

AGM AGENDA
Thursday 16th February 2022
Virtual Zoom Meeting
8pm till 9pm

Present:

Chairperson	Helen Fox
Secretary /membership sec	Karen Forbes-Chapman
Treasurer	Nick James
Newsletter Editor/DDYC	Jan Evans,
DDYC	Anne Seed
Committee Members	Vikki Pearce
	Siobhan Michaels
	David Chapman

Apologies:

Safeguarding	Dawn Bevington
Committee Members	

1. Minutes agreed from last meeting (Y/N)

2. AGM Begins:

Chairpersons Report/Say: Helen started the meeting off by saying how lovely it was to see us even if it was on Zoom. She also commented that it's been a horrible time during this Covid pandemic. Her thoughts went out to the children and their families and hopefully with us looking at new adventures it would help benefit all and give them something positive to look forward to.
All committee members agreed with Helen.

Treasurers Report: Nick gave his account of what's been happening over the last couple of years with the accounts. Expenditure was minimal with a payment made to E Thompson for £225.00.
Good news was that we received the inheritance money from L Rose of £48,000 in December 2020. The bad news was we now need an accountant to look at the accounts. Nick has contacted an accountant called Stacey Handley and she is happy to take the job on. Statements were dropped off to her about mid January.
We have received generous donations from
Siobhan Birthday charity donation
2 x Paypal donations that we still are unsure who they are from.
Coote family challenge collection
DSG Services donated £500.00 in February 2021.
FJ Ward deceased collection £290.00
Our Total income was £49,457.75
And Total expenditure was £235.00
Our balance at the moment is £80,785.76
It is clear to say that we can definitely afford to organise some events for the foreseeable future.

Secretary's Report/say: There isn't a lot to report. As secretary I have been monitoring the emails and passing on those that need attending. Sadly though I'm sorry to say that this will be my last year as DDCS secretary, I would still like to remain as a committee member but due to other commitments in the foreseeable future I feel that it's time to step down. One thing I would recommend is that we need to have new families join the committee as Helen is the only parent. I would like to thank everyone at DDCS for all their support and hope that 2022 can see a brand new opening for us all.
David Chapman has also agreed to remain on the committee and is more than happy to continue the important role of Mr Claus should we wish to organise a Christmas event.

Membership Secretary Report: there isn't as such a membership secretary any more. Karen has received membership forms and they have been scanned to Jan who adds them to the mailing list. Karen then files the forms. We have had 3 members join and 1 member requested to be removed. It was suggested that we send out a change of address form.

DDCS Safeguarding Officer Report:

DDYC financial/treasurers reports:

D.D.Y.C. REPORT FOR YEAR: 1/9/20 to 31/8/21

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Prepared by A. Seed

Dudley Deaf Youth Club (D.D.Y.C.), continues to operate under the umbrella of Dudley Deaf Children's Society (D.D.C.S.). The group is promoted by Dudley's H.I. Service, on the D.D.C.S newsletter and website.

Due to the ongoing pandemic, D.D.Y.C. have not met this year and the Queens Cross Network has been closed. The volunteer staff have made contact with the families from time to time, either by email or text message and had an occasional reply.

D.D.Y.C. staff have attended virtual Building Users Groups (B.U.G.'s) meetings this year. The Building Users Agreement was submitted to, and accepted by, the management of the Queens Cross Network. We would like to thank the Queens Cross team for continuing to be accommodating to our needs or concerns.

Financial report

D.D.Y.C. continues to operate it's own Community Account with H.S.B.C. bank. This account is free of charges and has no overdraft facilities. The account, which is separate to the D.D.C.S. account, is for day to day expenditure and has a cheque book. This has been managed by A. Seed.

A letter was received from the bank informing us that, due to the account being inactive for 12 months, it would be closed. On 29/06/21 A Seed made a donation of £1.00 which will keep the account open for a further 12 months if it continues to be inactive.

The bank has also informed us that we need to complete their Safeguard process, if they have any concerns it could result in the account being closed. Closure of the account is a possibility, we envisage that being part of D.D.C.S. could be an issue. That said, J. Evans will be completing this during August and September 2021 with support from A. Seed and N. James.

Due to ill health, A Seed has decided to take a break from volunteering with D.D.Y.C. with immediate effect.

