

Annual General Meeting for year ending 31st March 2022

Contents

Members of the Board

Minutes of AGM held 20th July 2022

Members of the Board

Registered charity name	Talking SENse!
Charity number	1151366
Registered address	75 Westbrook Avenue Aldridge Walsall WS9 0BZ
Trustees	Mrs Sylvia Stanway (Chair) Mr Elliot Garbett (Secretary) Sarah Stanway nee Evans (Treasurer) Mrs Jane Moore Mrs Mary Adamson Mrs Jo Yarnall Mr Ken Upton



Annual General Meeting

Minutes of the seventh Annual General Meeting of 20th July 2022

Contact:	Elliot Garbett, Secretary to the Committee
	07928 306735 elliotgarbett@outlook.com

Present: Sylvia Stanway, Chair Sarah Evans, Treasurer Jo Yarnall Ken Upton Rachel Swingler

Apologies: Jane Moore Elliot Garbett, Secretary Mary Adamson

Item 1: Chair's Opening Remarks:

- 1.1 Sylvia opened the meeting at 7.15pm by welcoming those present and declaring the meeting as quorate.
- 1.2 This meeting had been originally scheduled for 18th May and 15th June however, due to circumstances beyond the control of the committee, both dates had to be vacated with tonight being the next available date convenient for most members.

Item 2: Approval of the Minutes of the last AGM and Matters Arising:

2.1 The minutes of the AGM held 4th May 2021 were read and approved as being accurate. There were no matters arising.

Proposed: Sarah Stanway Seconded: Jo Yarnall

Item 3: Reports and Accounts:

- 3.1 Sylvia read her Chairs report. There were no matters arising.
- 3.2 Treasurer's report was circulated with the agenda ahead of the meeting and was explained by Sarah during the meeting. There were no matters arising.

Proposed: Sylvia Stanway Seconded: Jo Yarnall

Item 4: Appointment of Charity Trustees:

4.1 The following trustees were elected/re-elected as Officers of the Board, having stood down, been nominated, seconded, and agreed by majority vote:

Trustee	Position	Nominated	Seconded
Sylvia Stanway	Chair	Jo Yarnall	Sarah Stanway
Elliot Garbett	Secretary	Ken Upton	Sarah Stanway
Sarah Evans	Treasurer	Jo Yarnall	Sylvia Stanway

4.2 The following trustees were elected/re-elected as trustees, having stood down, been nominated, seconded, and agreed by majority vote:

Trustee	Nominated	Seconded
Ken Upton	Sylvia Stanway	Jo Yarnall
Jo Yarnall	Sylvia Stanway	Sarah Stanway
Jane Moore	Sarah Stanway	Jo Yarnall
Mary Adamson	Sarah Stanway	Ken Upton

Item 5: Any Other Business/Matters Raised During the Meeting

5.1 There being no other business the meeting closed at 7.30pm.

Trial B	alance
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			Trial ba	alance		
		Report date	22-Apr-22			
			£s			£s
	Governance Professional fees Operating leases Office costs inc phone & web IT equipment Training Expenses Publishing		£15.00 339.603.29 £4,189.56 £914.50 £980.00 £3,060.41 £1,000.00	Carried from previous accor Total funds bought forward Representation EHCP Check Advocacy Workshops Donations Grants Covid-19 Community Fund	unts year	£31,538.62
				Petty cash B/fwd from previ Income / receipts current ac Total funds bought forward Representation EHCP Check Advocacy Workshops Donations Grants Covid-19 Community Fund	Sub total	£31,538.62 £43,320.00 £8,885.00 £3,281.00 £154.20 £408.05
oncile bank transactions to date and enter closing balance below Current Bank balance	Cash at the bank Petty cash in hand	í	249,762.76 237,824.11 237,824.11	Income received into petty o	ash Sub total	£56,048.25
£37,824.11						
Balance - mismatch	The State States States					
eft column Right column	Totals	3	87 586 87	Totals		£07 £0£ 07

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Talking SENse! 2021-22

Balanced Account

Summary information of cleared Expenditure and Income payments this financial year

		A TO REPART OF THE PARTY OF	the second se		
Expenditure payment metho	oda.		Income payment methods		
BACS	£	49,762.76	BACS	£	55,393.25
Cheques	£	and the second	Cheques	£	655.00
Fund transfer out	£		Cash payments	£	
Debit cards	£	-	Standing orders	2	
Direct debit	£		Bankers drafts	£	A
Petty cash payments	£		Loans	£	
Standing orders	£				
Cash back transactions	£	•			
	Totals £	49,762.76	Totais	£	56,048.25
Petty cash drawn all methods	£		Money movement between funds		
Petty cash balance	£		Fund Transfer In +	£	
			Fund Transfer Out -	3	



Independent advocacy and support for parents of children with SEN and Disabilities

Board of Trustees Talking SENse! Our ref: SE/Accounts22

Your ref:

Date: 20th July 2022

Dear Board of Trustees,

Treasurer's Report - Financial Year 2021-22

Talking SENse! (the charity) carried over £31,538.62 from the previous year. Income for 2021-22 was £56,048.25, expenditure was £49,762.76. Fixed assets as at 31^{st} March 2022 are £37,824.11 (unrestricted) resulting in an end of year balance of £37,824.11

All of the charity's income in 2021-22 arose from fees paid by parents for services such as tribunal representation, EHCP Checks and, advocacy.

Your attention is drawn to the Balance Sheet enclosed.

In my opinion, this Treasurer's Report and balance sheet provides a true and fair view of the state of the charity's affairs as at 31st March 2022.

Sarah Evans Treasurer

Notes to Accounts for the Year End 31st March 2022

1. Accounting Policies

1.1 Basis of accounting

These accounts are prepared in accordance with the recommendations contained in the Statement of Recommended Practice (SORP) – Accounting and Reporting by Charities - revised 2005.

1.2 Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the charitable objectives of Talking SENse!

Restricted funds are funds subject to specific restrictions imposed by donors.

1.3 Fixed assets

Tangible fixed assets stated at cost less depreciation.

Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less residual value, over the expected useful life cycle.

Computer equipment – 5 years

1.4 Value Added Tax (VAT)

VAT is not recoverable by Talking SENse! and as such is included in the relevant costs in the Balance Sheet.

1.5 Incoming resources

All incoming resources are accounted for when Talking SENse! is entitled to the income and there is certainty of receipt and the amount can be quantified with reasonable accuracy. The following specific policies apply to categories of income:

Donations	-	as receivable
Grants	-	as receivable unless otherwise specified
Interest and other income	-	on an accrual's basis where appropriate

1.6 Resources expended

All expenditure is accounted for on a receipt and payment basis.

The charities balance sheet shows the cash received by the charity and what the charity has spent it on.