the channels do centre around local communities in Bristol, providing more localised and relevant platforms compared to larger charities that are based nationally. Likewise, we developed the research questionnaire to conduct a priority needs analysis of the Bristol area and collect up-to-date data from autistic individuals and/or their families for reducing barriers to social inclusion.

For object B, most of our activities have been undertaken for raising awareness of autism for the public benefit. We developed social media and the website as ways to engage with the public and share information with them, to educate and encourage local communities on what inclusivity looks like for autistic people and their families. Our media channels would also benefit service users and the public in keeping them updated on our campaigns for raising awareness in Bristol specifically and on our collaborations with local businesses. Developing the promotional video contributed directly to providing information about our campaign for businesses by giving the public a concrete example of what an autism-friendly business could look like and its potential impact for autistic people. Also for the public benefit and in response to public feedback, we updated our logo from its original puzzle-piece heart shape as the puzzle piece is associated with stigma and incorrect understandings about autism.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

Our main achievements include those from our activities above as well as admin and financial management.

1. We have achieved a strong social media presence with regular engagement by our social media manager on Instagram, Facebook and Twitter. This achievement is crucial and sets a foundation for public engagement and awareness-raising campaigns going forward.
2. In collaboration with a website designer and the trustees, we have also completed the design of our charity's website and a promotional video that demonstrates one of our key campaigns and what it would look like in action. The website is also key to keeping the public informed about our activities with local businesses, schools and public services in Bristol.
3. Through ongoing collaboration with trustees, a logo designer and members of the public, we now have a uniquely-designed logo that positively reflects the aims of our charity and the people our charity serves.
4. We created a research questionnaire and have already begun receiving responses to it that have allowed us to establish priority areas of concern and feed those concerns forward into our campaigns.
5. A significant achievement was the streamlining of policies, procedures and management of accounts and charity administration. We set up a financial management system and annual review process that is efficient, highly transparent and compliant with statutory and non-statutory guidance from the Charity Commission. We created a system for records keeping of financial statements, invoices and expense claims as well as forms and policies for claiming expenses. We made our meetings of the trustees more efficient through setting regular agenda items, standardising the recording/reviewing of minutes and establishing a policy on disclosing conflicts of interest in line with Charity Commission guidance and rules. Finally, we established procedures for reviewing these systems annually so that we can continue to maintain and improve upon them going forward.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

For this financial period, the charity had a 'zero level' reserves policy. This is because we had received our first non-renewable grant at the end of the previous reporting period, which would be used for setting up operations throughout the year. The charity had no other source of income. The trustees also determined that there were no risks of unforeseen emergencies or unforeseen operational costs that would require funds as these were not applicable.

### Details of any funds materially in deficit

Not applicable

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The principal source of funding was a grant received at the end of the previous reporting period, which was carried over to the current period. Expenditure has supported both objects, through the hiring of a social media manager and designers for the website, logo and promotional video to establish the charity's online presence and begin reaching out to the public. Through our social media manager, the charity engaged with families and individuals, reached out with a questionnaire to gather data about priority needs in Bristol and promoted autism awareness for public benefit. These channels provided a platform for two-way communication between the charity and service users to provide information on the charity's objectives and campaigns and to receive direct feedback on these, all for public benefit. The website and promotional video had also been completely designed by the end of this reporting period and would be launched the following period to directly support the key objects. Trustees had also volunteered a great deal of their time to keep costs down and stretch our funding for establishing the campaigns.

## Section F


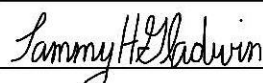
## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)	 <small>Nisba Ahmed (Jun 3, 2024 12:27 GMT+1)</small>	
Full name(s)	Nisba Ahmed	Tammy Louise Harrison Gladwin
Position (eg Secretary, Chair, etc)	Trustee	Trustee
Date	02/06/2024	

## Annual accounts for the period

Start	End
01-Aug-22	31-Jul-23

## Triodos account: 6579

Incoming	Column1	Column2	Column3	Column4	Column5
Source	Date	Amount	Method of payment	Invoice	Notes
4th quarter interest*	May-Jul	£10.86			
3rd quarter interest*	Feb-Apr	£10.35			
2nd quarter interest*	Nov-Jan	£6.24			
1st quarter interest*	Aug-Oct	£3.30			
JumpStory refund*	22-Jun-23	£64.68	Paypal	010	Cancelled subscription (ref.PPWDL59422224ZFY7C)
Opening balance from previous*	31-Jul-22	£9,966.72			
Income from interest*	Aug-Jul	£30.75			Sum of C11+C14
Total Other Income	Aug-Jul	£10,031.40			
<b>Gross Income*</b>	Aug-Jul	<b>£10,062.15</b>			
Outgoing	Column1	Column2	Column3	Column4	Column5
Recipient	Date	Amount	Method of payment	Invoice	Notes
4th quarter bank charges*	May-Jul	-£1.70	Bank	N/A	
Ionos Web Hosting*	28-Jul-23	-£1.20		002	Monthly payment (ref.5942222CFKSCW)
Kate Williams*	07-Jul-23	-£87.50	Bank transfer	009	Payment for services - social media and PR
N Asif <b>corrected 27/05/2024**</b>	07-Jul-23	-£170.00	Bank transfer	Claim002	Out-of-pocket expenses: promotional video
Ionos Web Hosting*	28-Jun-23	-£1.20	Paypal	002	Monthly payment
Kate Williams*	18-Jun-23	-£70.00	Bank transfer	008	Payment for services - social media and PR
PGMK Ltd*	01-Jun-23	-£135.00	Bank transfer		Post box 413 six month subscription
Ionos Web Hosting*	31-May-23	-£1.20	Paypal	002	Monthly payment (ref.5942222CFKSCW)
JumpStory*	23-May-23	-£138.88	Paypal	010	Stock image subscription (ref.5942222CFKSCW)
Google domain renewal*	15-May-23	-£10.00	Paypal	001	Annual, autismadvocacy.co.uk (ref.5942222CFKSCW)
Sarah Griffin*	11-May-23	-£40.00	Bank transfer	007	Payment for services - website content editing
Miss Kate E Williams*	11-May-23	-£175.00	Bank transfer	006	Payment for services - social media and PR
3rd quarter bank charges*	Feb-Apr	-£0.90	Bank	N/A	
Ionos Web Hosting*	28-Apr-23	-£1.20	Paypal	002	Monthly payment (ref.5942222CFKSCW)
Miss Kate E Williams*	10-Apr-23	-£217.43	Bank transfer	005/001	Payment for services - social media and PR
Ionos Web Hosting*	29-Mar-23	-£1.20	Paypal	002	Monthly payment (ref.5942222CFKSCW)
Luke Mundy*	16-Mar-23	-£68.40	Bank transfer	004/49	Payment for services - website content review SEND
Nisba Ahmed*	02-Mar-23	-£302.18	Bank transfer	003	Payment for services - campaign projects
N Asif*	02-Mar-23	-£398.92	Bank transfer	Claim001	Out-of-pocket expenses
Ionos Web Hosting*	01-Mar-23	-£1.20	Paypal	002	Monthly payment (ref.5942222CFKSCW)
2nd quarter bank charges*	Nov-Jan	£0.00		N/A	
Ionos Web Hosting*	30-Jan-23	-£1.20	Paypal	002	Contract and invoice from 23rd Jan 2023 to 23rd Jan 24
1st quarter bank charges*	Aug-Oct	-£0.20	Bank	N/A	
PGMK Ltd*	27-Sep-22	-£72.00	Bank transfer		Post box 413 three month subscription
<b>Total expenses*</b>		<b>-£1,896.51</b>			
<b>Total at end of accounting period*</b>		<b>£8,165.64</b>			

