

TEDDINGTON & HAMPTON WICK VOLUNTARY CARE GROUP

Minutes of the Special General Meeting

2:30 p.m. Sunday, 20th October 2013 at Teddington Methodist Church

1. Mary Tavendale introduced the Special General Meeting.
2. Revised Constitution – The Revised Constitution dated June 2012 was voted in unanimously.

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Minutes of the Annual General Meeting

2:30 p.m. Sunday, 20th October 2013 at Teddington Methodist Church

1. **Welcome by Chairman:** – Mary Tavendale thanked everyone for coming to the meeting saying that this was the group's fourteenth year.
2. **Apologies for Absence:** – Hannah Lawrence, Chris Harle
3. **Approval of Minutes of 37th Annual General Meeting:** – The Minutes were approved.
4. **Matters arising from the Minutes:-** Dave Rayner informed the meeting that the accounts had not been assessed at the point of writing the Minutes, but that these had now been formally sent to the Charities Commission.
5. **Co-ordinator's Report** – Ali Fox

Ali thanked everyone for coming to the meeting and introduced herself saying that she joined the group in February and hoped that the changes hadn't caused too much of a disruption to the service of the group. She thanked Miriam and Miranda, the clients and volunteers for helping her to settle in saying that she was continually blown away by the kindness of the volunteers in giving up their time and energy to help people in the community who need a helping hand and also the cheerfulness and good humour of the clients.

(a) With regard to the general figures:

Transport to clinics has gone down slightly, but visits to doctors and dentists has risen, particularly visits to doctors which has almost doubled since last year. Transport provided for local hospital appointments has almost doubled and the same applies to transport for hospitals outside of the area. This is due to clients requiring specialist treatment. The figures for classes

and day centres have been consolidated under 'Clubs' as they are of a similar nature and numbers remain similar to last year's. The numbers using the weekly shopping buses have dropped. In fact, there has been a decline in the number of clients using the shopping buses over the past few months. This is due to clients becoming less mobile, illness, hospitalisation, passing away, etc. Befriending visits have trebled since last year – thanks to Miranda's hard work. Volunteers carrying out shopping trips for clients has increased slightly, this will be due to clients becoming less mobile (although this figure does also include transport which has been provided to take clients to specific shops on occasions). Miscellaneous and social event numbers remain practically the same as last year. Our client base is 297 and our volunteer base is 74.

- (b) Ali informed the meeting that the latest addition to the office is a new colour printer. This was purchased using funds raised by the Fundraising Committee to which the group are very grateful.
- (c) Over the next few months, it is planned for the office to contact all of our clients to check that the details we hold on our files are up to date, for example address, contact number, next of kin and doctor's details. This is an important exercise as we need to ensure that our records are correct in case of an emergency.
- (d) Ali informed the meeting that we will be issuing our Winter newsletter shortly and so are starting to plan the outings for the Spring time. She asked that if anyone has any new ideas for outings to let the office know and reminded the meeting that the next outing is to the Music Museum on Tuesday, 12th November.
- (e) It is a year and 3 months since the group took over the Befriending scheme in this area. Miranda has been co-ordinating this service very successfully. The numbers have fluctuated during that time, however there are currently 10 Clients matched and 2 awaiting befrienders. As always, the difficulty is finding enough Volunteers to provide this service. The feedback from the service users and their relations has been extremely positive making it all very rewarding.
- (f) Due to the numbers declining on the shopping buses, an email has gone out to all of our volunteers asking them to publicise the bus verbally and posters have been put up in doctor's surgeries, Teddington library, Hampton Wick library, the podiatry clinic and Teddington Hospital. An email has also gone out to all the sheltered housing schemes. Ali asked everyone to pass the word around as this is an excellent service for the community. Three shopping buses to Tesco's are run on a weekly basis - Wednesday's, Thursday's and Friday's, (all in the morning).

Clients are picked up from their homes and on the return journey the bus escort helps them with their shopping. A charge for the bus of £3.00 is made, which is collected on the bus by the bus escort. Ali stressed that if you know anyone who lives in the Teddington or Hampton Wick area who is struggling with their shopping, but would like to remain independent to let them know about the service. It's also a way for local people who may otherwise suffer from loneliness to have some social contact.

