

**Own Books AGM Minutes
Wednesday 4 January 2023
Via Zoom**

Attending: Julie de Bastion, John Latham, Judith Lindley, Alison Shaw, Julia Gibson, Bridget Mattingley, Lynne Myall, Grace Turner, Joseph Hewitt.

Apologies: Viv Pierce-Jones, Carley McCarthy, Vanessa Connell, Fiona Spiers, Grace Turner

1. Julie welcomed everyone to the meeting and thanked them for coming.
2. Everyone had read the Newsletter and agreed that 2022 had been an impressive year for Own Books. This year looks set to just as busy, with demand from schools for books continuing to grow. The direction for Own Books will be to continue to supply books to schools. We have also secured 3 Councillors Grants from Warwickshire County Council that allow us to carry out some workshops in the next 12 months. We also have 4 A Day to dream workshops to carry out.

A vote of thanks was given to World of Books, Oxfam Bookshop and Montague Storage for their invaluable support. WOB has a pledge to donate 1 million books to good causes and we are extremely grateful to be part of this project.

3. Julia presented the Treasurer's report

Own Books – Summary of Accounts for 2022

The accounting year ran from 1st January 2022 to 31st December 2022. Figures given here are rounded to the nearest £.

For 2022 the income was £1,035 and the expenditure £7,160 (£3,302 on project costs & £3,858 on core costs).

The expenditure by main categories was:

£ 680 - IT

£1,541 - Postage / Print / Stationery

£1,297 - Volunteer Expenses

£3,302 - Project Costs

£ 1 - Bank Charges

£ 339 - Audit / Insurance / Governance

The income was:

£1,000 grant from 1961 May Trust received in December – for core costs in 2023 (this was the 3rd yearly payment of 3).

£ 35 from 3 small individual payments.

At year end there was £12,896 in the bank account.

There is no other money and also there are no other assets.

Of the £12,896 :-

- £9,733 are restricted funds (Lottery & GB Partnership)
- £1,659 are for core costs with the expenditure having to be reported to the grant donor (s)
- £1,504 is completely unrestricted funding (i.e. for any costs and does not need to be reported to any donor)

GRANTS

Grant	Amount Rec'd		Date Rec'd	£ Spent (total)	£ Balance	£ Spent in 2022	Date Closed
1961 May Trust (2 of 3)	£1,000		Dec. 2021	£1,000	£0	£1,000	31/10/2022
1961 May Trust (3 of 3)	£1,000		Dec. 2022	£0	£1,000	£0	-
HoE - CWS	£2,000		Oct. 2019	£2,000	£0	£0	31/12/2021
HoE - Warwick	£2,000		Oct. 2019	£2,000	£0	£623	25/09/2022
HoE – from Peugeot Fund	£2,000		Nov. 2021	£1,341	£659	£1,341	-
HoE – Harry Payne	£1,000		April 2021	£1,000	£0	£387	October 2022
LTC	£2,000		Jan. 2020	£2,000	£0	£761	September 2022
STT	£1,000		Nov. 2021	£1,000	£0	£840	September 2022
GB Partnership	£2,000		Oct. 2021	£145	£1,855	£45	-
Lottery GFA	£10,000		Oct. 2021	£2,122	£7,878	£2,102	-

Compiled 2nd January 2023 by Julia Gibson.

4. Trustees John and Alison agreed to serve for another 3 years. Judith

agreed to serve for 1 year. Everyone agreed . There were no other nominees for Trustee.

5. Own Books update safeguarding Policy had been circulated to everyone. All acknowledged that they had seen and read the policy.

6. Julie advised that we had received 3 Councillors grants from Warwickshire County Council totalling £4,200.00 These were to finance workshops in schools in Warwickshire and Julie had this in hand. She would devise a programme for the schools and source outside facilitators to assist her.

We also have £1,000.00 from Stratford Town Trust (£700.00 for Core Costs and £300.00 for a workshop)

6a Julie introduced the topic of AI that writes grant applications and her son is using it to great effect. It was felt that we have enough robust text about Own Books at present and as we have no experience of it, would not look at it at present.

6b Fiona Spiers at Warwickshire CAVA is helping us find grants to apply for. She had suggested that if we reach a minimum annual income of £25,000.00 we can apply to the Masonic Charitable Foundation, who give grants of £1-5k per year for up to 3 years.

