

Team Daniel AGM Meeting

Held on: Monday 18th December 2023 at 7:30pm

Present: Emma Oliver, Nicole Napier, Vicki Read, Bailey Bradley, Chelsea Napier, Nicola Mackie

Agenda:

1. Minutes of the previous meeting.
2. Finance update (Vicki)
3. Update from the past year (Emma)
4. Holiday Programme
5. Roles & Responsibilities (Volunteers, GDPR, Policies & Procedures etc.)
6. Future Plans
7. A.O.B

1.	<u>Minutes of the previous meeting</u> Vicki went through the minutes of the previous meeting.	
2.	<u>Finance Update</u> Vicki circulated a copy of the Accounts. As of today we have a balance of £25,823.09. Vicki also gave an update on the Charities Commission and stated the page is up to date but we may need to reapply to get an online account. Emma stated that she thought she had done this previously. ACTION: Vicki to look into. Vicki is reviewing the Policies & Procedures Documents as we need to resubmit updated versions. ACTION: Vicki to update.	
3.	<u>Update from the Past Year</u> Emma provided an update on the Youth Groups. The Gildersome group attracts between 28-32 children per week. The Gomersal group is currently attracting 8 per week. Have had numbers as high as 18. More work needs to be done to increase the numbers. Emma explained that the building is not nice and she has been looking to find an alternative location. Emma also explained that the funding from Kirklees Council is unlikely to continue in the future due to the Council's financial position. Vicki stated that there is funding in the TeamDaniel account if needed. Emma also explained that the Morley 10km Run was recently held with 50% of the proceeds raised going to TeamDaniel. £1500 was donated by the organisers and an additional £200+ was raised by Emma and Jamie who took part.	
4.	<u>Holiday Programme</u> Emma provided an update on the Gildersome Summer Holiday Programme which was run in partnership with Ground Works. The programme ran for four days per week over four weeks. Emma explained that the programme wasn't as successful as the previous programme due to staff changes at Ground Works. The programme will run again at Christmas but there will be no plans to run it next year. Nicole provided an update on the Yeadon Summer Holiday Programme which was run in partnership with Bee Happy Kids. Similarly, to the Gildersome programme, the	

5.	<p>Yeadon programme ran for four days per week over four weeks. The numbers were good. There is consistent children and families returning every holiday period. Nicola and Nicole visited the programme over the summer and provided good feedback.</p> <p>A discussion was held on whether or not to continue the holiday camps in the future. Emma wants to focus on providing ongoing hubs in the future which provide specific mental health support as opposed to running camps. The discussion continued and no outcome was reached.</p> <p>ACTION: Emma and Nicole to discuss outside of the meeting.</p> <p><u>Roles & Responsibilities (Volunteers, GDPR, Policies & Procedures etc.)</u></p> <p>Nicole explained that we need to look at the roles and responsibilities again of the trustees. Something we have discussed previously.</p> <p>Chelsea will now be responsible for the volunteers. Nicole has been through the volunteer folder with Chelsea and explained what needs to be done.</p> <p>Bailey has agreed to be responsible for GDPR. Bailey recently put all of Nicole's online files into a shared one drive for everyone to access - https://1drv.ms/f/s!At2MDJuzv0aPgczRYtkgvJDUz_7fw?e=Z99yJR</p> <p>ACTION: Everyone to make sure that all online documents are now saved in this folder.</p> <p>ACTION: Bailey to review any relevant GDPR, Data Protection documents etc. to make sure we are GDPR compliant.</p> <p>ACTION: Bailey to liaise with Emma re youth group data.</p>	
6.	<p>Vicki will continue as the Safeguarding lead.</p> <p><u>Future Plans</u></p> <p>Emma stated that she would like to run a GCSE Revision Group for approx. 20 young people on a Monday from 6-7:30pm. She has had a lot of interest from children and parents. The session would run for 3 months (March-June) and would be a safe space for young people to attend to work on past test papers. Equipment has been donated by parents. Emma has reached out to local ex teachers to assist. Information will also be provided on how to look after your mental health during exam periods.</p> <p>ACTION: Vicki to check insurance cover.</p>	
7.	<p>Emma and Bailey to review the Business Plan re the previous discussion on providing hubs for mental health support.</p> <p>ACTION: Emma and Bailey to discuss and feedback.</p> <p><u>A.O.B</u></p> <p>Charity ballot places available for the Big Half 2024 taking place on Sunday 1st September 2024. We can apply for a minimum of 5 places (£49 each). Emma and Jamie interested in taking part.</p> <p>ACTION: Vicki to apply for 5 places.</p> <p>Vicki looking to run another quiz night in London.</p> <p>Website needs updating.</p> <p>ACTION: Nicole to send out what information is required.</p> <p>Date of next meeting: Wednesday 10th January, 7:30pm.</p>	

