**Clinks Annual General Meeting**

**Thursday 22nd October 2020 1pm online via Zoom**

**Attendees**

2 Makeit, Age UK North Tyneside, Ark Resettlement Services, Arkbound Foundation, Beating Time, Birth Companions, Changing Tunes, Clean Break, Clean Sheet, Community Chaplaincy Association, Do It Justice, Foundation for Art and Creative Technology (FACT), HALOW, Hibiscus Initiatives, Housing for Women, Imagine If Theatre Company, IMO charity, Irish Chaplaincy, Kaleidoscope Project, Mary Magdalene CiC, Nacro, Novus, Offploy CIC, One25, Ormiston Families, Prison Advice and Care Trust (Pact), Prison Fellowship England and Wales, Prison Radio Association, Prisoners' Education Trust, Recovery Connections, RIFT Social Enterprise, Run For Your Life CIC, StandOut, Thames Valley Partnership, Think Through Nutrition - Institute for Food Brain and Behaviour, Tomorrow's Women Wirral, Trailblazers Mentoring Ltd, Unlock - for people with convictions, Women@thewell, Zahid Mubarek Trust (40 member organisations)

**Apologies**

No apologies were received

**Minutes**

1. **Welcome and Chair’s address – Roma Hooper**

Roma opened the meeting by welcoming the highest ever number of organisations to attend a Clinks AGM. Roma outlined the running order; the AGM business will be conducted first, following that we have Sir Brian Leveson speaking on reversing the decline in community sentences and ensuring sentencers understand the complexity of people's needs and have effective noncustodial sentencing options.

1. **Apologies from members**

No apologies were received

1. **Approval of minutes of the AGM held on 21st November 2019**

**Ordinary Resolution 1**

*That the minutes of the Annual General Meeting held on 21st November 2019 be adopted as a true record of the meeting.*

The previous minutes are accepted as a true record. Proposed by Martin Blakeborough, Kaleidoscope seconded by Naomi Delap, Birth Companions and passed with 40 votes.

1. **Presentation of the Annual Accounts**

4.1Treasurer Simon Alsop presented the audited financial statements for the year ended 31st March 2020. He highlighted the income and expenditure statement, which showed a deficit for the year of £106,000 which compares with deficit in 2019 of £44,000. This deficit is largely attributable to planned spend, including the cost of a restructure that was completed in this financial year, that restructure was a strategic decision which was taken to ensure that Clinks continues to thrive and to evolve in order to best meet the needs of its stakeholders. Covid-19 has been the defining feature of the period and we are pleased that the restructure allowed Clinks to rise to the challenges that presented. Clinks has continued to operate very effectively.

4.2 Simon continued - the most recent forward-looking projections are that Clinks would break even in this financial year which is a very good result. We acknowledge some of our resilience is because we receive statutory funding. For that we are very grateful and very grateful for the continued support of our other key funders. The magnitude of Clinks statutory funding, specifically the infrastructure grant from the Ministry of Justice, and the fact that it's due to expire next March are of course important factors in setting our reserves policy. The annual report sets out our reserves policy on page 20. The reserves are set to a level that allows Clinks to continue to operate, to allow us to find alternative sources of funds, and to transition to an organisation that could continue to serve a sector at whatever level would then be appropriate and achievable. Having reviewed this policy as a board, the approach has not changed. The board will continue to assess the risks and the amount required.

* + 1. The current calculation of the appropriate level of reserves is £499,000. At 31st March 2020, Clinks held £510,000. Of that amount, £78,000 has been designated to continue to support the Women's Network, provide IT support and for the office refurbishment, the latter two of those are currently on hold. Allowing for this spend, the reserves held will be £432,000. As the anticipation is to break even for the current year, that level is unlikely to change for the year ended 31st March 2021. Trustees are comfortable with the current level of reserves but mindful of the fact that they should endeavour to increase the reserves to match the amount required but also that during the current environment that shouldn’t be the primary objective.
		2. Simon gave thanks to the Clinks team and recognised their hard work and results they’ve achieved during a very challenging period. Simon specifically highlighted the work of Victoria Sadler, the Head of Corporate Services. The post audit report following the audit for 31st March 2020 confirmed that all appropriate action has been taken during the year in the areas of finance for which Victoria is responsible to remedy any previous areas of concern, and that there are no such areas of concern going forward.
		3. The Treasurer invited questions and there were none.
1. **The audited Report and Financial Statements for the year ended 31 March 2020**

**Ordinary Resolution 2**:
*That* *the audited Report and Financial Statements for the year ended 31 March 2020 for Clinks be received and adopted.*

The audited Report and Financial Statements for the year ended 31 March 2020 for Clinks be received and adopted proposed by Lisa Lewis of Pact, seconded by Andy Gullick of RIFT Social Enterprise and passed with 17 votes.