BANK ACCOUNT DETAILS

H.S.B.C. Bank,
226, High Street,
Dudley,
DY1 1PQ

SIGNATORIES:

The signatories for this account continue to be Anne Seed, James Cureton and Janet Evans. Two of the three signatures are required when writing out a cheque.

FUNDING SOURCES:

D.D.C.S. - for the continued funding of the Pay As You Go phone - we have not needed to top up the phone this year.

D.M.B.C. - for the space to hold our monthly meetings and to store the majority of our equipment. There is currently no charge.

Subs - no subs this year as we have not met.

FUTURE PLANS

Currently, no charge is made by Queens Cross for the use of the building. If a charge is implemented in the future, we are assured that it will be set at a 'pepper-corn rent'.

We envisage that the subs will continue to be £3.00 per member, per session.

The club has not met since 05/03/20 due to COVID-19 and we do not, as yet, know when we will be returning. Before recommencing, conversations will need to take place between the D.D.Y.C. volunteer staff, the Q.X.N. management and the D.D.C.S. committee to ensure the safety of all.

Election of Officers:

Chairperson - Helen Fox
Secretary - Karen Forbes-Chapman
Treasurer - Nick James
Membership Secretary - n/a
DDCS Safeguarding Officer - Dawn Bevington

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Membership Newsletter - Jan Evans
DDYC Leaders -Jan Evans, James Cureton

Election of Committee Members - _____ Vicki Pearce, David Chapman, Siobhan

Hand over arrangements: Siobhan will collect all outstanding items as Shelagh has expressed that there are still items of DDCS in her garage that could do with picking up soon.
There items of DDCS in Karen and David's loft, but there are no urgent needs to be gone. Karen has aslo go the membership folders that would be needing to hand over to whom ever.

AOB.

1. Panto 2022 update - Jan

Purchased 46 tickets at £1100.25 being £23.92 each
10 returned unsold and 3 attended wrong theatre on day and refunded so 13 refunded giving credit of £300.75
2 odd seats unsold
3 no show on the day - Covid related
28 attended on the day. 15 who paid £15 With credit given cost was £799.50
Monies received £225.00 Total £574.5 loss to DDCS
Actual £1100.25 - £225.00 = £875.25

Great feedback from families.
So we have booked again for next year

2. Future plan for Panto 2023 - Jan

Dick Whittington Sunday 8th January 2023 at 5.15pm

Block of 40 seats together at a cost of £982.00 (£24.55 slight increase on last years £23.92)

As we already have the credit of £300.75 we will have to pay balance of £681.25.

Do we want to charge £15 per person again or more? All were in agreement for the charge to remain the same.

General feeling? Everyone at the meeting was in agreement of the Panto happening 2023.

Jan is happy to deal with it again if everyone else agrees....

Letter will be issued for tickets at beginning of September.

3. Future outings for 2022

Star Circus tickets were made available to us and Helen distributed them to those that paid an interest. There wasn't much response, but this could have been down to last minute venue change and last minute of ticket The feedback from those that did attend was possitive.

Summer trip 2022- Karen preposed that we look at arranging a day trip to either Dudley Zoo or The Black Country Museum for 2022. Karen felt that we would benefit if we supported out local area that didn't need the Coach set up. Committee members agreed that this might just work. Jan is going to look into this for Karen. She will be asking if there will be any special events on and what cost and dates for both Dudley Zoo and BCLM.

Christmas Party 2022 - Saturday 3rd December 2pm till 5pm

Karen also proposed that they hold a Christmas Party this year. Keeping it low keyed with a DJ, us entertaining, bufffet, raffle and guess the cake. We have a venue we like to use and it would be nice to offer something for the children.

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Santa – Booked

Food – Karen will ask Caroline for help

Disco – David will make contact with the DJ used before

Venue – Wilson Hall – David will pop down to enquire and book if needed

Party games –

Present shopping and wrapping – Karen and David agreed to continue with the shopping and also the wrapping so as the gifts can be isolated before the event and there would be less handling for all.

Raffle – Karen and Siobhan to check what they have

Christmas Cake – Karen to ask Lisa

DDCS stall – Siobhan was happy to assist as she has done in the past. Karen will check what stock we have in the boxes. It was agreed to use the old stock before getting any new.