\*Reviewed for accuracy 12th and 26th May 2024 by Tammy Gladwin, Trustee/Treasurer

\*\*N Asif was paid £170 GBP for invoice of \$170 USD, corrected to £132.41 (exchange rate at the time of payment 0.7789) with difference of £37.59 returned

## Declarations


The trustees declare that the following accounts are complete and accurately reflect the charity's income and expenses for the financial period 2022-2023.

Full name: Nisba Ahmed

Full name: Tammy Louise Harrison Gladwin

Position: Trustee

Position: Trustee / Treasurer

Signature:   
Nisba Ahmed (Jun 3, 2024 12:27 GMT+1)

Signature: 

Date: 02/06/2024

Date: 02/06/2024

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



## Account Statement

Credit Interest Rate: 0.10% gross as at 01/08/2022

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 1.25% gross as at 01/08/2022

Unauthorised Debit Interest Rate: 21.25% gross as at 01/08/2022

Rate:

Sort Code 16-58-10

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number		Account name		Last statement		Opening balance		
21056579		Autism Advocacy		01/07/2022		10038.72		
Code	Date	Details		Paid out		Paid in		Balance
FPIB	04/07/2022	PGMK LTD T/A BRIST Mailbox 413		-72.00				9966.72
INT	01/08/2022	Gross Interest from 01/07/2022 to 31/07/2022				0.41		9967.13
Overview of the charges that will be deducted from your account on 15/08/2022.								
Charges period from 01/07/2022 until 01/08/2022								
Charges		Number		Unit Charge	Total Charge			
Internet Banking Transaction charges								
FPIB Debit General		1	1	0.10	0.10			
Total charge this period				0.10				
Statement number		Account type			Statement date		Closing balance	
36		Charity Current Account			01/08/2022		9967.13	

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Credit Interest Rate: 0.25% gross as at 01/09/2022

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 1.75% gross as at 01/09/2022

Unauthorised Debit Interest Rate: 21.75% gross as at 01/09/2022

Sort Code 16-58-10

## Account Statement

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

[contact@triodos.co.uk](mailto:contact@triodos.co.uk)

[www.triodos.co.uk](http://www.triodos.co.uk)

Account number		Account name		Last statement		Opening balance
21056579		Autism Advocacy		01/08/2022		9967.13
Code	Date	Details	Paid out	Paid in		Balance
CHG	15/08/2022	Charges 01/07/2022 to 31/07/2022	-0.10			9967.03
INT	01/09/2022	Gross Interest from 01/08/2022 to 31/08/2022		0.84		9967.87
Statement number		Account type		Statement date		Closing balance
37		Charity Current Account		01/09/2022		9967.87

Mrs T L H Gladwin  
Autism Advocacy  
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179 Whiteladies Road  
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## Account Statement

Credit Interest Rate: 0.25% gross as at 03/10/2022

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 2.25% gross as at 03/10/2022

Unauthorised Debit Interest Rate: 22.25% gross as at 03/10/2022

Rate:

Sort Code 16-58-10

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number		Account name		Last statement		Opening balance	
21056579		Autism Advocacy		01/09/2022		9967.87	
Code	Date	Details		Paid out	Paid in	Balance	
FPIB	27/09/2022	PGMK Ltd Mailbox 413		-72.00		9895.87	
INT	01/10/2022	Gross Interest from 01/09/2022 to 30/09/2022			2.05	9897.92	
Overview of the charges that will be deducted from your account on 17/10/2022.							
Charges period from 01/09/2022 until 01/10/2022							
Charges		Number		Unit Charge	Total Charge		
Internet Banking Transaction charges							
FPIB Debit General		1	1	0.10	0.10		
Total charge this period				0.10			

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Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



Credit Interest Rate: 0.25% gross as at 01/11/2022

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 2.25% gross as at 01/11/2022

Unauthorised Debit Interest Rate: 22.25% gross as at 01/11/2022

Sort Code 16-58-10

## Account Statement

Triodos Bank  
Deanery Road  
Bristol  
BS1 5AS

Tel: 0330 355 0355  
contact@triodos.co.uk  
www.triodos.co.uk

Account number		Account name		Last statement	Opening balance
21056579		Autism Advocacy		03/10/2022	9897.92
Code	Date	Details	Paid out	Paid in	Balance
CHG	17/10/2022	Charges 01/09/2022 to 30/09/2022	-0.10		9897.82
INT	01/11/2022	Gross Interest from 01/10/2022 to 31/10/2022		2.10	9899.92
Statement number		Account type		Statement date	Closing balance
39		Charity Current Account		01/11/2022	9899.92

