



Agenda

26 September 2025

Minutes of the Annual General Meeting

27 September 2024

Accounts for the Year Ending

31 March 2025

Annual General Meeting

Agenda

3pm, Friday 26 September 2025

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

1. Welcome – Introductions
2. Present /Apologies
3. Minutes of Meeting held 27 September 2024
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
10. Date of next Annual General Meeting

Annual General Meeting Minutes

3pm, Friday 27 September 2024

1.	WELCOME:
1.1.	The meeting commenced at 3pm. Elizabeth Lawson-Bennett, Chairperson, welcomed all present to the meeting.
2.	PRESENT / APOLOGIES:
2.1.	<p>Elizabeth Lawson-Bennett (ELB) – Chairperson & Trustee Loreen Lawson (LL) – Trustee & Acting Treasurer Pauline Marshall (PM) – Trustee Sandra Fraser (SF) – Committee Member Nathaniel Bridges – Parent/Guardian Victoria Lawson-Bennett (VLB) – Member of Staff/Committee Member Clare Smith-Hodges – Parent/Guardian Esther Francis – Parent/Guardian Gordon Hemmings – Parent/Guardian Amanda Gooding – Parent/Guardian Kelly Franklin – Parent/Guardian Marlene Davidson – Parent/Guardian Martin Egginton – Parent/Guardian Sandra McCoy – Parent/Guardian Joy McFarlane – Parent/Guardian Lucy Parker – Parent/Guardian Kiesha McKenzie – Parent/Guardian</p>
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 27 September 2023, were approved by ELB and seconded by PM.
4.	MATTERS ARISING FROM MINUTES:
4.1.	
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.
5.2.	Due to challenging market conditions and the lack of appropriate government funding to support wraparound childcare, Trustees and senior staff reported that the organisation had been required to review the financial viability of its childcare provision. The meeting heard that a range of options had been considered; however, the ongoing costs of delivery could not be met sustainably within the available income and funding streams. As a result, the difficult decision was taken to discontinue the After School Clubs and School Holiday Clubs.

The Chair recorded thanks to staff for their work in supporting children and families through the delivery of these services and for their professionalism in managing the closure arrangements.

It was reported that, following the closure decision, all staff were made compulsorily redundant and statutory redundancy payments were made. Trustees noted that staff were supported to find alternative employment and that all bar one have since secured permanent posts.

It was confirmed that this change took effect from **Friday 19 July 2024**. The After School Clubs based at Eaton Valley Primary School and the provision previously delivered from The BRANCH Clubhouse, Beeches Road, West Bromwich will therefore not reopen in September 2024. Trustees acknowledged the impact on children and families and noted that further information regarding future plans would be shared with members as soon as options are reviewed and proposals are developed.

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. To reflect the discussion under item 5.2, the following questions were raised from the floor regarding the future of The BRANCH, with responses provided by the Chair/Trustees:

Q1. What is the future of The BRANCH now that After School Clubs and School Holiday Clubs have closed?

A1. Trustees advised that the future of The BRANCH is yet to be determined and remains under review. It was noted that this may include a change of direction and, potentially, a change of use for the building, while remaining aligned to The BRANCH’s charitable aims.

Q2. Will The BRANCH Clubhouse at Beeches Road re-open, and if so, when?

A2. Trustees explained that, at present, there is no confirmed date for re-opening the Clubhouse for previous activities. Options for the Beeches Road premises are being explored and could include a change of use, subject to feasibility, funding and the necessary approvals.

Q3. Is a change of direction being considered for The BRANCH, and what might that look like?

A3. The meeting was informed that Trustees are considering a range of options. It was noted that there is a significant local need for housing to support young people who have left the care system, and one option under consideration is whether the BRANCH building could be converted to provide supported living for these young people, remaining in line with The BRANCH’s charitable aims.

	<p>Q4. What are the next steps for deciding the future direction and use of the building?</p> <p>A4. Trustees confirmed that work is underway to assess feasibility and identify potential partners and funding routes. Any proposal to change direction and/or change the use of the building would be subject to appropriate governance, legal and regulatory requirements, and further communication with members once a clear proposal is developed.</p> <p>Q5. How will parents/carers and members be kept informed about developments?</p> <p>A5. Trustees agreed to provide updates as options are reviewed and any proposals are developed. Communication will be made through the usual channels used by The BRANCH (for example direct messages to members and notices shared via established communication routes).</p> <p>Q6. How can supporters help The BRANCH at this stage?</p> <p>A6. The meeting noted that supporters can assist by sharing information about relevant funding opportunities, signposting partnership leads (including organisations experienced in supporting care leavers), and helping to promote future provision once plans are confirmed. Trustees also welcomed offers of volunteering support, subject to role requirements and safeguarding processes.</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.	<p>Attending parents expressed thanks and appreciation to The BRANCH and its staff for all the work undertaken over the years to support children and their families. Parents were also keen to hear about the future of The BRANCH and shared hopes that it will continue to be a prominent source of support within the West Bromwich community.</p>
10.	DATE OF NEXT AGM MEETING:
10.1.	<p>Dates were projected for the forthcoming board meetings throughout the coming year. Suggested AGM date Friday 25 September 2026.</p>

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

The BRANCH

Statement of Income and Expenditure 2024/25 – as at 5 April 2025

INCOME 2024/25

After School/School Holiday Clubs	£	32,678.65
Grant Aid Funding	£	27,000.00
Other	£	6260.00

TOTAL INCOME

£	62,938.65
---	------------------

EXPENDITURE 2024/25

Salaries/Wages/Redundancies	£	63,578.00
Administration/Accounts	£	1,367.35
Maintenance	£	2,100.00
Mobile/Telephone	£	245.00
Running Costs	£	12,567.00
Vehicle Costs	£	2145.00
Training	£	210.00
Bank Charges	£	213.00
Equipment	£	115.00

TOTAL EXPENDITURE

£	82,540.35
---	------------------

Net Surplus/(Loss)

£	-19,601.70
---	-------------------

Balance b/f from 6 April 2024	£	27,711.19
Plus Income 2024/25	£	62,938.65
Less Expenditure 2024/25	£	82,540.35

Balance as at 5 April 2025	£	8,109.49
-----------------------------------	---	-----------------

Balance c/f 6 April 2025	£	8,109.49
---------------------------------	---	-----------------

NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 March 2025

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 **£8,109.49** less unrepresented cheques of AUDITOR'S REPORT.