



## Annual General Meeting

**Sunday 29<sup>th</sup> October 2023, 2.30pm**  
**The Lighthouse Centre, Twerton, Bath**

**Members Present:**

Ben Stokes (BS) (Chair of Trustees)  
 Clive Brooks (CB) (Trustee)  
 Colin McSherry (CM)  
 Elizabeth Riley  
 Graham Steady  
 Kathryn Spackman  
 Kay Labate (KL) (Trustee)  
 Mary Steady  
 Nigel Young  
 Paul Bright (PB) (Trustee)

Pauline McSherry  
 Pip Philips (Trustee)  
 Richard Penwell (Trustee)  
 Rob Trickery (RT) (Trustee)  
 Tom Riley (TR) (Staff)

**In attendance:**

Andrew Steady  
 Anna Robinson  
 Chris Chatfield  
 Duncan Nash  
 Helen Spackman  
 Jerry Curd  
 Josh Curd  
 Josie Harding

Lesley Bishop  
 Lily Gayner  
 Lucy Bishop  
 Maurine Lang  
 Sarah Joyce (Staff)  
 Sarah Moxham-Hendra (Staff)  
 Siobhan McSherry

**Minutes:**

Sarah Joyce

No.	Item	Action
1	<b>Welcome</b> <ul style="list-style-type: none"> <li>• BS welcomed everyone to the meeting.</li> </ul>	
2	<b>Opening Prayer and Worship</b> <ul style="list-style-type: none"> <li>• BS opened the meeting in prayer and PB led a time of worship.</li> </ul>	
3	<b>Apologies for Absence</b> Christine Prideaux Edmund Prideaux Esme Zarate Jenny Wilkinson Jess Finn Jo Curd Kenny Nelson Rich Blake-Lobb (RBL) Rob Appleyard Rob Simons Ruth Taylor	

	Sarah Couchman Uriel Renton	
4	<p><b>Minutes of Previous AGM (30<sup>th</sup> October 2022)</b></p> <ul style="list-style-type: none"> <li>The minutes were approved as an accurate record of the meeting.</li> </ul>	
5	<p><b>Appointments / Retirements</b></p> <p><b>Appointments:</b></p> <ul style="list-style-type: none"> <li>It was proposed that Ben Stokes (Chair) and Clive Brooks be re-appointed in their roles as trustees. This was unanimously agreed by all members present.</li> <li>It was proposed that Rob Trickey (treasurer) and Paul Bright be appointed as trustees for 2 years. This was unanimously agreed by all members present.</li> <li>It was proposed that the following trustees be appointed for a 3 year term: Kay Labate, Kenny Nelson, Pip Phillips, Richard Penwell and Rob Appleyard. This was unanimously agreed by all members present.</li> </ul> <p><b>Retirements (within the reporting year April 2022 - March 2023)</b></p> <ul style="list-style-type: none"> <li>Alison Tucker</li> <li>Ruth Taylor</li> </ul>	
6	<p><b>Presentation of Financial Report</b></p> <ul style="list-style-type: none"> <li>Financial report covers April 2022 – March 2023 <ul style="list-style-type: none"> <li>Income £92.3k</li> <li>Expenditure £104.5k</li> <li>Deficit £12.2k</li> <li>£60.6k carried forward</li> </ul> </li> <li>Key changes from 21/22 <ul style="list-style-type: none"> <li>Income up by £1.5k (mainly due to grants)</li> <li>Fundraising down by 45%</li> <li>Expenditure up by £4k</li> <li>Deficit increase from £2.5k to £12k</li> </ul> </li> <li>2023 – 2024 <ul style="list-style-type: none"> <li>End July deficit £11k. There are less donations, no general grants, higher staff costs.</li> </ul> </li> <li>Finances impacted by <ul style="list-style-type: none"> <li>Family support closing down.</li> <li>Barn fee increasing – meeting staffing and running costs.</li> <li>Staff changes. A review of roles and responsibilities is to be undertaken by the trustees.</li> </ul> </li> </ul> <p><b>Comments from the Floor:</b></p> <ul style="list-style-type: none"> <li>There is a need to encourage fundraising, financial support and to try and get churches involved with giving.</li> <li>A fundraising and grants team is currently being formed with KL taking the lead. All welcome to attend fundraising meetings.</li> <li>CM said he was happy to look around to find possible grant opportunities but that management / senior staff would still need to complete / action the applications.</li> </ul>	<p>KL</p> <p>CM</p>