Print Name: Nicole Napier

Position: Trustee

Signature:

Team Daniel CAF	Opening Balance- January 01st - 2023	£24,449.96
	Closing Balance - December 31st 2023	£23,669.38

Date	Description	Debit	Credit	Closing Balance
03/01/2023	POS ONE BELOW	£48.92		£24,401.04
05/01/2023	Online transfer to ParochialChurchCouncil Youth Night - Venue Hire	£310.00		£24,091.04
06/01/2023	POS Baker Ross	£14.03		£24,077.01
13/01/2023	POS AMAZON UK RETAIL	£319.99		£23,757.02
16/01/2023	Monthly Account Fee	£5.00		£23,752.02
18/01/2023	FP 2992449 TEAM DANIE JUSTGIVING		£11.28	£23,763.30
18/01/2023	Online transfer to EmmaOliver Taxi's Youth Night	£20.30		£23,743.00
23/01/2023	POS REFUND BAKER ROSS Miss Chelsea Napier		£14.03	£23,757.03
24/01/2023	POS AMZNMktplace Miss C Napier	£19.96		£23,737.07
24/01/2023	Online transfer to EmmaOliver Taxi	£16.50		£23,720.57
25/01/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£23,702.57
26/01/2023	POS CARE CHECK LTD	£12.00		£23,690.57
27/01/2023	POS WWW.THEWORKS.CO.UK Miss C Napier	£21.99		£23,668.58
27/01/2023	FP Healthy Holidays L COMMUNITY FOUNDATI		£1,000.00	£24,668.58
31/01/2023	FP 2966047 TEAM DANIE JUSTGIVING		£47.11	£24,715.69
02/02/2023	Online transfer to EmmaOliver Taxi	£20.90		£24,694.79
07/02/2023	POS AMAZON UK RETAIL Miss C Napier	£20.00		£24,674.79
07/02/2023	Online transfer to EmmaOliver Taxi Fare Youth night	£21.70		£24,653.09
13/02/2023	Online transfer to EmmaOliver Taxi	£20.30		£24,632.79
15/02/2023	Monthly Account Fee	£5.00		£24,627.79
16/02/2023	POS HMRC GOV.UK COTAX	£101.80		£24,525.99
16/02/2023	POS HMRC GOV.UK COTAX Miss V Read	£101.80		£24,424.19
21/02/2023	POS Baker Ross Miss C Napier	£109.25		£24,314.94
21/02/2023	FP 3040693 TEAM DANIE JUSTGIVING		£2.37	£24,317.31

23/02/2023	POS Baker Ross Miss C Napier	£179.90		£24,137.41
27/02/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£24,119.41
27/02/2023	Online transfer to LittleBiscuitStudio Money Boxes	£345.00		£23,774.41
27/02/2023	Online transfer to EmmaOliver Taxi's Youth Night	£9.00		£23,765.41
27/02/2023	Online transfer to ParochialChurchCouncil Youth Night - Venue Hire	£310.00		£23,455.41
28/02/2023	FP 3026454 TEAM DANIE JUSTGIVING		£9.61	£23,465.02
10/03/2023	Online transfer to Sorella Gildersome Ltd FruitGrabBags	£40.00		£23,425.02
10/03/2023	Online transfer to BeeHappyKidsChildcareLTD Equipment	£97.35		£23,327.67
10/03/2023	Online transfer to BeeHappyKidsChildcareLTD Equipment	£550.58		£22,777.09
10/03/2023	Online transfer to The Baton of Hope UK 3 Tickets	£450.00		£22,327.09
15/03/2023	FP Julie Clarkson J Clarkson		£300.00	£22,627.09
15/03/2023	Monthly Account Fee	£5.00		£22,622.09
16/03/2023	Online transfer to Jennifer Wemyss Antibullyworkshop	£100.00		£22,522.09
16/03/2023	Online transfer to Jennifer Wemyss Antibullyworkshop	£100.00		£22,422.09
22/03/2023	FP 3093040 TEAM DANIE JUSTGIVING		£2.37	£22,424.46
24/03/2023	FP Healthy Holidays L COMMUNITY FOUNDATI		£2,447.50	£24,871.96
26/03/2023	INTEREST TO DATE		£11.82	£24,883.78
27/03/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£24,865.78
28/03/2023	FP PPWDL4FGJ22242GT76 PAYPAL		£240.00	£25,105.78
31/03/2023	Online transfer to BeeHappyKidsChildcareLTD EasterFood	£449.24		£24,656.54
03/04/2023	FP 3073094 TEAM DANIE JUSTGIVING		£9.61	£24,666.15
04/04/2023	POS ASDA SUPERSTORE Miss C Napier	£9.27		£24,656.88
11/04/2023	FP 3113924 TEAM DANIE JUSTGIVING		£100.00	£24,756.88
14/04/2023	Online transfer to Harris & Smith Transport Invoice 1837	£35.00		£24,721.88
14/04/2023	Online transfer to Harris & Smith Transport Invoice 1835	£70.00		£24,651.88
14/04/2023	Online transfer to ParochialChurchCouncil INVOICE GEN 150	£120.00		£24,531.88
14/04/2023	Online transfer to Miss L Holmes Equipment	£82.44		£24,449.44
17/04/2023	Monthly Account Fee	£5.00		£24,444.44
18/04/2023	Online transfer to BeeHappyKidsChildcareLTD EasterStaffFoodPrepVenue	£1,280.00		£23,164.44
19/04/2023	FP 3144203 TEAM DANIE JUSTGIVING		£2.37	£23,166.81