1. **Presentation of the** [**Annual Report**](https://www.clinks.org/publication/annual-report-and-financial-statements-year-ended-31-march-2020) **& plans for the future - Anne Fox, Chief Executive Officer**

6.1 Anne began by thanking Clinks funders for allowing us to carry out the work we do. Anne provided the highlights of the annual report against each of Clinks’ strategic objectives.

*Clinks promote the value and the work of the voluntary sector in the criminal justice system with a particular focus on smaller specialist organisations*

**In 2019/20 we**

* + Delivered a comprehensive communications programme, 168 ebulletins and mass mailings, 39 publications on various topics
	+ Maximised Clinks reach - reached a wide and ever growing audience with 16,000 individual downloads of our publications, 605,000 page views of the website including an 80% increase in page views of the 61 blogs we published throughout the year and a 15% increase in Twitter followers and successfully promoted the sector in a range of media coverage including BBC television and radio interviews on probation reform and in third sector press covering probation, race inequality, the needs of women in the criminal justice system , The Farmer Review and theatre in prisons
	+ Provided thought leadership.

**In 2020/21 we will:**

* Continue to champion the sector
* Respond to the challenge of meeting our audiences needs for accurate and timely information in the context of Covid-19
* Fully utilise webinar technology
* Populate a hub on our website on Covid-19.

*Clinks support voluntary organisations working in the criminal justice system with individuals and their families*

**In 2019/20 we:**

* Developed and supported our area networks - over 200 people attended our regional criminal justice forums. The team also visited 74 members over the year providing support on funding, partnership opportunities, navigating the criminal justice system and accessing prisons and developments with the probation reform programme.
* Extended our support across England and Wales - we will continue to provide an online platform for all areas to come together and will engage with regional probation structures to highlight the need for sector support during the probation reform agenda and procurement/commissioning processes
* Built on our training and events offer - Clinks held 37 events attended by 1394 people.

**2020/21 we will:**

* Continue to explore and increase our reach.

*Clinks represents and advocates for the voluntary sector and its service users*

**In 2019/20 we:**

* Understanding the needs, experiences and challenges of our sector - our annual state of the sector survey received its highest response rate ever, from 245 organisations and we were able to analyse the financial information of 1475 organisations
* Built and maintained relationships with the government to represent the sector - this year our relationships with government have extended across Whitehall though engagement with a wide range of govt depts and select committees and we continue to sit on the Advisory Board for Female Offenders (ABFO), Her Majesty’s Prison and Probation Service (HMPPS) family strategy working group, All Wales Criminal Justice Board (AWCJB), and HMPPS external advice and scrutiny panel for the implementation of the Lammy Review
* Influenced policy and practice - we submitted 18 written consultation responses and saw our evidence and recommendations reflected in the work of select committee and the policy development of government departments.

**In 2020/21 we will:**

* Continue to advocate for the sector, its work and the principles that underlie it
* Maintain our strong working relationship with the probation review team
* Highlight that the work of the sector is #nevermoreneeded in the context of Covid-19.

*Clinks identifies challenges and opportunities facing the voluntary sector and its users and works together to find and implement solutions*

**In 2019/20 we:**

* Began capacity building support programme to strengthen leadership in women specialist organisations
* Ran Think Family in three prisons exploring how family ties could support prison improvement
* Began work on *Inspiring Futures* a three-year programme combining creative activity in prison with action led research
* Held *Insiders view of prisons and probation* at Mansion House.

**In 2020/21 we will:**

* Engage with the sector frequently to understand the impact of Covid-19 on organisations, staff and service users and provide appropriate responsive support
* Continue to work as an ally to black, Asian and minority ethnic (BAME) led organisations working in the criminal justice system and establish a specific network focused on their needs.

*Clinks is effective, efficient, and professional in our work and operations. We ensure we have systems, resources and processes to achieve maximum impact*

**In 2019/20 we:**

* Increased our membership engagement
* Assessed our impact
* Restructured our senior staffing to better deliver our strategy
* Recruited the talent and skills needed to govern our charity
* Moved on to move forwards.

**In 2020/21 we will:**

* Consider membership retention in the context of Covid-19
* Explore what Clinks needs to do to become an anti-racist organisation
* Understand the impact of Covid-19 on our ability to deliver effectively
* Develop a revised income generation strategy.
1. **Resignation, re-election and election of trustees**

**Ordinary Resolution 3:**

*That the following trustee/s be re-elected as trustees of Clinks in accordance with Article 37 of the Articles of Association: Jessica Southgate*

Jessica Southgate was nominated to be re-elected as a trustee of Clinks in accordance with article 37 of the Articles of Association proposed by Samantha Graham from Cleansheet, seconded by Khatuna Tsintsadze from Zahid Mubarek Trust and passed with 15 votes

***With formal business concluded, Roma Hooper closed the meeting at 1.37pm.***