CHARLTON KINGS SENIOR CITIZENS WELFARE COMMITTEE

Registered Charity No. 1045377

MINUTES OF ANNUAL GENERAL MEETING
Stanton Room, 23 May 2024

In attendance:

Sandra Henley, Chair
Derek Palmer, Treasurer
Nigel Jones, Secretary
David Brawn, Coordinator 1
Malcolm Clark, Coordinator 2
Val Mitchell, Committee Member
Mary Jones, Committee Member
Brenda Simpson, Committee Member
Peter Simpson, Committee Member
John Rowland
Penny Peters
Chris Jordan
Chris Jeffery
Mike Hewett
Deborah Masling

1. Welcome from Chair

The Chair welcomed everyone to the AGM and thanked them for their on-going support over the year.

2. Apologies for absence

Apologies have been received from Karen Arndtz

3. Previous minutes

The minutes of the last AGM held on 18 May 2023 were agreed as a true and accurate record of the meeting.

4. Outstanding Actions

DBS

Nigel reported that Gloucestershire County Council have agreed to act as an umbrella company to submit our DBS applications and that he is working with them to initially obtain DBSs for Sandra and himself as a trial run before rolling it out to other CKSCWC volunteers. (**Action ongoing: Nigel**)

Leaflet and Posters
The A5 leaflet has been updated with revised wording and a new picture and it was circulated at the meeting. Members were happy with the wording, but commented that the picture was blurred. This is due to the resolution of the phone camera with which it was taken. As the leaflet is required for the Charlton Kings Summer Fayre on 15 June, a debate took place on the best way forward, especially with the minibus being away for repair at present. John offered to take more pictures with his camera, but he will be away when the minibus is returned.
Nigel therefore offered to work with Sandra to take another picture as soon as the minibus is available and Sandra will then get leaflets printed ready for the Fayre. **(Action: Sandra, Nigel)**

Sandra also circulated an updated Poster for comment. All agreed that the wording was good except that the Mission Statement may need revising. Sandra will circulate options for a revised Mission Statement. **(Action: Sandra)**

Discussion took place on the 'Coffee and Conversation' sessions at The Planted café at Sixways on Tuesdays, which have not been very well attended, and it was agreed to continue advertising these for a few more weeks and for Sandra to set up a rota of volunteers to support them. Mary, Brenda, Penny and Sandra agreed to be on the rota. **(Action: Sandra)**

Tail Lift Training
David will provide Tail Lift refresher training when the minibus is at the Charlton Kings Summer Fayre, which will hopefully also attract some interest in CKSCWC from passers-by. David to let Sandra know what time he will do the training and she will then let the relevant people know who require training (drivers and PAs). **(Action: David, Sandra)**

Balcarras help with Afternoon Tea
Karen reported by email that she had not had any success in obtaining any interest from Balcarras students in assisting with the Monday Afternoon Tea, but discussion took place over whether the timing of when the students would be available would work anyway. More clarity over the requirement and a discussion on potential solutions is required **(Action: Sandra, Karen, Deb, Val)**

Policies and Role Profiles
The Safeguarding Policy and Data Protection Policy have been approved by the Trustees and are now available on the CKSCWC website. Sandra asked all volunteers to read these and comply with them.

A role profile is required for the Coordinator 3 role, which is to be filled by John Rowland, and this requires input from David and John. Sandra to arrange a meeting with David, John, Malcolm, Nigel and herself to agree all Coordinator responsibilities and to document who does what. **(Action: Sandra)**

First Aid Training
Sandra to arrange First Aid Training for all volunteers and to determine if this can be provided as a standard course from St John's Ambulance or if it needs to be a bespoke course to meet our requirements. **(Action ongoing: Sandra)**

5. Correspondence

There was no outstanding correspondence

6. Reports

Chair
Sandra delivered the following Chair's report:-

We are currently delivering on our mission promise of "To help Senior Citizens of Charlton Kings remain independent in their own homes" by offering two very different weekly social events and providing an opportunity for Seniors to shop at a supermarket which they otherwise may not be able to get to. We've also trialled and will be ready to roll out Friday outings soon.

