



Agenda

27 September 2024

Minutes of the Annual General Meeting

29 September 2023

Accounts for the Year Ending

31 March 2024

Annual General Meeting

Agenda

3pm, Friday 27 September 2024

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

1. Welcome – Introductions
2. Present /Apologies
3. Minutes of Meeting held 29 September 2023
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. Committee Role Nominations
9. Any Other Business
 - 9.1. Extraordinary Meeting (Wednesday 12 June 2024)
10. Date of next Annual General Meeting

Annual General Meeting Minutes

3pm, Friday 29 September 2023

1.	WELCOME:
1.1.	The meeting commenced at 3pm. Elizabeth Lawson-Bennett, Chairperson, welcomed all present to the meeting.
2.	PRESENT / APOLOGIES:
2.1.	Elizabeth Lawson-Bennett (ELB) - Chairperson Loreen Lawson (LL) – Trustee & Acting Treasurer Pauline Marshall (PM) – Trustee Sandra Fraser (SF) – Committee Member Victoria Lawson-Bennett (VLB) – Member of Staff/Committee Member Clare Smith-Hodges – Parent/Guardian Gordon Hemmings – Parent/Guardian Amanda Gooding – Parent/Guardian Marlene Davidson – Parent/Guardian Kelly Franklin – Parent/Guardian Sandra McCoy – Parent/Guardian Esther Francis – Parent/Guardian Joy McFarlane – Parent/Guardian Nathaniel Bridges – 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 Monday 21 November 2022, were approved by ELB and seconded by PM.
4.	MATTERS ARISING FROM MINUTES:
4.1.	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 and School Holiday Clubs. 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.

7.	QUESTIONS FROM THE FLOOR:
7.1.	<p>Attendees were given opportunity to feedback regarding the reports presented. #There was a full discussion about the BRANCHs success with delivering a programme of Easter and Summer School Holiday Clubs for children aged 4-11 years in receipt of Free School Meals as part of the government funded Holidays and Activities Fund (HAF) programme.</p> <p>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.	COMMITTEE ROLE NOMINATIONS:
8.1.	<p>Chairperson: Elizabeth Lawson-Bennett (Approved by SF & PM)</p> <p>Secretary: Pauline Marshall (Approved by LL & SF)</p> <p>Acting Treasurer: Loreen Lawson (Approved by ELB & PM)</p>
9.	ANY OTHER BUSINESS:
9.1.	No further discussions were minuted.
10.	DATE OF NEXT AGM MEETING:
10.1.	Dates were projected for the forthcoming board meetings throughout the coming year. Suggested AGM date Friday 27 September 2024.

----- MEETING CONCLUDES -----

The BRANCH

Statement of Income and Expenditure 2023/24 – as at 5 April 2024

INCOME 2023/24

After School/School Holiday Clubs	£	69,473.14
Grant Aid Funding	£	74,238.67
Other	£	1045

TOTAL INCOME	£	144,756.81
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EXPENDITURE 2023/24

Salaries/Wages	£	99,762.24
Administration/Accounts	£	2,798.45
Maintenance	£	1,603.00
Mobile/Telephone	£	543.12
Running Costs	£	39,476.56
Vehicle Costs	£	3,124.02
Training	£	1,835.00
Bank Charges	£	563.29
Equipment	£	£629.72

TOTAL EXPENDITURE	£	150,335.40
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Net Surplus/(Loss)	£	-5,578.59
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Balance b/f from 6 April 2023	£	33,289.78
Plus Income 2023/24	£	144,756.81
Less Expenditure 2023/24	£	150,335.40

Balance as at 5 April 2024	£	27,711.19
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Balance c/f 6 April 2024	£	27,711.19
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NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2024

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 **£27,711.19** less unpresented cheques of AUDITOR'S REPORT.