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
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BRISTOL  
BS8 2AG



Credit Interest Rate: 0.25% gross as at 01/12/2022

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 3.00% gross as at 01/12/2022

Unauthorised Debit Interest Rate: 23.00% gross as at 01/12/2022

Rate:

Sort Code 16-58-10

## Account Statement

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number		Account name		Last statement		Opening balance
21056579		Autism Advocacy		01/11/2022		9899.92
Code	Date	Details	Paid out	Paid in		Balance
INT	01/12/2022	Gross Interest from 01/11/2022 to 30/11/2022		2.03		9901.95
Statement number		Account type		Statement date		Closing balance
40		Charity Current Account		01/12/2022		9901.95

Mrs T L H Gladwin  
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179 Whiteladies Road  
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BS8 2AG



Credit Interest Rate: 0.25% gross as at 03/01/2023

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 3.50% gross as at 03/01/2023

Unauthorised Debit Interest Rate: 23.50% gross as at 03/01/2023

Rate:

Sort Code 16-58-10

## Account Statement

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

[contact@triodos.co.uk](mailto:contact@triodos.co.uk)

[www.triodos.co.uk](http://www.triodos.co.uk)

Account number		Account name		Last statement	Opening balance
21056579		Autism Advocacy		01/12/2022	9901.95
Code	Date	Details	Paid out	Paid in	Balance
INT	01/01/2023	Gross Interest from 01/12/2022 to 31/12/2022		2.11	9904.06
Statement number		Account type		Statement date	Closing balance
41		Charity Current Account		03/01/2023	9904.06

Mrs T L H Gladwin  
Autism Advocacy  
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179 Whiteladies Road  
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BRISTOL  
BS8 2AG



## Account Statement

Credit Interest Rate: 0.50% gross as at 01/02/2023

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 3.50% gross as at 01/02/2023

Unauthorised Debit Interest Rate: 23.50% gross as at 01/02/2023

Rate:

Sort Code 16-58-10

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

[contact@triodos.co.uk](mailto:contact@triodos.co.uk)

[www.triodos.co.uk](http://www.triodos.co.uk)

Account number		Account name		Last statement		Opening balance	
21056579		Autism Advocacy		03/01/2023		9904.06	
Code	Date	Details		Paid out	Paid in	Balance	
DD	30/01/2023	PAYPAL PAYMENT 594222CFKSCW		-1.20		9902.86	
INT	01/02/2023	Gross Interest from 01/01/2023 to 31/01/2023			2.65	9905.51	
Overview of the charges that will be deducted from your account on 15/02/2023.							
Charges period from 01/01/2023 until 01/02/2023							
Charges		Number		Unit Charge	Total Charge		
Transaction charges							
DD Debit Automated		1	1	0.20	0.20		
Total charge this period					0.20		



IONOS Cloud Ltd. · Discovery House  
154 Southgate Street · Gloucester · GL1 2EX  
Autism Advocacy  
Ms. Tammy Gladwin  
Newbridge Road 20  
Bristol BS4 4DJ  
UNITED KINGDOM

**IONOS Cloud Ltd.**  
Discovery House  
154 Southgate Street  
Gloucester  
GL1 2EX

**Invoice No.:** 203034551288  
**Invoice Date:** 24/01/2023  
**Account No.:** 853655637  
**Contract ID:** 94852925

**Need help?:** [ionos.co.uk/help](https://ionos.co.uk/help)  
**My IONOS:** <https://my.ionos.co.uk/invoices>

**E-mail support:** [billing@ionos.co.uk](mailto:billing@ionos.co.uk)  
**Phone support:** 0333 336 5691  
**Service hours:** 24/7

Please have your personal phone PIN available for quick and secure authentication when speaking with our agents.  
You can set and manage at: [my.ionos.co.uk](https://my.ionos.co.uk).

## Invoice

Billing Point: 23/01/2023

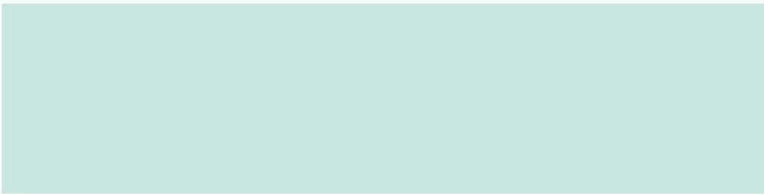
Pos.	Service	Charges	Usage	Net (£)	VAT (%)
<b>Contract: 94852925 - Web Hosting Plus</b>					
1	Basic Fee 23/01/2023-23/02/2023	£ 8.00 a month	1 mo.	8.00	20.0 %
2	Special Offer Discount for line-item 1 Valid from 23/01/2023 to 23/01/2024	Special Offer		-7.00	20.0 %
Subtotal (net.)				£ 1.00	
+ VAT (20.0 %)				£ 0.20	
<b>Charges</b>				<b>£ 1.20</b>	

Payment will be collected automatically from the payment method stored on your account. Please do not send remittance by post. You can check or amend your payment details at: [my.ionos.co.uk](https://my.ionos.co.uk).

The total amount due will be charged to your PayPal account within the next days. Thank you.

Do you have questions regarding this invoice?  
Please refer to our [Help Centre](https://ionos.co.uk/help) or [my.ionos.co.uk](https://my.ionos.co.uk) for further information.

