

**Sixth Annual General Meeting  
Tuesday 22 April 2015, 11.00  
Tockenham Village Hall  
DRAFT MINUTES**

Present

S. Batson, A. Bucknell, K. Davidson, M. Davidson, O. Fairchild, M. Lawson, A. Malcolm,  
S. Meakin, C. Simpson.

**1 Apologies**

B. Brazier, S. Ellis, D Kirby, R. Knight, D. McClintock, D. Western

Allison Bucknell (AB)(Acting Chair) welcomed everyone, and invited those present to introduce themselves.

**2 Minutes of the AGM 24 March 2014**

The minutes were agreed, subject to a minor typing error) as a true record of the meeting.  
*Sandy Batson proposed and Olive Fairchild (OF) seconded approval of their acceptance.*  
All present were in favour of their adoption. The minutes were signed by AB.

**3 Matters Arising**

AB confirmed that the current plan for the Skew Bridge railway works is to provide a road diversion between Huntmill (Breach Lane) and Marlborough Road which can take buses and HGVs. This work will be completed by October when the bridge works will commence and last approximately 18 months.

**4 Chairman's Report**

AB spoke to her report.

The Management Committee, comprising Kate and Mike Davidson, Olive Fairchild and Allison Bucknell meets once a quarter. We have been unable to date to attract a new Chair, however existing committee members have stated that they are willing to take on other roles if we can add to our numbers. No new committee members have come forward yet, but we are ever hopeful. In the meantime, we have been rotating the position of Chair, and Kate has, wherever possible, attended the Link Chair meetings.

Wiltshire Council has been looking at different ways of operating the Link Scheme. To date, nothing has changed significantly apart from the removal of the 5p per mile subsidy.

Our client base continues to grow; we have to be careful not to advertise too extensively as we have a small but dedicated group of volunteers and we want to keep them!

The service we provide is much valued.

We have had to consider taking one or two measures that we would prefer not too, like suggesting minimum donations for longer journeys. We do not wish to be seen as a cheap taxi service, but we need to balance that with the needs of our clients to not only use the service for medical needs, but also importantly for maintaining a social life.

We held a garden party last year, thanks to Kate and Mike for their wonderful hospitality. We also tried again to go to the pantomime, this was not popular this year and we will not be repeating it.

We have lost a few clients this year due to “natural causes”. This is always sad, but inevitable.

We have also lost a few volunteers, not for the same reason, but we are not currently finding replacements, especially for co-ordinators. Without co-ordinators we can do nothing.

We have launched a recruitment campaign directed at churches, asking if each church could find us one volunteer. This is slower than we would like as most churches do not have letter boxes!

We decided to update our logo and present you with the new one today, we hope you like it.

We are grateful to all our supporters and volunteers, and to those organisations such as Tockenham Fair and Rotary who have given us financial support.

We look forward to another successful year, more people on the Management Committee, more volunteers, more clients and a more sustainable community!

## **5 Treasurer’s Report**

Mike Davidson (MD) spoke to the account sheet distributed to the members present.

He noted that we are now are in line with Community First (CF) calendar year accounts

The balance as at 1 January 2015 **£3537.41**

The healthy balance is a result of the generous donations from Tockenham Village Fair, St Mary’s Church Bradenstoke coffee morning and the WCC concessionary mileage. Because our account is in excess of £2500, we are not eligible for the CF grant therefore the application, as indicated in the 2014 AGM Minutes, was not made.

The WCC concessionary mileage allowance will cease this year and we are likely to lose approximately £650 income pa. Our expenses include volunteer mileage, postage, social events, and as a ‘one off’, the new logo (see Item 7).

One area of concern is the increase in extended, regular journeys to out of area hospitals, particularly for oncology treatment. We can absorb a ‘one off’ trip but, in line with other Link schemes, we propose a sliding scale of recommended donation for frequent journeys.

This would be: over 50 miles and less than 70 miles, £20 per journey

Over 75 miles and less and 100 miles, £30 per journey

Over 100 miles to be negotiated with the client.

Sue Meakin pointed out that clients are extremely appreciative of the support of volunteers who take, stay and return them on an individual basis, unlike hospital transport systems.

KD said that this issue constantly comes up at the Chairs meetings she attends, and many schemes have introduced similar financial guidelines.

AB read out the proposed wording which will be distributed to the co-ordinators for client information and stressed that the guidelines were advisory and not mandatory for clients.

Those present were asked for their opinion. There was no dissent therefore it was decided to ratify the wording and send out to the co-ordinators at the next committee meeting.

## **6 Recruitment Officer's Report**

We have 20 drivers, of which 15 are "active". Sadly, we lost 4 good volunteers during the year who are very much missed.

Toni Andrews, Vic Andrews, Pauline Arnold, Sandy Batson, Beatrice Brazier, Allison Bucknell, Kate Davidson, Sally Ellis, Frances Gilbert, Diana Kirby, Pam Knight, Mary Lawson, Allan Malcolm, Drew McIntock, Sue Meakin, Peter Murphy, Denise Parker, Clare Simpson, Dee Western, Peter Wilkins

Olive Fairchild, Rosemary Knight and Mary Lawson continue to be excellent co-ordinators, but as Mary Lawson wishes to stand down, we need to seek new co-ordinators.

## **7 New Logo**

AB reported that the committee had agreed that it was time to revamp the original logo generated in 2008. A choice of 3 was presented and an agreement was reached. Mary Lawson said the agreed new logo was eye catching. However, she suggested the wording of the information should be changed from 'volunteer drivers' to 'companion drivers' as this describes more accurately, the special role of Link 6 & RWB. AB requested a show of hands which gave unanimous approval of the amendment.

## **8 Election of the Officers and members of the Management Committee**

All the committee members stood down and were eligible for re-election. There were no nominations for the post as Chair. A vote using a show of hands for the remaining posts was requested by AB.

Allison Bucknell: Recruitment Officer

Kate Davidson: Secretary

Mike Davidson: Treasurer

Olive Fairchild: Senior co-ordinator

In favour: 9      Against: 0      Abstentions: 0

The incumbent members were re-elected without opposition.

Sue Meakin requested details of the responsibilities of a co-ordinator. OF agreed to let her have these, and to discuss these with her.

AB reported that Dee Western (who had offered apologies) agreed to join the committee at the next meeting.

*The re-election of the four committee members was proposed by M. Lawson and seconded by S. Batson.*

All those present were in favour of the election result.

## **9 Any Other Business**

Allan Malcolm asked if there were any contingency plans in the event of a vehicular breakdown/emergency during a journey. AB said that since most people had a mobile phone, the first port of call should be the co-ordinator who could notify the

client/hospital/GP/NHS ancillary services of the problem. However, in anticipation of inaccessibility of the co-ordinator we should provide information cards for the volunteers of the telephone numbers of the local GPs, hospitals and health centres. **Action on AB.** Additionally, volunteers are encouraged to take telephone numbers of clients to let them know of any problems.

No other business was raised and so AB formally closed the meeting.

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