

Minutes of the Annual General Meeting of the British Tinnitus Association (BTA) held via the Zoom platform at 6:00pm on Monday 17 October 2022.

1 Apologies

Three apologies for absence had been tendered. 79 proxy votes had been received.

2 Minutes of the Annual General Meeting held on 7 October 2021

With the consent of the meeting, the Chair Lynne Gillon took the notice convening the meeting as read.

Lucy Colenso proposed that the Minutes of the Annual General Meeting held on 7 October 2021 be approved as a correct record of that meeting. The proposal was seconded by Don McFerran and approved by the meeting via a Zoom poll. The minutes were signed by the Chair Lynne Gillon as a true record.

3,4 To receive and consider the Report of the Board of Directors/ Trustees and the Accounts for the Year ended 31 March 2022

Prior to the business matters of the evening, Caroline Savage, Interim Chief Executive gave a brief overview of the highlights of the work of the British Tinnitus Association in 2021/22.

This was followed by Gerhard Swart, Honorary Treasurer, giving an overview of the Annual Accounts.

There being no questions, Lynne Gillon proposed that the Report of the Board of Directors/Trustees and the Accounts for the year ended 31 March 2022 be accepted. The proposal was seconded by James Corcoran and approved by the meeting via a Zoom poll.

5.1-5.5 Election of Directors; Re-election of Directors retiring by rotation

Veronica Kennedy and Gerhard Swart were standing for election; Lynne Gillon (as Chair), Simon Dodd and Annie Geraghty were retiring by rotation and seeking re-election.

Lucy Handscomb proposed that Veronica Kennedy was elected. The proposal was seconded by Lucy Colenso and approved by the meeting via a Zoom poll.

James Corcoran proposed that Gerhard Swart was elected. The proposal was seconded by Veronica Kennedy and approved by the meeting via a Zoom poll.

James Corcoran proposed that Lynne Gillon was re-elected as Chair of the charity. The proposal was seconded by Lucy Colenso and approved by the meeting via a Zoom poll.

Lucy Handscomb proposed that Simon Dodd was re-elected. The proposal was seconded by Gerhard Swart and approved by the meeting via a Zoom poll.

Lucy Colenso proposed that Annie Geraghty was re-elected. The proposal was seconded by Lucy Handscomb and approved by the meeting via a Zoom poll.

6 To consider the special resolution that the registered name of the company be changed from British Tinnitus Association to Tinnitus UK.

Lucy Colenso proposed that the registered name of the company be changed from British Tinnitus Association to Tinnitus UK. The proposal was seconded by James Corcoran and approved by the meeting via a Zoom poll.

7 To authorise the Directors/Trustees to appoint the Auditors for the ensuing year and to fix their remuneration.

Veronica Kennedy proposed that the Directors/Trustees be authorised to appoint the Auditors for the ensuing year and to fix their remuneration. The proposal was seconded by Mr Don McFerran and approved by the meeting via a Zoom poll.

There being no further business, the chair Lynne Gillon thanked the members for attending and for their continued support, and declared the Meeting closed at 6:19pm.

Candidates for Election as Trustees of the Charity

Dr Nicola Heron (for election as a co-opted member)

Dr Nicola Heron is the Chief Strategy Officer at Medicines Discovery Catapult (MDC). Dr Heron brings over 25 years of experience in life science including holding senior positions in organisations including AstraZeneca and the NHS.

She has experience in pharmaceuticals, medical devices, and diagnostics, and gained a PhD in Chemistry in Boston, USA, and an MBA from the University of Sheffield. Nicola joined AstraZeneca in 1998 as a medicinal chemist. She moved to Sheffield Teaching Hospital NHS Foundation Trust in 2009, where she was Programme Director of the NIHR Healthcare Technology Cooperative, D4D. She is an accomplished scientist with over 45 publications and board-level experience in multiple life sciences organisations.

As well as being one of our Trustees, she is a core member of the Asthma and Lung UK Research Panel and Chair of the Industry Board for the Manchester Clinical Research Facility.

Nicola joined MDC in 2018 as Head of Collaborative R&D, joining the Executive team in January 2021. In her role as Chief Strategy Officer, Nicola builds and maintains MDC's strategic national relationships.

Lucy Colenso (for re-election)

Lucy is currently Vice Chair of our Board of Trustees.

A commercial marketing specialist with a background in manufacturing and retail, Lucy is our Vice Chair and leads the HR committee. Alongside all things people, her involvement concentrates on our strategic direction, helping to shape and guide the marketing plan and vision for our short and long term together with our team in Sheffield.