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



Account Statement

Credit Interest Rate:	0.50% gross as at 01/03/2023
Withdrawal:	0 days notice
Tax status:	Co/Char
Debit Interest Rate:	4.00% gross as at 01/03/2023
Unauthorised Debit Interest Rate:	24.00% gross as at 01/03/2023
Sort Code 16-58-10	

Triodos Bank  
Deanery Road  
Bristol  
BS1 5AS  
  
Tel: 0330 355 0355  
contact@triodos.co.uk  
www.triodos.co.uk

Account number		Account name		Last statement		Opening balance
21056579		Autism Advocacy		01/02/2023		9905.51
Code	Date	Details	Paid out	Paid in	Balance	
CHG	15/02/2023	Charges 01/01/2023 to 31/01/2023	-0.20		9905.31	
DD	01/03/2023	PAYPAL PAYMENT 5942222CFKSCW	-1.20			
INT	01/03/2023	Gross Interest from 01/02/2023 to 28/02/2023		3.79	9907.90	
Statement number		Account type		Statement date		Closing balance
43		Charity Current Account		01/03/2023		9907.90

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



Credit Interest Rate: 0.50% gross as at 03/04/2023

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 4.25% gross as at 03/04/2023

Unauthorised Debit Interest Rate: 24.25% gross as at 03/04/2023

Rate:

Sort Code 16-58-10

## Account Statement

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number	Account name	Last statement	Opening balance
21056579	Autism Advocacy	01/03/2023	9907.90

Code	Date	Details	Paid out	Paid in	Balance
FPIB	02/03/2023	N Asif Expense claim001	-398.92		
FPIB	02/03/2023	Nisba Ahmed Invoice003	-302.18		9206.80
FPIB	16/03/2023	Luke Mundy Invoice 004/49	-68.40		9138.40
DD	29/03/2023	PAYPAL PAYMENT 594222CFKSCW	-1.20		9137.20
INT	01/04/2023	Gross Interest from 01/03/2023 to 31/03/2023		3.91	9141.11

Overview of the charges that will be deducted from your account on 17/04/2023.

Charges period from 01/03/2023 until 01/04/2023

Charges	Number	Unit Charge	Total Charge
Internet Banking Transaction charges			
FPIB Debit General	3	0.10	0.30
Other transaction charges			
DD Debit Automated	2	0.20	0.40
Total charge this period			0.70

Statement number	Account type	Statement date	Closing balance
44	Charity Current Account	03/04/2023	9141.11



## Trustee expenses and purchases claim form

Autism Advocacy will meet all reasonable expenses and out-of-pocket payments incurred by claimants in carrying out their duties as a Trustee or Director. Please give a brief summary of each expense or payment and why it has been incurred, and attach corresponding receipts. Expenses and purchases claimed without receipts will be honoured at Autism Advocacy's discretion and may be declined.

Travel should normally be by second-class rail. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile. Taxis may be claimed for (with receipts) at your reasonable discretion. Your assistance in keeping Autism Advocacy's costs as low as possible is greatly appreciated.

<b>Name</b>	Naveeda Asif
<b>Address</b>	248 Glenfron Road, Bristol BS5 6TR

If you'd like to be paid by BACS, please complete your bank details below.

<b>Bank name</b>	NatWest
<b>Name on account</b>	N Asif
<b>Sort code</b>	52-10-05
<b>Account number</b>	92487335

Date of expense	Details	Amount	Receipt attached or explanation if no receipt
21 Jul 22	Annual trustee meeting and dinner	£138.92	Receipt attached
20 Dec 22	Postbox renewal PGMK #413 - 6 months	£135	Email receipt attached
18 Dec 22	Deposit website/logo design - 50% of £250	£125	Email receipt and invoice attached
<b>Total:</b>		<b>£398.92</b>	

Signature:

Date: 02/03/2023

Authorised by: Tammy H Gladwin, Trustee

Signature:

Date: 02/03/2023

-£138.92

GO GO LOUNGE LTD

Thu, 21 Jul 2022

Balance after transaction: £3



Create PDF



Get help with this transaction



Transaction details

Date posted

22 July 2022

Transaction date

21 July 2022

Status

Posted

Card Ending

\*\*\*\* 3338

~~More information~~



## Claim001 - trustee dinner minutes

### Meeting Minutes


<b>Location</b>	Go Go Lounge, 217A Gloucester Rd, Bristol BS7 8NN
<b>Date</b>	21/07/2022
<b>Time</b>	18.30 – 20:30
<b>Attendees</b>	Naveeda Asif
	Tammy Gladwin
	Naila Waseem
	Fozia Asam Ayub
	Shamajla Shane
	Nisba Ahmed

### Agenda items

1. Welcome and review from previous meeting
2. Matters Arising: Awareness raising campaign in Bristol – ‘Scooting for Autism Awareness’; contacts for permission and hiring of scooters; first aid; volunteers, social media and advertising; sponsorship
3. Update on funding: National Lottery £10,000 grant
4. Goals and ideas: update charity logo design and slogan; update presentations; finding someone with expertise in marketing and advertising, including social media; hiring a project manager
5. Next provisional meeting: 11<sup>th</sup> August, 2022

### Announcements

None

  
Secretary signature

21/01/2022  
Date of approval

Nikki

## Claim 001 - postbox renewal email



**Email:** [info@bristolbusinesscentre.co.uk](mailto:info@bristolbusinesscentre.co.uk)

**Phone:** 0117 973 9222

179 Whiteladies Road, Clifton, Bristol, BS8 2AG

Monday - Friday: 8:30am-5:00pm | Saturday: 9am-12pm

[www.bristolprintcentre.co.uk](http://www.bristolprintcentre.co.uk) | [www.bristolbusinesscentre.co.uk](http://www.bristolbusinesscentre.co.uk)

Review us on 



---

**From:** Mailboxes | Bristol Business Center <[mailboxes@Bristolbusinesscentre.co.uk](mailto:mailboxes@Bristolbusinesscentre.co.uk)>

**Sent:** 13 December 2022 09:41

**To:** 'naveeda asif' <[nasif1@hotmail.co.uk](mailto:nasif1@hotmail.co.uk)>

**Subject:** RE: Mailbox Expiry #413

Hi Naveeda

Lovely to speak with you yesterday. Please see the payment button below regarding your £135.00, 6 months renewal and £4.30 to forward your post today.

[Pay Now](#)

Kind Regards,

Nikki



## Claim001 - website deposit email

Tammy Gladwin <thgladwin@gmail.com>

---

### Fwd: Website & Logo

2 messages

---

**Naveeda Asif** <naveeda@autismadvocacy.co.uk>  
To: Tammy Gladwin <tammy@autismadvocacy.co.uk>

Fri, Dec 16, 2022 at 5:11 PM

----- Forwarded message -----

From: **Jordan Fear** <jordan@jfwwebdesign.co.uk>  
Date: Thu, 15 Dec 2022 at 18:09  
Subject: Website & Logo  
To: <nasif@autismadvocacy.co.uk>

Hi,

Here is the invoice for the website and logo. Please pay a 50% deposit to start the work. The payment details are below and on the invoice.