25/04/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£23,148.81
27/04/2023	POS ASDA SUPERSTORE	£20.02		£23,128.79
02/05/2023	FP 3129700 TEAM DANIE JUSTGIVING		£230.54	£23,359.33
05/05/2023	POS AMAZON UK RETAIL Miss C Napier	£54.40		£23,304.93
10/05/2023	FP 3168052 TEAM DANIE JUSTGIVING		£60.99	£23,365.92
12/05/2023	POS MARKEL INTERNATIONAL	£203.84		£23,162.08
15/05/2023	Monthly Account Fee	£5.00		£23,157.08
16/05/2023	Online transfer to Harris & Smith Transport Transport	£70.00		£23,087.08
18/05/2023	FP 3189713 TEAM DANIE JUSTGIVING		£34.32	£23,121.40
19/05/2023	BACS ENTHUSE.COM ENTHUSE		£492.42	£23,613.82
22/05/2023	FP 3185708 TEAM DANIE JUSTGIVING		£66.96	£23,680.78
25/05/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£23,662.78
02/06/2023	FP Healthy Holidays L COMMUNITY FOUNDATI		£8,406.50	£32,069.28
07/06/2023	Online transfer to Harris & Smith Transport Invoice 1976	£140.00		£31,929.28
15/06/2023	Monthly Account Fee	£5.00		£31,924.28
21/06/2023	FP 3257953 TEAM DANIE JUSTGIVING		£2.37	£31,926.65
22/06/2023	POS Zettle_*I fraser	£10.00		£31,916.65
26/06/2023	INTEREST TO DATE		£13.09	£31,929.74
26/06/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£31,911.74
29/06/2023	POS Baker Ross Miss C Napier	£60.15		£31,851.59
03/07/2023	FP 3236425 TEAM DANIE JUSTGIVING		£9.61	£31,861.20
04/07/2023	Online transfer to BeeHappyKidsChildcareLTD Equipment	£552.92		£31,308.28
10/07/2023	FP PPWDL4FGJ22232XXCW PAYPAL		£55.00	£31,363.28
11/07/2023	Online transfer to Harris & Smith Transport Transport to Youth Nights	£105.00		£31,258.28
14/07/2023	Online transfer to BeeHappyKidsChildcareLTD Equipment	£416.14		£30,842.14
17/07/2023	Monthly Account Fee	£5.00		£30,837.14
19/07/2023	FP 3309849 TEAM DANIE JUSTGIVING		£2.37	£30,839.51
25/07/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£30,821.51
25/07/2023	Online transfer to Fenice Media Ltd 0026588	£838.80		£29,982.71
01/08/2023	ICS BACS 000004		£268.00	£30,250.71