If we reach that level of income it would mean that we would have to be officially

audited for the Charity Commission. Julia has agreed to prepare accounts for

the Charity Commission for last year and next, which means we won't need the

accountant to audit our books in the immediate future and therefore be able to

save that fee for the time being. Everyone agreed Julia should prepare the

accounts for the CC.

6c Lynne Myall agreed to be our Grant Manager responsible for applying for, administering and following up on feedback reports for our grant funding.

7. 2023 is going to be a difficult year for many and the feeling is that events will grow from a community basis. We are invested in this process and want to make Own Books available where we can.

7a Our Registration process has been simplified and once we receive an email from a school, they are sent a Welcome Pack in the post and a Registration Form by email. Once they complete this google form, they are automatically listed on our shared spreadsheet with WOB and Joseph advised by email. WOB has no limit to the schools they can accept, but it will mean it takes longer to get round the list of schools and supply them with a box of books.

A feedback form for schools has also been drafted in order to gain more worthwhile responses from schools that we can use in grant writing and reporting. Alison will send it to a selection of schools to test its effectiveness. Joseph suggested a survey form with a tick box response might also be effective. Alison will report back on the results.

8. Judith advised that some Duke of Edinburgh Award Scheme had assisted with the OB workshop at Henley Library and were keen to participate again. Julie was pleased that this fitted with our remit and would investigate how these youngsters (aged 14) could be encouraged to help again in the future.

There were no other suggestions for the year and everyone was pleased with the running of Own Books.

9. Grace Ridley is working on the Poetry Tree project and has the first batch of poems ready. Once the second batch is typed and ready, she can look at publishing the book and distributing to those involved.

Julia proposed an increase in Julie's monthly management fee to £50/month and this was agreed by everyone.

Julie also commented that Own Books had been conceived 10 years ago and she was so amazed and delighted that it had grown to be the wonderful, useful project that it is now filled with so many lovely people.



Receipts and payments account

For the period from	Period start date 01/01/2022	To
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £
A1 Receipts			
Grants	1,000		-
Donations	35	-	-
Compensation from bank	-	-	-
Bank refunds	-	-	-
	-	-	-
	-	-	-
Sub total (Gross income for AR)	1,035	-	-
A2 Asset and investment sales, (see table).			
	-	-	-
	-	-	-
Sub total	-	-	-
Total receipts	1,035	-	-
A3 Payments			
IT / Internet / telephone	384	253	-
Printing / postage / stationery	1,263	277	-
Volunteer expenses	756	580	-
Projects / project management	253	3,054	-
Bank charges / interest	1	-	-
Governance	133	206	-
	-	-	-
	-	-	-
Sub total	2,788	4,371	-
A4 Asset and investment purchases, (see table)			
	-	-	-
	-	-	-
Sub total	-	-	-
Total payments	2,788	4,371	-
Net of receipts/(payments)	-£1,753	-£4,371	£0
A5 Transfers between funds	£0	£0	£0
A6 Cash funds last year end	£4,916	£14,105	£0
Cash funds this year end	£3,162	£9,734	£0

Section B Statement of assets and liabilities at the end of

Categories	Details	Unrestricted funds to nearest £
B1 Cash funds	Cash in bank account	3,162
		-
		-
	Total cash funds	3,162
	(agree balances with receipts and payments account(s))	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £
		-
		-
		-
		-
		-
		-
B3 Investment assets	Details	Fund to which asset belongs
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs
B5 Liabilities	Details	Fund to which liability relates

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

Signature

Print N

190573

ounts

Period end date

12/31/2022

CC16a

Total funds

Last year

to the nearest £

to the nearest £

1,000	18,888
35	-
-	150
-	6
-	-
-	-
1,035	19,044

-	
-	-
-	-

1,035	19,044
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637	1,032
1,540	1,004
1,336	1,548
3,307	2,237
1	-
339	141
-	-
-	-
7,159	5,961

-	
-	
-	-

7,159	5,961
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-£6,124	£13,083
£0	£0
£19,020	£5,937
£12,896	£19,020

the period

Restricted funds to nearest £	Endowment funds to nearest £
9,734	-
-	-
-	-
9,734	-
OK	OK

Restricted funds to nearest £	Endowment funds to nearest £
-	-
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-

Cost (optional)	Current value (optional)
-	-
-	-
-	-
-	-
-	-
-	-
-	-
-	-

Amount due (optional)	When due (optional)
-	
-	

-	
-	
-	

lame	Date of approval