As of today's date, 29 people are being taken door-to-door to shop fortnightly at a supermarket, 30 enjoy a 2-course hot lunch and a social hour of activities and entertainment at the Lunch Club, and 16-18 enjoy a social Afternoon Tea where the emphasis is on conversation and sociability. All of this is only made possible because of our volunteers: currently 9 regular volunteer drivers, assisted by 8 P/A's, 6/7 Lunch Club volunteers and 8 Afternoon Tea volunteers. I've mentioned them by activity but our volunteer teams often multi-task, and often go over, above and far beyond what it says on the tin. In fact, it's rare that a volunteer only does "what it says on the tin". We are extremely lucky to have such a versatile and flexible 'workforce! I know it's asking a lot.

Its asking a lot and we do need more volunteers to help take the pressure off. Last, but by no means least, I mention the Trustees who rarely get a mention, but who also volunteer in other roles, multi-task and toil away often in the background – without them things wouldn't run as smoothly or as safely as they do, so special thanks to Derek, Nigel, David and Martyn.

At today's date we help approximately 70 CK seniors to shop or socialise, or in some cases both - I say approximately because we still try to keep in touch with some of those who no longer come to our activities. At this juncture, I mention our Befriending team who are also our Safeguarding reps: 3 volunteers, Karen Arndtz, Sheila Eagle and Jean Macmillan. The Befriending is low-key for people already on our radar, eg. we check up on people known to us if we don't see them for a while, if we think they need a bit of support and we can help, we do.

I enjoy my role as Chair for the charity and it's important to me that you enjoy your roles too. Anyone who wants to be more involved, anyone who would like to join or anyone knows of anyone who might like to - please don't hesitate.

Treasurer
Derek handed out and talked through the Treasurer's report and accounts for the year ending 31 March 2024, which have been independently examined by Miss S.E. Brown, Chartered Accountant, in accordance with the general Directions given by the Charity Commission.

INCOME AND EXPENDITURE ACCOUNT
YEAR ENDED 31 MARCH 2024

UNRESTRICTED FUNDS

	2024	**2023**
Receipts		
Fares	1,401.95	816.33
Afternoon Teas	2,192.34	2,046.50
Lunch Club	6,558.25	4,649.00
Donations and legacies	291.10	772.56
Grant from Gloucestershire County Council	990.00	967.50
Grant from Macfarlane Walker Trust	1,000.00	1,000.00
Bank interest	1,399.20	437.09
Total Receipts	13,832.84	10,688.98
Payments		
Minibus running expenses	1,643.35	1,927.33
Insurance	248.73	227.23
Grants	500.00	30.00
Afternoon Teas	1,902.65	1,639.82
Lunch Club	5,430.79	3,826.65
Administration	112.59	39.64
Independent Examiner	50.00	40.00
Sundries	108.73	114.49
Total Payments	9,996.84	7,845.16
Net (Payments)/Receipts	3,836.00	2,843.82
Cash Funds at Beginning of Year	34,775.96	31,932.14
Cash Funds at End of Year	£ 38,611.96	£34,775.96

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2024

	2024	2023
Cash Funds		
Unrestricted Funds		
Cash at bank: current account	6,410.85	9,202.47
Cash at bank: deposit accounts	31,489.10	25,089.90
Cash in hand	712.01	483.59
	£ 38,611.96	£ 34,775.96

Derek specifically thanked Deb and Karen for their accounting for the Afternoon Tea and Lunch Club. He noted that as a result of the small fare increase, the minibus fares are now almost covering the running costs of the minibus. He also stated that a bank debit card has been obtained and is held by Sandra.