02/08/2023	Online transfer to BeeHappyKidsChildcareLTD Summer Food	£445.32		£29,805.39
02/08/2023	Online transfer to Miss L Holmes Receipts for Youth Night	£84.45		£29,720.94
02/08/2023	FP 3293549 TEAM DANIE JUSTGIVING		£9.61	£29,730.55
10/08/2023	Online transfer to ParochialChurchCouncil TEAM DAN-001	£420.00		£29,310.55
10/08/2023	Online transfer to ParochialChurchCouncil TEAM DAN-002	£120.00		£29,190.55
10/08/2023	Online transfer to BeeHappyKidsChildcareLTD Summer Food	£493.85		£28,696.70
10/08/2023	Online transfer to BeeHappyKidsChildcareLTD Planning & Wellbeing Day	£435.00		£28,261.70
10/08/2023	Online transfer to BeeHappyKidsChildcareLTD StaffPrepVenueHire	£1,280.00		£26,981.70
15/08/2023	Monthly Account Fee	£5.00		£26,976.70
16/08/2023	FP 3361815 TEAM DANIE JUSTGIVING		£2.37	£26,979.07
21/08/2023	Online transfer to BeeHappyKidsChildcareLTD StaffPrepVenueHire	£1,280.00		£25,699.07
21/08/2023	Online transfer to BeeHappyKidsChildcareLTD Summer Food	£441.09		£25,257.98
22/08/2023	BACS ZD08397 HMRC CHARITIES		£99.30	£25,357.28
22/08/2023	Online transfer to BeeHappyKidsChildcareLTD VenueHirePrepStaffing	£1,280.00		£24,077.28
22/08/2023	Online transfer to BeeHappyKidsChildcareLTD Summer Food	£476.28		£23,601.00
25/08/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£23,583.00
05/09/2023	POS ASDA SUPERSTORE Miss C Napier	£8.20		£23,574.80
05/09/2023	FP 3349452 TEAM DANIE JUSTGIVING		£9.61	£23,584.41
05/09/2023	Online transfer to ParochialChurchCouncil TEAM DAN-002	£120.00		£23,464.41
05/09/2023	Online transfer to BeeHappyKidsChildcareLTD VenueHirePrepStaffing	£1,280.00		£22,184.41
11/09/2023	Online transfer to EmmaOliver Taxi's Youth Night	£20.91		£22,163.50
15/09/2023	Monthly Account Fee	£5.00		£22,158.50
18/09/2023	Online transfer to BeeHappyKidsChildcareLTD Evaluation & Equipment	£96.60		£22,061.90
18/09/2023	Online transfer to EmmaOliver Youth Night Taxi	£19.89		£22,042.01
20/09/2023	FP 3417138 TEAM DANIE JUSTGIVING		£2.37	£22,044.38
25/09/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£22,026.38
26/09/2023	INTEREST TO DATE		£13.70	£22,040.08
27/09/2023	Online transfer to EmmaOliver Taxi's Youth Night	£16.89		£22,023.19
27/09/2023	Online transfer to ParochialChurchCouncil Youth Night - Venue Hire	£120.00		£21,903.19
02/10/2023	Online transfer to EmmaOliver Taxi's Youth Night	£16.94		£21,886.25

02/10/2023	FP 3397605 TEAM DANIE JUSTGIVING		£9.61	£21,895.86
05/10/2023	FP PPWDL4FGJ22242S7FU PAYPAL		£110.00	£22,005.86
06/10/2023	Online transfer to EmmaOliver Taxi's Youth Night	£19.95		£21,985.91
09/10/2023	FP PPWDL4FGJ2223ZLU9G PAYPAL		£69.00	£22,054.91
09/10/2023	FP PPWDL4FGJ2223CSZJ PAYPAL		£28.00	£22,082.91
12/10/2023	POS SQUARESPACE INC. Miss V Read	£172.80		£21,910.11
12/10/2023	POS SumUp *Eric's Place 9	£19.30		£21,890.81
12/10/2023	POS HOME BARGAINS	£3.49		£21,887.32
16/10/2023	POS SumUp *Cakes By Nix Miss C Napier	£54.00		£21,833.32
16/10/2023	Monthly Account Fee	£5.00		£21,828.32
17/10/2023	FP 3454986 TEAM DANIE JUSTGIVING		£117.29	£21,945.61
18/10/2023	FP 3470477 TEAM DANIE JUSTGIVING		£2.37	£21,947.98
19/10/2023	Online transfer to EmmaOliver Taxi's Youth Night	£7.98		£21,940.00
19/10/2023	Online transfer to EmmaOliver Youth Night Supplies	£17.50		£21,922.50
23/10/2023	FP PPWDL4FGJ2224ZH8GN PAYPAL		£108.00	£22,030.50
23/10/2023	Online transfer to Miss L Holmes Youth Night Supplies	£92.22		£21,938.28
23/10/2023	FP DIANE MORGAN MORGAN D E ADGD		£25.00	£21,963.28
25/10/2023	POS UBER* PENDING	£7.97		£21,955.31
25/10/2023	POS UBER *TRIP Aldgate	£9.49		£21,945.82
25/10/2023	FP 3487990 TEAM DANIE JUSTGIVING		£30.85	£21,976.67
25/10/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£21,958.67
30/10/2023	FP Morley 10k MORLEY 10K		£1,000.00	£22,958.67
31/10/2023	POS AMAZON* 204-7205919-6 Miss C Napier	£12.50		£22,946.17
31/10/2023	FP 3476677 TEAM DANIE JUSTGIVING		£19.42	£22,965.59
31/10/2023	FP MORLEY 10K MORLEY 10K		£500.00	£23,465.59
31/10/2023	Online transfer to ParochialChurchCouncil Youth Night - Venue Hire	£120.00		£23,345.59
03/11/2023	FP Healthy Holidays L COMMUNITY FOUNDATI		£2,477.50	£25,823.09
15/11/2023	POS UBER * PENDING Aldg	£11.90		£25,811.19
15/11/2023	POS UBER * PENDING Aldg	£8.90		£25,802.29
15/11/2023	POS SumUp *Cakes By Nix Miss C Napier	£36.00		£25,766.29