4. DDYC – report from Jan

Firstly in regards to finances, back in mid 2021 HSBC sent Anne letters for us to undertake a safeguarding assessment. Anne asked me if I would mind dealing with the bank on behalf of DDYS which I did. The assessments involved lots of questions about usage of the account and such and on several occasions HSBC said that we hadn't given them all the information they needed despite the fact that I had filled in online forms and spoke to several people on the phone. Anyway to cut a long story short, they were saying that we no longer qualified for a free banking account and they would be charging us £5 per month to stay with them. So in agreement with Anne and discussions with Nick, we agreed to serve notice on HSBC to close the account and Nick very kindly has arranged for a DDCS sub account with Lloyds which gives DDYC its own paying in book and statements etc, The HSBC account is now closed and the current balance of £1179.74 has been transferred to Lloyds.

Obviously with Covid DDYC meetings have been suspended and whilst the room at Queens Cross is still available to us and I understand from Paul at QX, meetings could now recommence, we have yet to decide whether that will be an option. Of course as you know Anne has stepped back from DDYC for the foreseeable future and so without another volunteer, DDYC cannot restart. We need three adults at any one time just in case one of us can't make the meetings then there are always two staff available. I haven't heard from James as to whether he would wish to continue Youth Club, have you Anne? As for membership, I did put out a text and a message on the newsletter to ask if anyone was still interested in attending and disappointingly I have only received 2 responses. So we will need to consider the future of DDYC which I think initially is something that Anne, James and I need to talk about first.

Ideas were passed on how to get more Staff firstly. Vicki has passed some ideas around. One idea was to contact colleges that are running BSL for students as they might like to offer some support. The next stage was to try and boost members up, Vicki mentioned Brade wood school in Birmingham and asking them to advertise in their school newsletter. Ann expressed that Staffing issue needs to take priority before numbers rise. It was suggested that a flyer be put on the notice board at Audiology.

5. Donations - None to report.

6. Request for Fundings – Louise Westward requested some more Teddy's during lockdown. This request was passed from Karen to Helen and Helen made the necessary purchases and has settled up with Nick.

7. New Dates for next meetings - Thursday 7th April, 7:30pm till 8pm on Zoom

REGISTERED CHARITY NUMBER: 505645

REPORT OF THE TRUSTEES AND UNAUDITED
FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH JUNE 2021

DUDLEY DEAF CHILDRENS SOCIETY


ACCOUNTANTS' REPORT
FOR THE YEAR ENDING 30TH JUNE 2021

Accountants' Report

You consider that the company is exempt from an audit for the year ended 30th June 2021. You have acknowledged, on the balance sheet, your responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts. These responsibilities include preparing accounts that give a true and fair view of the state of affairs of the company at the end of the financial year.

In accordance with your instructions, we have prepared the accounts which comprise of the Income and Expenditure Account, the Balance Sheet and the related notes from the accounting records of the company and on the basis of the information and explanations given to us.

We have not carried out an audit or any other review, and consequently we do not express any opinion on these accounts.



R & P Accounting Services Limited
Spencer House
114 High Street
Wordsley, Stourbridge
DY8 5QR

25th February 2022

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
DUDLEY DEAF CHILDRENS SOCIETY

Independent examiner's report to the trustees of Dudley Deaf Childrens Society

I report to the charity trustees on my examination of the accounts of Dudley Deaf Childrens Society (the Trust) for the year ended 30th June 2021.

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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered part of an independent examination.

I confirm that there are no other matters to which your attention should be drawn to enable a proper understanding of the accounts to be reached.



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25th February 2022

DUDLEY DEAF CHILDRENS SOCIETY

INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 30TH JUNE 2021

Year ended
30.06.2021

£

INCOME

Donations

49,454.25

49,454.25

Bank Interest

3.50

TOTAL INCOME

49,457.75

EXPENDITURE

Excursion Refund

10.00

Equipment Grants

225.00

TOTAL EXPENDITURE

235.00

Excess of income over expenditure for year

49,222.75

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REPORT OF THE TRUSTEES AND UNAUDITED
FINANCIAL STATEMENTS FOR THE YEAR ENDED
30TH JUNE 2021

DUDLEY DEAF CHILDRENS SOCIETY

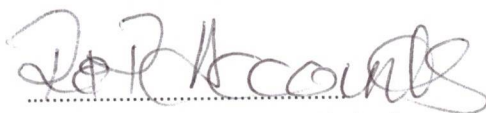
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