Coordinators

David presented the minibus usage report for the year April 2023 – March 2024 as follows:

	Recorded journeys	Total miles	Total "passenger runs"	Wheelchair journeys	Distance with passengers
April - June 2023	49	620	246	7	581
July - September 2023	48	610	302	7	593
October - December 2023	50	634	295	5	634
January - March 2024	50	666	285	11	666
Total for year	197	2530	1128	30	2474

John reported that he has now taken over as registered keeper of the minibus and he is coordinating the current repairs to the damage to the rear nearside of the minibus. This was costing £2,200 which is covered by the GCC self insurance, although we are required to pay a £200 excess. The scrape to the upper nearside is not being repaired at this time.
John also gave a summary of the MoT, Blue badge, AA breakdown and DoT permit dates and costs.

Malcolm commented that although we have sufficient drivers and PAs to cover the minibus requirements normally, cover can be difficult during holiday periods and more volunteers would be very welcome.

Afternoon Tea
This is well enjoyed by 16 – 18 participants with a format of Monday mocktail, savoury and sweet treats and a raffle. It was stated that more help is needed with putting the tables and chairs out and away, as well as a PA for the return minibus trip.

Lunch Club
Numbers have continued to rise with up to 30 regular guests now, despite some Seniors passing away or moving away. Sandra thanked Chris Jeffery for all his work and his culinary skills which are a major factor in the increase in numbers. The guests enjoy a 2 course hot lunch followed by a range of entertainment, some 'home-grown' and some professional such as a violinist or a talk from the Air Ambulance Service. The regular Golden Oldies singalong led by Steph is always popular.

Supermarket shopping
The supermarket shopping trips are, as ever, popular and highly valued by our passengers. The 3 Wednesday trips are all full, with a few places still existing on the Friday morning Tesco run.

Gilbert Ward Court coffee morning
The Gilbert Ward Court coffee morning takes place on the 1st Monday of the month and is well attended by 6 – 8 residents who value the opportunity to get together and chat.

7. Election of Officers and Committee for 2024-25

Sandra noted that Berenice Smith had now stood down from the committee and she was pleased to confirm and minute Nigel's position as a Trustee.

John Rowland has agreed to join the committee and he was proposed by Sandra and seconded by Nigel, with all committee members endorsing his appointment.

All current Committee Members confirmed that they were happy to continue as members.

Sandra welcomed John to the committee. John is a driver, a keen supporter of CKSCWC and has agreed to act as Coordinator 3 to share some of the minibus management responsibilities with David.

8. Forward Planning

Our most pressing challenge is to attract more volunteers, and the Charlton Kings Summer Fayre on Saturday 15 June is seen as an ideal opportunity to raise our visibility, talk to potential volunteers and hand out flyers about our services.

It was confirmed that the minibus will be there and all CKSCWC volunteers are encouraged to turn up to help raise our profile by chatting to people about what we do, handing out leaflets, etc. David will also be doing the tail lift refresher training during the afternoon. Sandra to ensure minibus is booked in with CK Parish Council and to email all volunteers. **(Action: Sandra)**

As well as having the minibus on the field this year we will also have a table. Zana Griffiths will sell craft making kits (proceeds to CKSCWC).

John will drive the minibus there and Nigel will return it to Nazareth House.
(Action: John, Nigel)

A discussion took place on methods to attract more volunteers, the most successful so far being an advert in the Local Answer or through word of mouth. John offered to put an article into the Charlton Park residence association newsletter and those people attached to local Churches were encouraged to ask for a mention in their pew sheets.
Sandra will produce some standard wording to use, briefly saying what we do and specifically what volunteers we need. **(Action: Sandra)**

9. AOB

The first week of June is National Volunteer Week and a special service for volunteers is being held in Gloucester Cathedral on Saturday 8 June at 4.30. All volunteers are welcome and there is no need to book.

Clarification was requested regarding the use of CKSCWC or CKS. It was explained that we will continue to use CKSCWC officially on literature as our website, email address, minibus and Charity Commission registration all use CKWCSC, but we would use CKS locally as shorthand.

The need for a CKSCWC logo was discussed and John offered to come up with some options, potentially using ChatGPT AI to design one. **(Action: John)**

10. DONM

The next Committee Meeting will be held on Thursday 26 September 2024 at 4.30 in the Parish Council Conference Room.

Nigel Jones CKSCWC Secretary 10 June 2024