	<ul style="list-style-type: none"> <li>• It was noted that there has been no newsletter in the absence of RBL.</li> <li>• A question was asked about employee sick pay. RT confirmed the policy is one month full, one month half pay then further absence is statutory sick pay.</li> </ul>	
7	<p><b>Appointment of Independent Examiners</b></p> <ul style="list-style-type: none"> <li>• It was proposed that Colin Goater is re-appointed as the Independent Examiner. This was agreed unanimously agreed by all members present.</li> </ul>	
8	<p><b>Presentation of Annual Report</b></p> <ul style="list-style-type: none"> <li>• Key objectives: <ul style="list-style-type: none"> <li>- Review core purpose – this is ongoing.</li> <li>- Become more robust as an organisation – this is ongoing.</li> <li>- To increase financial stability – this is ongoing, to generate new income and ideas.</li> <li>- Improve involvement of members – members meeting have been set up. TR appointed as chair for these meetings.</li> <li>- Develop and secure funding for family support – unfortunately parent carers has come to an end.</li> <li>- Launch a new day service session – this has not happened but is still a possibility for the future.</li> </ul> </li> <li>• There has been a lot of staff changes, with the following having left: <ul style="list-style-type: none"> <li>- Sarah Couchman (June 22)</li> <li>- Dinah Derby (Aug 22)</li> <li>- Rachel Hornsby (Aug 22)</li> <li>- Susan Kyle (Feb 23)</li> </ul> </li> <li>• There have been many brilliant events that have taken place within Day Services, Springs and Family Support and pictures were shown.</li> <li>• Looking forward: <ul style="list-style-type: none"> <li>- There are challenges with the barn i.e. accessibility</li> <li>- Don't want to lose the 'family feel' aspect of the Life Project.</li> <li>- Develop greater capacity at the barn. Possibly by opening for more days and/or opening all year round. Any growth must be staged and managed correctly to avoid staff and volunteers being overwhelmed.</li> </ul> </li> </ul> <p><b>Comments from the Floor:</b></p> <ul style="list-style-type: none"> <li>• There is a need for churches to become more inclusive and link in with Life Project. Charities that may be able to help/advise: Count Everyone In and Through the Roof.</li> <li>• It was noted that Genesis have started using the name Life Project for some of their services. There is a need to make contact with Genesis to avoid potential problems. Possibly get involved and work with them? Could they provide our contact details if directing enquiries to us?</li> <li>• Any fundraising ideas, info, contacts to be forwarded to KL.</li> <li>• It was commented that there needs to be a better balance and more variety of posts made on social media. It was felt</li> </ul>	RBL

	that there are too many posts relating to fundraising and not enough showing activities or events that have been happening.	
<b>9</b>	<b>Praying for the Life Project</b> <ul style="list-style-type: none"> <li>• PB led a time of worship.</li> <li>• CB closed the meeting in prayer.</li> </ul>	
<b>10</b>	<b>Closing</b> <ul style="list-style-type: none"> <li>• Dates for the diary: <ul style="list-style-type: none"> <li>- 6<sup>th</sup> Nov 2023 – fundraising meeting.</li> <li>- 8<sup>th</sup> Nov 2023 – trustee meeting.</li> <li>- 11<sup>th</sup> Nov 2023, 6.30pm – curry night.</li> <li>- 3<sup>rd</sup> Dec 2023 – carols at the barn (time TBC)</li> </ul> </li> </ul> <p style="text-align: center;">2024</p> <ul style="list-style-type: none"> <li>- Quiz night (TBC)</li> <li>- 28<sup>th</sup> Jan 2024 – members meeting.</li> <li>- Feb 2024 – barn dance (TBC)</li> </ul>	