I'll begin the logo and start the structure to the website while I await your content.

If you have any other questions please let me know.

Kind regards

Jordan

---

#### Payment details

Jordan Fear  
4836 8868  
60-83-71

---

 **N-AA001.pdf**  
15K

---

**Naveeda Asif** <naveeda@autismadvocacy.co.uk>  
To: Tammy Gladwin <thgladwin@gmail.com>

Fri, Feb 17, 2023 at 11:42 PM

----- Forwarded message -----

From: **Jordan Fear** <jordan@jfwwebdesign.co.uk>  
Date: Sun, 18 Dec 2022 at 23:56  
Subject: Re: Website & Logo  
To: Naveeda Asif <naveeda@autismadvocacy.co.uk>

Thanks, all received. We'll sort your logo first and I'll send you the preview as soon as it's done. You can send me the website content as soon as you're ready.

Kind regards

Jordan

On 2022-12-18 19:14, Naveeda Asif wrote:

Hi

I have made a 50% payment, sorry for delay we are in process of changing banks. I have had to pay from my personal account.

Regards

Naveeda

[Quoted text hidden]

Bill To:  
**Nasif**  
Autism Adovacy

Date: Dec 15, 2022  
Payment Terms: 50/50  
Due Date: Start / Completion

**Balance Due: £250.00**

Item	Quantity	Rate	Amount
Website Package	1	£250.00	£250.00
Logo	1	£0.00	£0.00

Subtotal: £250.00

Tax (0%): £0.00

Total: £250.00

Notes:

Payment Details  
4836 8868  
60-83-71

Terms:

Website Package  
Up to 5 Pages  
Contact form functionality  
Gallery functionality or similar

## Invoice003

### Nisba Ahmed Project Worker

57 Vassall Road  
Fishponds  
Bristol  
BS16 2LR

Tel: 07742899744  
[nisba165@hotmail.co.uk](mailto:nisba165@hotmail.co.uk)



#### BILLED TO

Naveeda Asif  
Autism Advocacy  
Suite 413 Bristol Business  
Centre, 179 Whiteladies  
Road, Clifton, BRISTOL  
BS8 2AG

**Note: payment made to Nisba on the day of her appointment as a charity trustee but for services provided prior to the appointment**

## Invoice

INVOICE NUMBER  
00043

DATE OF ISSUE  
31/01/2023

DESCRIPTION	UNIT COST	QTY/HR RATE	AMOUNT
Producing Key Policies	£10.42per hr	7 hrs	£72.94
Proect Tasks	£10.42	7 hrs	£72.94
Project management – Autism Awareness Campaign - tasks	£10.42	15 hours	£156.30
All payments to be made to Nisba Ahmed Account Number:11695967			
Sort Code: 09-01-27			

SUBTOTAL £302.18

INVOICE TOTAL  
**£302.18**

**Luke Mundy**

61 Clark Drive

Yate

Bristol

BS37 7EH

Lukemundy107@gmail.com

**Invoice004**

INVOICE NO	DATE
49	15/03/2023

**BILL TO**

Naveeda Asif

Email: [nasif1@hotmail.co.uk](mailto:nasif1@hotmail.co.uk)

DESCRIPTION	HOURS	COST
Online Website Review £18 p/h	3.8	£68.40
<b>TOTAL</b>		<b>£68.40</b>

Thank you for supporting my business!

*If you have any questions about the invoice, please contact me at 07754005192 or  
Lukemundy107@gmail.com*

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



## Account Statement

Credit Interest Rate: 0.50% gross as at 02/05/2023

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 4.25% gross as at 02/05/2023

Unauthorised Debit Interest Rate: 24.25% gross as at 02/05/2023

Rate:

Sort Code 16-58-10

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number		Account name		Last statement		Opening balance		
21056579		Autism Advocacy		03/04/2023		9141.11		
Code	Date	Details		Paid out		Paid in		Balance
FPIB	10/04/2023	Miss Kate E Willia Invoice 005/001		-217.43				8923.68
CHG	17/04/2023	Charges 01/03/2023 to 31/03/2023		-0.70				8922.98
DD	28/04/2023	PAYPAL PAYMENT 594222CFKSCW		-1.20				8921.78
INT	01/05/2023	Gross Interest from 01/04/2023 to 30/04/2023				3.69		8925.47
Overview of the charges that will be deducted from your account on 15/05/2023.								
Charges period from 01/04/2023 until 01/05/2023								
Charges		Number		Unit Charge		Total Charge		
Internet Banking Transaction charges								
FPIB Debit General		1	1	0.10	0.10			
Other transaction charges								
DD Debit Automated		1	1	0.20	0.20			
Total charge this period					0.30			
Statement number		Account type			Statement date		Closing balance	
45		Charity Current Account			02/05/2023		8925.47	

# INVOICE

Invoice005

KATE WILLIAMS

3 CHURCH LANE  
HAMBROOK  
BRISTOL  
BS16 1ST

07772742908  
kateelliewilliams@gmail.com

Bill To	Invoice #	001
NAVEEDA ASIF	Invoice Date	23/03/2023
AUTISM ADVOCACY		

Description	Amount
Finalisation of Logo with designer. Set up of all main social media channels Facebook, Twitter, Instagram. Creation of media tiles/ posters. Social interaction/engagement with relevant accounts for specific optimised following, likes, engagement with questionnaire . ( x 11 Hours)	192.60
Logo design reimbursement	24.93
	Total
	£217.43

Thank you

Nationwide Building Society

Sort : 070436

Account : 08656990

Miss Kate E Williams

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



## Account Statement

Credit Interest Rate: 0.50% gross as at 01/06/2023

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 4.50% gross as at 01/06/2023

Unauthorised Debit Interest Rate: 24.50% gross as at 01/06/2023

Rate:

Sort Code 16-58-10

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number		Account name		Last statement	Opening balance
21056579		Autism Advocacy		02/05/2023	8925.47
Code	Date	Details	Paid out	Paid in	Balance
FPIB	11/05/2023	Sarah Griffin AutismAdvocacy 007	-40.00		
FPIB	11/05/2023	Kate E Williams Invoice 002/006	-175.00		8710.47
CHG	15/05/2023	Charges 01/04/2023 to 30/04/2023	-0.30		
DD	15/05/2023	PAYPAL PAYMENT 594222CFKSCW	-10.00		8700.17
DD	23/05/2023	PAYPAL PAYMENT 594222CFKSCW	-138.88		8561.29
DD	31/05/2023	PAYPAL PAYMENT 594222CFKSCW	-1.20		8560.09
INT	01/06/2023	Gross Interest from 01/05/2023 to 31/05/2023		3.71	
FPIB	01/06/2023	PGMK LTD Mailbox413 6 month	-135.00		8428.80
Overview of the charges that will be deducted from your account on 15/06/2023.					
Charges period from 01/05/2023 until 01/06/2023					
Charges	Number		Unit Charge	Total Charge	
Internet Banking Transaction charges					
FPIB Debit General	2	2	0.10	0.20	
Other transaction charges					
DD Debit Automated	3	3	0.20	0.60	
Total charge this period				0.80	
Statement number		Account type		Statement date	Closing balance
46		Charity Current Account		01/06/2023	8428.80

## INVOICE

Invoice006

KATE WILLIAMS

3 CHURCH LANE  
HAMBROOK  
BRISTOL  
BS16 1ST

07772742908  
kateelliewilliams@gmail.com

Bill To

Invoice #

002

NAVEEDA ASIF

Invoice Date

30/04/2023

AUTISM ADVOCACY

Description	Amount
Social media engagement and interaction with relevant accounts on Facebook/ Instagram for success in organic following. Social media tile creations/design. (X 10 hours)	175.00
	Total £175.00

Thank you

Nationwide Building Society

Sort: 070436

Account: 08 656 990

Miss Kate E Williams

***Speak Easy***  
***Editing & Language Services***

**Date: 9/5/23**

**Client: Autism Advocacy,**

Description of work completed	
Full Edit of Website Content:  Autism Advocacy  179 Whiteladies Rd  Clifton  Bristol	
<b>Total Cost:</b>	<b>£40.00</b>

**Payment Details**

Payment on completion.

**Account Name: Sarah Griffin**

**Acc: 31688982**

**Sort: 23-14-70**

**Reference Autism Advocacy**

10 May 2023      **Invoice001**

TRANSACTION ID 1683729517067992.sub

Purchased from:  
Google Ireland Limited  
Gordon House  
Barrow Street  
Dublin 4  
Ireland

Customer name:  
Tammy Gladwin  
Autism Advocacy  
Suite 413  
179 Whiteladies Road  
Bristol  
BS8 2AG  
United Kingdom

Transaction date: 10 May 2023  
Invoice date: 10 May 2023

Description	Total
autismadvocacy.co.uk 1 more year registration	£10.00
VAT	£0.00
Amount charged	£10.00

# Invoice010 - £138.88 and partial refund £64.68 (next month)

Transaction details

18 May 2023 at 19:54:19 BST | Transaction ID:0346029421496111N

Payment sent to JumpStory ApS

Gross amount

Payment status: Partially Refunded

**-\$165.60 USD**

We have no postal address on file

Transaction Activity		Gross amount	Fee amount	Net amount
22 Jun 2023	Refund from JumpStory ApS	\$82.80 USD	\$0.00 USD	\$82.80 USD

Order details	Quantity	Price	Subtotal
	1	\$165.60 USD	\$165.60 USD
		Purchase total	\$165.60 USD

## Your payment

Purchase total	-\$165.60 USD
VAT	\$0.00 USD
Postage amount	\$0.00 USD
Packaging amount	\$0.00 USD
Insurance amount	\$0.00 USD
Gross amount	-\$165.60 USD
PayPal fee	\$0.00 USD
Net amount	-\$165.60 USD

You issued a partial refund for this payment

Rate for conversion of e-money

Conversion from: £138.88 GBP | Conversion to: \$165.60 USD | Exchange rate: 1.192398459818656

Invoice ID 142579179

Reason Billing agreement

Contact information  
JumpStory ApS  
The receiver of this payment is **Non-US – Verified**  
<https://jumpstory.com>  
[support@jumpstory.com](mailto:support@jumpstory.com)

Funding details  
Funding Source: Bank account  
Funding Source: -£138.88 GBP - TRIODOS BANK UK LTD ending in 6579

Need help?

Go to the Resolution Centre for help with this transaction, to settle a dispute or to open a claim.

[View Billing Agreement Terms and Conditions](#)

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



Account Statement

Credit Interest Rate:	0.50% gross as at 03/07/2023
Withdrawal:	0 days notice
Tax status:	Co/Char
Debit Interest Rate:	5.00% gross as at 03/07/2023
Unauthorised Debit Interest Rate:	25.00% gross as at 03/07/2023
Sort Code 16-58-10	

Triodos Bank  
Deanery Road  
Bristol  
BS1 5AS  
Tel: 0330 355 0355  
contact@triodos.co.uk  
www.triodos.co.uk

Account number		Account name		Last statement		Opening balance			
21056579		Autism Advocacy		01/06/2023		8428.80			
Code	Date	Details		Paid out		Paid in		Balance	
CHG	15/06/2023	Charges 01/05/2023 to 31/05/2023		-0.80				8428.00	
FPIB	18/06/2023	Kate Williams Invoice 008/003		-70.00				8358.00	
FP	22/06/2023	PAYPAL PPWDL59422224ZFY7C PPWD1000000000TSFV9				64.68		8422.68	
DD	28/06/2023	PAYPAL PAYMENT 5942222CFKSCW		-1.20				8421.48	
INT	01/07/2023	Gross Interest from 01/06/2023 to 30/06/2023				3.46		8424.94	
Overview of the charges that will be deducted from your account on 17/07/2023.									
Charges period from 01/06/2023 until 01/07/2023									
Charges		Number		Unit Charge		Total Charge			
Internet Banking Transaction charges									
FPIB Debit General		2	2	0.10	0.20				
Other transaction charges									
FP Credit Automated		1	1	0.20	0.20				
DD Debit Automated		1	1	0.20	0.20				
Total charge this period					0.60				
Statement number		Account type				Statement date		Closing balance	
47		Charity Current Account				03/07/2023		8424.94	