Tinnitus UK | Trustees' Report and Summarised Accounts for the year ended 31 March 2023

Trustees' Financial Report year ended 31 March 2023

The Trustees present their report and the summary financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements for the year ended 31st March 2023.

The accounts included in this report are in summary form and are set out on the following pages. The full annual accounts and reports, which were approved by the Trustees on 1 November 2023 were audited by an independent Auditor and contain an unmodified audit report. They can be obtained from Tinnitus UK.

Financial review

At the year-end, restricted reserves were £319,623 (2021/2022: £533,304) and unrestricted reserves were £569,449 (2021/2022: £522,174). The deficit for the year was £166,406 (2021/2022: £373,130) which included losses on investments of £452 (2021/2022: gain of £47,392).

Investment policy

The investment policy of Tinnitus UK is to maximise the total return without undue risk and having regard to the operating requirements of the Charity and the reserves policy. In practice, whilst kept under constant review, this means that funds are held in long- and short-term interest-bearing deposit accounts with UK banks and building societies or managed investment funds, seeking to achieve the maximum possible rate of return.

Reserves policy

The Trustees operate a policy of retaining sufficient reserves in restricted funds without compromising the availability of those funds. They must be available for the purposes originally intended as and when they are required. The Trustees aim to maintain unrestricted reserves at a level equivalent to no more than a year's unrestricted expenditure and no less than six months. The policy also requires the Charity to hold at least three months of the unrestricted reserves as cash or cash equivalents (investments). It also requires that investments should not constitute more than 50% of the total of cash and cash equivalents. It is their view that, given the elevated level of legacy volatility, it is important to have sufficient reserves to support the Charity whilst it seeks other funding sources.

The current level of unrestricted reserves represents just over nine months of unrestricted expenditure, which is in line with the Trustees' reserves policy.

Plans for the future

This last year was filled with uncertainty due both internal and external factors. The remainder of 2023/24 will continue to be a period of stabilisation, as we activate a set of tactical actions to drive income to ensure that in this next phase we help and support as many people living with tinnitus as we can.

In 2023/24 we plan to:

- Grow our service reach to ensure all those living with tinnitus have access to support and information
- Increase investment in research for a cure, whilst continuing to support research into living with tinnitus, through collaborative funding partnerships
- Be the leading voice for all issues relating to tinnitus
- Grow sustainable, supporter-centric fundraising

This report was approved by the Trustees on 15 November 2023 and signed on their behalf.

A handwritten signature in black ink, appearing to read 'Lynne Gillon', with a long horizontal flourish extending from the bottom right of the signature.

Lynne Gillon | Chair

Tinnitus UK

Statement Of Financial Activities for the year ended 31 March 2023

	Unrestricted funds £	Restricted funds £	2023 Total £	2022 Total £
Income				
Donations and legacies	607,843	121,809	729,652	686,437
Charitable activities	137,943	-	137,943	144,503
Other activities	2,468	-	2,468	17,416
Investments	6,503	-	6,503	12,192
Total income	754,757	121,809	876,566	860,548
Expenditure				
Raising funds	(280,141)	-	(280,141)	(289,023)
Charitable activities	(403,066)	(330,490)	(733,556)	(903,861)
Other activities	(28,823)	-	(28,823)	(88,186)
Total expenditure	(712,030)	(330,490)	(1,042,520)	(1,281,070)
Net (losses)/gains on investments	(452)	-	(452)	47,392
Net income/(expenditure)	42,275	(208,681)	(166,406)	(373,130)
Transfers between funds	5,000	(5,000)	-	-
Net movement in funds	47,275	(213,681)	(166,406)	(373,130)
Reconciliation of funds:				
Total funds brought forward	522,174	533,304	1,055,478	1,428,608
Total funds carried forward	569,449	319,623	889,072	1,055,478

All income and expenditure derive from continuing activities.
The Statement of Financial Activities includes all gains and losses recognised during the year.

