

## **MINUTES OF THE TRUSTEES' AGM OF KEYNSHAM & SALTORD DAA**

The meeting took place on Wednesday 9<sup>th</sup> August 2023 from 7.30. It was held at 70, Uplands Road, Saltford. The agenda was circulated beforehand along with relevant documents.

### **1. WELCOME**

Tim Blowers, the Chair, welcomed Liz Edwards, Judith Lynn and Mike Knight to the meeting

### **2. APOLOGIES FOR ABSENCE**

None, all trustees were present

### **3. CONFLICTS OF INTEREST**

None were raised

### **4. MINUTES OF LAST MEETING**

The minutes were circulated after last year's meeting. They were accepted as a true reflection on the last meeting and signed off accordingly. It was agreed that outstanding issues would be covered during the rest of the agenda.

### **5. MATTERS ARISING**

No matters arising that would not be picked up in the agenda

### **6. PRESENTATION AND ADOPTION OF FINANCIAL ACCOUNTS FOR 2021**

A summary balance sheet had been e-mailed to all the trustees prior to the meeting along with a printout of all the transactions during 2022. There was also a table showing our annual income and expenditure for each year from 2017 when we were formed to present day. A print out of the group's monthly bank statements and copies of all invoices for 2022 were available for scrutiny at the meeting.

Last year's finances were discussed. Over the 12 months income exceeded expenditure by £323.57 leaving our final balance at a healthy £13,571-67. However, a cheque for the hire of St Dunstan's Church hall for the second 6 months of the year for £750 was not cashed until January 2023 so will appear in next year's accounts.

Following discussion on the 2022 accounts it was unanimously agreed that they were an accurate and true and everyone agreed to send an e-mail to the treasurer confirming their agreement.

### **7. FINANCIAL ARRANGEMENTS FOR THE FUTURE**

There was discussion on where we should set the minimum balance in our account and £10k was suggested and agreed. This equates to 2 full years of normal activities which is mainly Music for the Mind. It was agreed that we should target an income each year of at least £5k. In the first 6 months of this year our income is £1298 and expenditure is £1879. We have recently been awarded a grant from Keynsham Town Council for £950 which is not yet in our account. We aim to apply for other grants. We've applied to Tesco and we may receive some funding from Waitrose but that's not confirmed yet. St Monica's Trust has turned down one application but they may have another opportunity available for us soon. Other options include Quartet, Zurich Community Trust and Charles Hayward Foundation. Liz Edwards mentioned Deloittes as a possibility and will follow that up.

### **8. ANY OTHER BUSINESS**

It was agreed that there was a need to advertise for more volunteers and trustees and a Customer Liaison Officer. Tim to liaise with Jane Leaves to finalise and circulate adverts to Keynsham Voice, Week In and SCAN as well as our website and any volunteer websites. Work was progressing on policies and procedures. There are procedures for Safeguarding, General Data Protection Regulation (GDPR) and data protection but complaints and risk management are still to be covered, Mike to do the Complaints procedure and liaise with St

Dunstan's on risk management. We need to ensure that all relevant volunteers complete the on-line Safeguarding training.

There was a brief discussion on what options there could be if our numbers at Music for the Mind continued to increase. No alternatives sprung to mind as St Dunstan's is ideal at the moment with parking being a great advantage. Tim mentioned the possible future revamping of the old Fire Station which could be suitable. This is being discussed at the next council meeting and Tim will follow this up.

**9. DATE OF NEXT MEETING**

A date of Wednesday 29<sup>th</sup> November was agreed at 7.30. To be held at 70, Uplands Road.