# INVOICE

**Invoice008**

**KATE WILLIAMS**

3 CHURCH LANE  
HAMBROOK  
BRISTOL  
BS16 1ST

07772742908  
kateelliewilliams@gmail.com

Bill To	Invoice #	003
NAVEEDA ASIF AUTISM ADVOCACY	Invoice Date	31/05/2023

Description	Amount
Facebook, Instagram engagement, research, tile creation. (1 hour per week)	70.00
	Total £70.00

**Thank you**

Nationwide Building Society

Sort : 070436

Account : 08656990

Miss Kate E Williams

Mrs T L H Gladwin  
Autism Advocacy  
Suite 413 Bristol Business Centre  
179 Whiteladies Road  
Clifton  
BRISTOL  
BS8 2AG



## Account Statement

Credit Interest Rate: 0.50% gross as at 01/08/2023

Withdrawal: 0 days notice

Tax status: Co/Char

Debit Interest Rate: 5.00% gross as at 01/08/2023

Unauthorised Debit Interest Rate: 25.00% gross as at 01/08/2023

Rate:

Sort Code 16-58-10

Triodos Bank

Deanery Road

Bristol

BS1 5AS

Tel: 0330 355 0355

contact@triodos.co.uk

www.triodos.co.uk

Account number	Account name	Last statement	Opening balance
21056579	Autism Advocacy	03/07/2023	8424.94

Code	Date	Details	Paid out	Paid in	Balance
FPIB	07/07/2023	Kate Williams Invoice004/009	-87.50		
FPIB	07/07/2023	N Asif Claim002	-170.00		8167.44
CHG	17/07/2023	Charges 01/06/2023 to 30/06/2023	-0.60		8166.84
DD	28/07/2023	PAYPAL PAYMENT 594222CFKSCW	-1.20		8165.64
INT	01/08/2023	Gross Interest from 01/07/2023 to 31/07/2023		3.49	8169.13

Overview of the charges that will be deducted from your account on 15/08/2023.

Charges period from 01/07/2023 until 01/08/2023

Charges	Number	Unit Charge	Total Charge
Internet Banking Transaction charges			
FPIB Debit General	2	0.10	0.20
Other transaction charges			
DD Debit Automated	1	0.20	0.20
Total charge this period			0.40

Statement number	Account type	Statement date	Closing balance
48	Charity Current Account	01/08/2023	8169.13

# INVOICE

**Invoice009**

**KATE WILLIAMS**

3 CHURCH LANE  
HAMBROOK  
BRISTOL  
BS16 1ST

07772742908  
kateelliewilliams@gmail.com

Bill To	Invoice #	004
NAVEEDA ASIF	Invoice Date	30/06/2023
AUTISM ADVOCACY		

Description	Amount
Facebook, Instagram engagement, Twitter, research, tile & poll creation. (Total 5 hours)	87.50
Total	£87.50

**Thank you**

Nationwide Building Society

Sort : 070436

Account : 08656990

Miss Kate E Williams



## Trustee expenses and purchases claim form

Autism Advocacy will meet all reasonable expenses and out-of-pocket payments incurred by claimants in carrying out their duties as a Trustee or Director. Please give a brief summary of each expense or payment and why it has been incurred, and attach corresponding receipts. Expenses and purchases claimed without receipts will be honoured at Autism Advocacy's discretion and may be declined.

Travel should normally be by second-class rail. If use of a car is necessary, or makes sense with regard to the practicalities of the journey, you may claim at 45p per mile. Taxis may be claimed for (with receipts) at your reasonable discretion. Your assistance in keeping Autism Advocacy's costs as low as possible is greatly appreciated.

Name	Naveeda Asif
Address	248 Glenfron Road, Bristol BS5 6TR

If you'd like to be paid by BACS, please complete your bank details below.

Bank name	NatWest
Name on account	N Asif
Sort code	52-10-05
Account number	92487335

Date of expense	Details	Amount	Receipt attached or explanation if no receipt
29 June 23	Charity promotional video	<del>£170</del>	Invoice attached - claim002
		£132.41	(\$170 USD), based on exchange rate at time of payment (0.7789)
			Oversight recorded 26/05/2024 <i>JHE</i>
Total:		£170	Please refund £37.59 to Triodos account

Signature: *Naveeda Asif*  
 Signature: Naveeda Asif (Jun 2, 2024 16:40 GMT+1)

Date: 02/06/2024

Authorised by:

Signature: *Sammy H. Edwin*

Date: 07/07/2023



**Katrina Borromeo**  
Philippines · Sun 7:56 PM



# Charity project

Completed on Jun 29. [Leave feedback](#)

- Overview
- Details

## Summary

Contract type	Fixed-price
Total spent	US\$170.00
Start date	Mar 22, 2023
Contact person	Naveeda Asif

Show details

## Description

Type text here



## AUTISM ADVOCACY

### Meeting Minutes

<b>Location</b>	248 Glenfrome, Bristol BS5 6TR (Naveeda's house)
<b>Date</b>	05/01/2023
<b>Time</b>	18.30 – 20:30
<b>Attendees</b>	Naveeda Asif
	Tammy Gladwin
	Fozia Asam Ayub
	Shamajla Shane
	Rizwana Akhtar
	Nisba Ahmed
	Kate Williams

### Agenda items

1. Welcome and review from previous meeting
2. Matters Arising: Awareness raising campaign in Bristol – supermarkets: speak to a manager and bring promotional materials
3. Scooter campaign: unmanageable, put on hold; couldn't get through to contacts for College Green as there were no dates available in the near future; the cost was too high, £1000 for the application alone
4. Goals and ideas: focus on small campaigns, Sainsbury and Waitrose; look into charity liability insurance; translations of leaflets; recruit volunteers from universities
5. Website and social media: logo updated from the puzzle heart; website in development; need for social media development
6. Next provisional meeting: Early March 2023

### Announcements

None

  
Nisba Ahmed (Jun 3, 2024 12:27 GMT+1)

