



**Seventh Annual General Meeting  
Thursday 7 April 2016, 12 – 2pm  
The Croft, St Bartholomew and All Saints, RWB**

**Present**

Sandy Batson, Allison Bucknell, Kate Davidson, Mike Davidson, Olive Fairchild, Rosemary Knight, Allan Malcolm, Drew McClintock, Sue Meakin,

**Apologies**

Pauline Arnold, Beatrice Brazier, Di Kirby, Mary Lawson, Denise Parker

**1 Welcome**

Mike Davidson (MD)(Acting Chair) welcomed everyone, and invited those present to introduce themselves.

**2 Minutes of the AGM 24 March 2015**

The minutes were agreed as a true record of the meeting.

*Allison Bucknell (AB) proposed and Sue Meakin seconded approval of their acceptance.*

All present were in favour of their adoption. The minutes were signed by MD.

**3 Matters Arising**

- i) New logo and pop up banner. MD thanked AB for producing the new style logo and pop up banner which was received with general agreement and adopted from today. Rosemary Knight asked if flyers and the pop up banner could go into the library in Royal Wootton Bassett (RWB), perhaps once a week or month, especially on Wednesday, market day. AB said she could possibly do this on Monday mornings as she will be there anyway. A trial run was proposed.
- ii) Guidelines for extended regular hospital trips. Guidelines have been produced for co-ordinators to give information to clients. AB brought along a copy of the guidelines. Olive Fairchild suggested we distribute these to volunteers too. **AB to action.**

**4 Chairman's Report**

MD Gave a report as Chairman of the Meeting.

The Management Committee, comprising Kate and Mike Davidson, Olive Fairchild and Allison Bucknell meets once a quarter. To date we have been unable to attract a new Chair, however existing committee members have continued to take on other roles. We have tried to recruit new committee members but no one has come forward yet, but we are ever hopeful. In the meantime,

we have been rotating the position of Chair, and KD 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; but we need to be careful not to advertise too extensively as we have a small but dedicated group of volunteers and we want to keep them! Unfortunately, the number of active volunteers, and in particular coordinators is declining. We currently have only three coordinators which may go down to two when Sue Meakin moves to Lincolnshire, and about 7 active drivers which means that there have been some occasions when we have had to turn down requests for a service. I would simply ask that each and every one of us here does their best to recruit another volunteer. We have tried advertising in local papers, Parish magazines, put up notices in Churches and Halls with little effect but unless we are able to increase our volunteer numbers then we will struggle to maintain a service.

We have now adopted the extended mileage policy that we spoke about last year, but this is only applied for more than one journey to for example Oxford or Bath. This brings us into line with most of the other Link Schemes in Wiltshire and coordinators will explain the system to anyone who needs to travel regularly to more distant centres.

We have also updated our logo and I am sure you have all seen it as it will be on our flyers and the new banner we have had made. We look forward to another busy year, ideally with more people on the Management Committee, more volunteers, more clients and a more sustainable community!

One final point if I may about the matter of donations that clients make, as we are aware that some clients do ask how much they 'should' donate. The answer is quite simple; how much a client puts in an envelope (assuming they do make a donation) is between them and the envelope. If they do ask then the answer is quite simple; **That is entirely a matter for you**

## **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 first thing I need to do is to amend the figure given as the starting balance for January 2015 from **£3537.41** to **£3985.37** The difference is because of late payments of Concessionary Fares which should have properly been recorded in the income for the year Jan – Dec 2014. Concessionary Fares reimbursement has now ceased.

The opening balance for January 2016 is **£4717.84**.

The healthy balance this year is a result of the generous donations from Tockenham Village Fair, St Mary's Church Bradenstoke coffee morning and the RWB Rotary Club. Our expenses include volunteer mileage, postage, social events, and some expenditure for what I have called PR. This included buying a new banner, some printing of flyers with the new logo and expenses incurred with advertising in the Tockenham Fair magazine and the hire of the village hall for last year's AGM.

You will also note that our donations from our clients have this year exceeded the amount we pay out in mileage by almost one thousand pounds which I think shows just how generous our clients are! Unless anyone has any specific questions I have little further to add.

There were no questions and the accounts were agreed. *Proposed by KD and seconded by OF.*

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

The past year has not been successful on the recruitment front. We have lost several of our stalwart volunteer drivers all for perfectly valid reasons! We are most grateful for all the support they have given the scheme over the past year/years, we certainly would not be in the position we are without their assistance.

We are currently operating with the absolute bare minimum of volunteer drivers (which we have renamed "companion drivers as we do so much more than just drive"), around 10. We are also desperately short of co-ordinators. Sue Meakin has kindly been helping out, and most excellent and conscientious she is too, however she is leaving RWB and also us, which is another great loss.

We have tried advertising in parish magazines, having stands at volunteer fairs, using social media, however the only really successful way is word of mouth, so if you hear of anybody with a car and a few spare hours, do please do your best to recruit them.

I will be issuing new badges to volunteers with the new logo very soon.

I am aware that communication has not been as good as it should be and if re-elected as volunteer recruitment co-ordinator I promise that I will try to do a bit better. I will issue a newsletter following this AGM and aim for another one before Christmas so that we can tell you about the Christmas closing times.

As reported at the previous AGM we have had to introduce an advisory policy for longer journeys. We would like to make it clear that we do not expect the drivers to have a discussion over "how much" a donation should be – this is the role of the co-ordinator.

If anybody needs any more stationery or promotional materials, please let me know.

Thank you for everything that you do, please keep up the good work and recruit a friend or two!!

## **7 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 current members were re-elected without opposition.

Sue Meakin said she was happy to remain an observer on the committee and to be invited on an ad hoc basis until she moves from RWB. MD thanked her for her continued involvement.

## **8 Any Other Business**

- i) Drew McClintock does not feel he gets enough requests for trips. OF said she would remind co-ordinators to contact him regularly.
- ii) Sandy Batson asked if we were able to have any concession for public parking when on a Link trip. **AB to ask at a WCC meeting.**
- iii) KD pointed out that at recent Link Chairs Meetings, Community First have been advised by WCC (their funders) that we should all have our DBS (Disclosure and Barring Service which has superseded CRB) ) renewed every 3 years. **Action on AB**
- iv) Allan Malcolm once more asked if there were any contingency plans in the event of vehicular breakdown/emergency during a journey. MD admitted that the committee had done little to address this issue during the year, but would have something in place as soon as possible.

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