Tinnitus UK

Balance sheet at 31 March 2023

Company registration number: 02709302

	2023	2022
	£	£
Fixed assets		
Intangible assets	22,500	25,000
Tangible assets	-	-
Investments	-	14,952
	<hr/>	<hr/>
	22,500	39,952
Current assets		
Stock	756	968
Debtors	431,892	130,738
Cash at bank and in hand	598,579	1,303,584
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	1,031,227	1,435,290
Creditors: amounts falling due within one year	(164,655)	(387,337)
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Net current assets	866,572	1,047,953
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Total assets less current liabilities	889,072	1,087,905
Creditors: amounts falling due after more than one year	-	(32,427)
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Net assets	889,072	1,055,478
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Charity funds		
Restricted funds	319,623	533,304
Unrestricted funds	569,449	522,174
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Total Charity funds	889,072	1,055,478
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These summarised accounts have been prepared from the full accounts which are 20 pages in length and have been audited and approved by the Board on 1 November 2023. Copies of the full accounts will be delivered to the Charity Commission and the Registrar of Companies following the Annual General Meeting.

These summarised accounts may not contain sufficient information to allow a full understanding of the financial affairs of the Charity. For further information, the full accounts and the Auditor's report should be consulted. Copies are available from Tinnitus UK, Ground Floor, Unit 5, Acorn Business Park, Woodseats Close, Sheffield S8 0TB

Audit report

The Auditor has indicated that the audit report included in the full financial statements will be unmodified.

Signed on behalf of the Board of Trustees on 15 November 2023.

A handwritten signature in black ink, appearing to read 'Lynne Gillon', with a long horizontal flourish extending to the right.

Lynne Gillon | Chair



Company number: 02709302

Companies Acts 1985 to 2006

Proxy Notice

Tinnitus UK

("the Charity")

Name of member appointing proxy:

Address:

If appointing a proxy on behalf of a company or an unincorporated association, please state the name of the representative who is signing this notice:

Before completing this notice please read the explanatory notes below/overleaf.

I hereby appoint the Chair of the Charity or:

to vote on my behalf at the Annual General Meeting of the Charity to be held on 4 December 2023 and at any adjournment of the meeting. This notice is to be used in respect of the resolutions mentioned below as follows:

Agenda item	Resolution	For	Against	Abstain
3	Approve the Directors' and Trustees' Report			
4	Approve annual audited accounts and reports for the financial year ended 31 March 2023			
5.1	Elect Dr Nicola Heron as a Trustee of the Charity			
5.2	Re-elect Lucy Colenso as a Trustee of the Charity			

**mark the appropriate box with an 'X'*

Unless otherwise instructed, the proxy may vote on the resolutions set out above as they think fit or abstain from voting. I direct that my proxy may vote (or abstain from voting) as they think fit on any other matter which may properly be put to the meeting.

Signed:

Date:

Notes to the Proxy Notice

1. As a member of the Charity you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity. You can only appoint a proxy using the procedures set out in these notes.
2. Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.
3. A proxy does not need to be a member of the Charity but must attend the meeting to represent you. To appoint as your proxy a person other than the Chair of the meeting, insert their full name where indicated. If you sign and return this proxy notice with no name inserted, the Chair of the meeting will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chair and give them the relevant instructions directly.
4. To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at their discretion. Your proxy may vote (or abstain from voting) as they think fit in relation to the limited range of additional resolutions which may be put before the meeting. These include for example:
 - 4.1 resolutions to deal with procedural aspects of the meeting such as the calling of a poll or a decision to adjourn;
 - 4.2 resolutions proposing amendments to the resolutions listed in the notice of the meeting, but note, the circumstances in which amendments can be made are very limited.
5. To appoint a proxy, a hard copy of this notice must be:
 - 5.1 completed and signed by you;
 - 5.2 sent by post to "FREEPOST TINNITUS" or delivered to the Charity at Unit 5 Acorn Business Park, Woodseats Close, Sheffield, South Yorkshire S8 0TB; and
 - 5.3 received by the Charity no later than 5pm on Friday 1 December 2023.
6. Please note you cannot appoint a proxy by email or telephone.
7. Any power of attorney or any other authority under which this proxy notice is signed (or a duly certified copy of such power or authority) must be included with the proxy notice.
8. If you wish to change your instructions, you can submit another notice. The appointment received last before the latest time for the receipt of proxies will

take precedence.

9. To revoke your proxy instructions, send notice to the address at 5.2 above clearly stating that the instructions are revoked and ensure that the notice is received by the Charity before commencement of the meeting or adjourned meeting.
10. Communications relating to proxies in respect of the meeting may only be sent to the address at 5.2 above. No other forms of communication will be accepted by the Charity.



Tinnitus UK

Ground Floor, Unit 5,
Acorn Business Park,
Woodseats Close,
Sheffield S8 0TB

Helpline 0800 018 0527

Email helpline@tinnitus.org.uk

Website tinnitus.org.uk

Registered charity no: 1011145 | Registered in England
Company limited by guarantee no: 2709302