- (g) The next coffee morning will be the Christmas Coffee morning to be held on Saturday, 23rd November where it is hoped to provide a little festive cheer and this is then followed by the Christmas party on Sunday, 8th December. Two dates not to be missed. The last coffee morning held on 21st September went very well and raised £142. This was made up of £36 for books, £37 for coffee and £66 for cakes. Ali thanked all the volunteers for providing so many lovely cakes.
- (h) Recently a request for volunteers to make up a catering team to organise tea and cakes for events was issued and eager responses from several volunteers were received. Therefore, the group now has a catering team headed up by Sally Howland who are doing a wonderful job. Ali thanked the catering team on behalf of the meeting.

Linda Jephson asked if it would be possible to include the statistics for the number of new volunteers joining the group. Ali confirmed that these would be included for next year's statistics.

Joan Downer raised a point on behalf of Jules Palmer – Jules had received some requests from clients asking if the shopping bus could go to Sainsbury's once a month. Mary Tavendale replied that the group had looked at this before, but had come to the conclusion that this would cause too much work for the office (i.e. an additional bus would need to be arranged) and that some clients would find it difficult walking around such a large store. Miranda Newcombe pointed out that the group would also have to hire the bus for longer which would make it more costly. Mary asked Joan to let Jules know that after some discussion the answer was 'no'.

6. **Treasurer's Report** – Dave Rayner

A full breakdown of Accounts for 2011/12 and 2012/13 and Budgets for 2012/13 and 2013/14 was issued to all attending the AGM and copies are available on request.

Dave explained that the Halifax account had been replaced with a Natwest account (as the Halifax were ceasing to cater for Charity Accounts), which was proving to be better than the Halifax as we are able to do online banking.

Hampton Fuel Allotment are no longer offering the group a donation as due to the retirement of the Clerk of the Trustees, the new elected body had decided to withdraw funds previously allotted to the group and other charities. This has put a burden on the Fundraising Subcommittee.

Dave had submitted a claim for Gift Aid tax relief to HMRC, but this had been returned to him as it contained an incorrect ref. no. Therefore, this will appear in next year's accounts and will be almost £946.00 (3 years worth).

Dave read through the 'Receipts and Payments' (please find attached).

Note the office rental for this year was paid late and will, therefore, show in next year's accounts i.e. two payments of rent will be detailed in next year.

The transfer of the Capital Reserve is to be agreed by the Committee following the examination of various options.

Karin Sumption asked if the group will ever receive monies from Hampton Fuel Allotment again. Dave Rayner replied that this would not happen until we have reduced the cash in the bank. In the previous year, the group did extra well receiving monies from the Fulwell Golf Club and Thames Valley Groundwork totalling £7,000. Shelia Ames asked if we could apply for a grant from the lottery, but Mary Tavendale said that the lottery will not fund salaries and rent and Dave Rayner also pointed out that the group are not big enough to apply to the lottery. Linda Jephson said that an application for a £1,000 grant is soon to be submitted to Civic Pride, once the Constitution and Vulnerable Adults Policy is complete.

7. Election of Managing Trustees – MT explained that 10 Trustees are standing down and restanding for election.

The 10 Committee Members stood down and then re-stood. They were unanimously voted.

Election of Officers:

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| (a) Chairman – Mary Tavendale | Nominated by: Miriam Anderson
Seconded by: Joan Downer |
| (b) Treasurer – Dave Rayner | Nominated by: Karin Sumption
Seconded by: Brian Slyman |
| (c) Secretary – Linda Jephson | Nominated by: Brian Slyman
Seconded by Suzanne French |

The Committee members are as follows:

Mary Tavendale, Dave Rayner, Linda Jephson, Eva Eldridge, Chris Harle, Hannah Lawrence, Graham Shortell, Brian Slyman, Karin Sumption, Geoff Howland

Any other Business:

Dave Rayner thanked David London for continuing to assist with financial issues after stepping down as Secretary. There was no other business and accordingly the Chairman brought the meeting to a close.