Secretary signature

03/06/2024

Date of approval



## AUTISM ADVOCACY

### Meeting Minutes

<b>Location</b>	248 Glenfrome, Bristol BS5 6TR (Naveeda's house)
<b>Date</b>	2 <sup>nd</sup> March 2023
<b>Time</b>	18.00 – 20:00
<b>Attendees</b>	Naveeda Asif
	Tammy Gladwin
	Fozia Asam Ayub
	Shamajla Shane
	Rizwana Akhtar
	Nisba Ahmed
	Kate Williams
	Jahantab Hashmi

### Agenda items

1. Welcome and review from previous meeting
2. Matters Arising: Warm welcome to Kate Williams, our part-time social media manager, and Jahantab Hasmi, a newly appointed Trustee. Also thank you to Nisba Ahmed, who has been working on our behalf on campaigns and has officially been appointed as a charity Trustee. Apologies from Naila Waseem, who has stepped down as Trustee due to personal matters. A conflict of interest has been declared by Nisba Ahmed with the Board of Trustees present. She had been providing professional freelance services to the Charity for payment, and payment for these services was made today, on the day of her appointment. The Trustees agree that it is in the Charity's best interest and a good use of our limited resources to pay Nisba for her professional services due to her expertise in Charity campaign projects as she also has good knowledge of the Charity's Objectives. The Trustees agree that this financial interest does not impact Nisba's ability to fulfil her duties impartially as a Trustee and that the interest falls within the terms of the Charity's constitution. Nisba's interest has been recorded on our Register of Interests, and it has been noted that a written agreement would need to be made should she continue to provide these services.

3. Campaigns update: Waitrose has approved an awareness raising campaign inside the supermarket but 6<sup>th</sup> March start date put on hold; no confirmation from Costa in Abbeywood; Kate might be able to meet the manager in person; research survey received some responses and posted on social media channels; t-shirts needed for awareness raising campaign
4. Website & Media: website content updated; Kate has established our social media presence on Facebook, Twitter and Instagram; Go-card needs updating with new logo and colours
5. Finances: spreadsheets for previous and present accounting periods presented to Trustees for review. No concerns or issues have been raised on introduced records management for claims and invoices; annual return for 2021-22 due in three months
6. Admin: the Charity has updated its Conflicts of Interest policy, and it has been distributed to the Trustees for review. Trustee and contractor information has been collected and updated on the appropriate forms.
7. Next provisional meeting: end of April 2023

## Announcements

None

  
Nisba Ahmed (Jun 3, 2024 12:27 GMT+1)

Secretary signature

03/06/2024

Date of approval

# Charity Register of Interests

Autism Advocacy, CIO



AUTISM ADVOCACY

Name of charity trustee	Date of appointment	Description of interest	Has the board of charity trustees been notified of the interest?	Date of disclosure
Nisba Ahmed	2nd March 2023	Providing Project Management freelance services	Yes	2nd March 2023

Signed: Tammy Gladwin

Tammy H Gladwin, Trustee

Date: 10/03/23



## AUTISM ADVOCACY

### Meeting Minutes

<b>Location</b>	248 Glenfrome, Bristol BS5 6TR (Naveeda's house)
<b>Date</b>	15 <sup>th</sup> June 2023
<b>Time</b>	18.30 – 20:00
<b>Attendees</b>	Naveeda Asif
	Nisba Ahmed
	Shamajla Shane
	Rizwana Akhtar
	Tammy Gladwin
	Kate Williams

### Agenda items

1. Welcome and review from previous meeting
2. Matters Arising: All matters arising should include any actions set during the previous meeting. For example, the matters arising for our next meeting of the trustees should address any actions set during this meeting (15<sup>th</sup> June 2023). Trustees have also proposed including an action log with time scales and who reviews them at each meeting. Each meeting agenda should include a moment for all the trustees to review previous meeting minutes to check for accuracy.
3. Funding update: Nisba has submitted two funding bids to the Council, who are still in process of making decisions. They have been provided with up-to-date financial accounts for the charity. It was noted by one of the funding agencies that they look for charities who have been established for a number of years to see if they can manage accounts accurately.
4. Campaigns update: the scooter project is still on but will need a lot more organising with council and sponsorship. Trustees have also suggested getting in touch with schools (SENDSCO) to distribute questionnaires to parents/carers.
5. Website & Media: website content has been updated, and we are aiming to go live soon. Trustees will be updated as soon as we do. In the meantime, there are empty slots on the website that need to have content in them when it goes live. Tammy will write a post with an update on our campaigns. The website also needs to include a

link to the questionnaire. The promotional video is complete, and all the trustees present were able to watch. Feedback has been positive. Kate informs us that we are live on Instagram, Facebook and Twitter. She recommends sharing and commenting on posts, as that will boost traction. Instagram currently has 355 followers, up from 200 last month. Facebook needs to be more sociable to attract more followers. Pictures of trustees working on a campaign event in charity t-shirts would boost the charity's presence. Tammy informs us that JumpStory is offering a good rate for an image subscription. Everyone has noted that the images are of very high quality, but that we should not go ahead with a subscription at this time.

6. Finances: No concerns or issues have been raised. The 2021-22 annual return was submitted on time on 2<sup>nd</sup> May 2023. The 2022-23 annual return will be due around the same time next year, and a forthcoming date for review will be set closer to that time.
7. Admin: the business letter needs updating and printed so that Kate has something to give businesses managers when she approaches them. She is otherwise ready to go out to businesses to introduce the charity and find out which businesses are interested in our campaign. T-shirts are ready to be printed, and Tammy will inform the company that we are happy to proceed with the order. Leaflets will also need to be printed soon, and possibly lanyards, as well.
8. Actions to complete by next meeting: Tammy will place the order for t-shirts and a standup poster for our campaigns, which has already been designed. She will update the business letter and print a set for Kate and will also create a post for the website. Kate will go around to businesses to attract interest in our campaign for businesses. She will also post polls on Instagram. Naveeda will look into getting a pack/presentation professionally designed to be ready for our campaign for businesses.
9. Next provisional meeting: TBD

## Announcements

None

  
Nisba Ahmed (Jun 3, 2024 12:27 GMT+1)

Secretary signature

03/06/2024

Date of approval