15/11/2023	Monthly Account Fee	£5.00		£25,761.29
22/11/2023	POS UBER* TRIP	£8.93		£25,752.36
22/11/2023	FP 3530853 TEAM DANIE JUSTGIVING		£2.37	£25,754.73
27/11/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£25,736.73
29/11/2023	POS UBER * PENDING Aldg	£16.92		£25,719.81
29/11/2023	POS UBER *TRIP Aldgate	£9.48		£25,710.33
29/11/2023	Online transfer to ParochialChurchCouncil TEAM DAN-006	£150.00		£25,560.33
30/11/2023	POS B&M RETAIL LTD	£71.50		£25,488.83
04/12/2023	Online transfer to EmmaOliver Taxi's Youth Night	£21.87		£25,466.96
04/12/2023	FP 3509999 TEAM DANIE JUSTGIVING		£9.61	£25,476.57
12/12/2023	Online transfer to BeeHappyKidsChildcareLTD XmasEquipment	£385.92		£25,090.65
12/12/2023	Online transfer to BeeHappyKidsChildcareLTD XmasFood	£444.19		£24,646.46
13/12/2023	POS UBER * PENDING Aldg	£8.99		£24,637.47
13/12/2023	POS UBER * PENDING Aldg	£10.00		£24,627.47
15/12/2023	POS Casa 281 Elland Road	£18.00		£24,609.47
15/12/2023	Monthly Account Fee	£5.00		£24,604.47
15/12/2023	POS Casa Chelsea Napier	£205.50		£24,398.97
19/12/2023	POS AMZNMktplace	£25.75		£24,373.22
20/12/2023	POS UBER* TRIP	£8.73		£24,364.49
20/12/2023	POS UBER * PENDING Aldg	£8.91		£24,355.58
20/12/2023	FP 3575927 TEAM DANIE JUSTGIVING		£2.37	£24,357.95
20/12/2023	Online transfer to Miss L Holmes Youth Night Supplies	£106.94		£24,251.01
20/12/2023	Online transfer to REBECCA MAY MUNDELL Floral Class	£225.00		£24,026.01
21/12/2023	POS ASDA SUPERSTORE	£12.55		£24,013.46
21/12/2023	POS AMZNMKTPLACE AMAZON.C	£25.75		£23,987.71
22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,962.71
22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,937.71
22/12/2023	POS WHITE ROSE LEEDS	£40.00		£23,897.71
22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,872.71
22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,847.71

22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,822.71
22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,797.71
22/12/2023	POS WHITE ROSE LEEDS	£25.00		£23,772.71
27/12/2023	INTEREST TO DATE		£11.94	£23,784.65
27/12/2023	DD JUSTGIVING SUBS JG03206985	£18.00		£23,766.65
27/12/2023	Online transfer to ParochialChurchCouncil TEAM DAN-007	£90.00		£23,676.65
27/12/2023	FP 3555476 TEAM DANIE JUSTGIVING		£9.61	£23,686.26
29/12/2023	POS UBER* PENDING Miss C Napier	£8.93		£23,677.33
29/12/2023	POS UBER * PENDING Aldg Miss C Napier	£7.95		£23,669.38
	Closing Balance			£23,669.38