



Agenda and Minutes of the
Annual General Meeting
16 September 2022
&
Accounts for the Year Ending
31 March 2023

Annual General Meeting

Agenda

1pm, Friday 16 September 2022

91 Beeches Road, West Bromwich, West Midlands, B70 6HG

1. Welcome – Introductions
2. Present /Apologies
3. Minutes of Meeting held 27 November 2021
4. Matters Arising from Minutes
5. Presentations & Reports
 - 5.1. After School Clubs (4-11 years)
 - 5.2. School Holiday Clubs (4-11 years)
 - 5.3. Youth Club (11-16 years)
6. Finance – Treasurer's Report
7. Questions from the floor
8. Change of Charity Name & Amendment to Constitution
9. Committee Role Nominations
10. Any Other Business
11. Date of next Annual General Meeting

Annual General Meeting Minutes

1pm, Friday 16 September 2022

1.	WELCOME:
1.1.	The meeting commenced at 1pm. Elizabeth Lawson-Bennett welcomed all present to the meeting.
2.	PRESENT / APOLOGIES:
2.1.	Elizabeth Lawson-Bennett (ELB) - Chairperson Pauline Marshall (PM) – Trustee Loreen Lawson (LL) – Trustee & Acting Treasurer Sandra Fraser (SF) – Committee Member Gordon Hemmings – Parent/Guardian Judy Hemmings – Parent/Guardian Marlene Davidson – Parent/Guardian Esther Francis – Parent/Guardian Joy McFarlane – Parent/Guardian Nathaniel Bridges – Parent/Guardian Clare Smith-Hodges – Parent/Guardian
2.2.	Apologies were received from Keith Byron – Committee Member
3.	MINUTES OF LAST MEETING/APPROVAL OF MINUTES:
3.1.	Minutes of meeting held on 27 November 2021, were approved by SF and seconded by PM.
4.	MATTERS ARISING FROM MINUTES:
4.1.	Development of a website is now complete and can be reviewed at https://www.branchclubs.co.uk The BRANCH now has a new logo and a online booking and registration system. The annual review and updating of BRANCH Policies and Procedures has been completed and all documents have been rebranded with the new logo.
5.	PRESENTATIONS & REPORTS:
5.1.	Reports were submitted to the meeting by leaders and senior staff of the After School/School Holiday Clubs and the Youth Club. Reports were circulated prior to the meeting.
6.	FINANCE – Treasurer’s Report:
6.1.	The financial report was presented to the meeting by LL signed off by the Chair for submission to the various governing bodies. The meeting was informed that after forty years with NatWest, banking had now been changed over to Lloyds Bank for the purposes of receiving an improved banking service.

7.	QUESTIONS FROM THE FLOOR:
7.1.	<p>Attendees were given opportunity to feedback regarding the reports presented. No questions were submitted, but the meeting was updated on the funding streams currently being approached and measures that have been put in place with a view to increasing the numbers of service users.</p> <p>Appreciation was extended by the Chair to all present.</p>
8.	CHANGE OF CHARITY NAME & AMENDMENT TO CONSTITUTION
8.1.	<p>Following on from a number of committee discussions it was formally agreed as part of the Annual General Meeting to change the name of our children's charity from 'THE BRANCH (BEECHES ROAD AND NEIGHBOURING COMMUNITIES HOUSE)' to 'The BRANCH'. A final draft of an updated constitution was also approved.</p> <p>These changes were made for several reasons. Firstly, the original name, with its detailed geographic reference, was limiting and did not effectively convey the inclusive nature of our mission. By simplifying the name to 'The BRANCH,' we aim to enhance clarity and broaden our appeal to a wider audience, emphasizing our commitment to all communities we serve. This change also aligns with our vision for growth and outreach beyond the initial geographical scope, facilitating a more flexible and dynamic approach to our evolving programs and initiatives.</p> <p>We believe that 'The BRANCH' better captures the essence of our organisation and will resonate more strongly with our supporters and the communities we aim to impact positively.</p>
8.2.	In order to support an application, to the Charity Commission, for the change of name and amended constitution a Special Resolution was presented with all members requested to agree and approve the provisions.
9.	COMMITTEE ROLE NOMINATIONS:
9.1.	<p>Chairperson: Elizabeth Lawson-Bennett (Approved by SF & PM)</p> <p>Secretary: Pauline Marshall (Approved by LL & KB)</p> <p>Acting Treasurer: Loreen Lawson (Approved by ELB & PM)</p>
10.	ANY OTHER BUSINESS:
10.1.	No further discussions were minuted.
11.	DATE OF NEXT AGM MEETING:
11.1.	Dates were projected for the forthcoming board meetings throughout the coming year. Suggested AGM date Friday 29 September 2023.

The BRANCH

Statement of Income and Expenditure 2022/23 – as at 3 April 2023

INCOME 2022/23

After School/School Holiday Clubs	£	77,660.14
Grant Aid Funding	£	65,887.00
Other	£	875.00

TOTAL INCOME	£	144,422.14
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EXPENDITURE 2022/23

1 Salaries/Wages	£	97,711.00
2 Administration/Accounts	£	3,309.52
3 Maintenance	£	1,007.68
4 Mobile/Telephone	£	736.06
5 Running Costs	£	40,761.61
6 Vehicle Costs	£	4,191.20
7 Training	£	1,031.00
8 Bank Charges	£	477.55
9 Equipment	£	£ 796.53

TOTAL EXPENDITURE	£	150,022.15
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Net Surplus/(Loss)	£	(5,600.01)
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Balance b/f 4 from April 2022	£	38,869.79
Plus Income 2022/23	£	144,422.14
Less Expenditure 2022/23	£	150,002.15

Balance as at 3 April 2023	£	33,289.78
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Balance c/f	£	33,289.78
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NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2023

1. Accounting Policies

- 1.1. The financial statements are prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (SORP) for Accounting and Reporting by Charities, issued 2008. The principal accounting policies adopted in the preparation of the financial statements are as follows:

2. Income Resources

- 2.1. Income from donations and grants, included capital grants, is included in incoming resources when these are receivable, except as follows:
- 2.2. When donors specify that donations and grants given to the charity must be used in future accounting periods, the income is deferred until those periods.
- 2.3. When donors impose conditions, which must be fulfilled before the charity becomes entitled to use such income, the income is deferred and not included in incoming resources until the preconditions for use have been met.
- 2.4. When donors specify that donations and grants, including capital grants, are for restricted purposes, which do not amount to pre-conditions regarding entitlement, this income is included incoming resources of restricted funds when receivable.

3. Resources Expended

- 3.1. Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered. Certain expenditure is directly attributable to specific activities and has been included in those cost categories on the basis of an estimate of the proportion of time spent by staff on those activities.

4. Depreciation

- 4.1. There is no provision for depreciation as all assets are written off during the year.

5. Grants Receivable

- 5.1. Grants towards operating costs are credited to the income and expenditure account in the same period as the expenditure to which they relate.

6. Fund Accounting

- 6.1. Funds held by the charity are either:

- 6.1.1. *Unrestricted general funds*: these are funds, which can be used in accordance with the charitable objects at the discretion of the trustees.
- 6.1.2. *Restricted funds*: these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular purposes.

7. Current Assets

- 7.1. Closing Bank Balance Statement **£33,289.78** less unrepresented cheques of AUDITOR'S REPORT.