CHARLTON KINGS SENIOR CITIZENS WELFARE COMMITTEE

Registered Charity No. 1045377

MINUTES OF ANNUAL GENERAL MEETING
Stanton Room, 29 May 2025

In attendance:

Sandra Henley, Chair
Derek Palmer, Treasurer
Nigel Jones, Secretary
David Brawn, Committee Member
Malcolm Clark, Committee Member
Val Mitchell, Committee Member
Mary Jones, Committee Member
Brenda Simpson
Peter Simpson
Jean McMillan
Sheila Eagle
Chris Jordan
Terry Young
Deborah Masling
Jenny Thompson

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 and Mike Hewett

3. Previous minutes

The minutes of the last AGM held on 23 May 2024 were agreed as a true and accurate record of the meeting.

4. Outstanding Actions from previous AGM

There was only one outstanding action from the previous AGM.

Balcarras help with Afternoon Tea (Karen Arndtz)
This action had been subsequently widened to cover all student help to CKSCWC.

Karen was still pursuing establishing contact with local schools and the possibility of pupils from CK junior school coming to sing. She would also get in touch with St Edwards school shortly.
(Ongoing action: Karen)

5. Correspondence

There was no outstanding correspondence

6. Reports

Chair

Sandra delivered the following Chair's report:-

Last year was a year of consolidation and I'm proposing that we do similar this year. It's actually been another positive year for CKSCWC with no major changes in numbers or finances and, although we didn't have time to chase any extra funding, we did host a useful/well-received First Aid course.

We are depending on people being able and willing to give freely of their time and we can always do with more volunteers. A look back to the Minutes of 70 years ago and they had the same issues then and, of course, this isn't unique to our charity; the whole sector is crying out for more people to help.

CKSCWC has 38 volunteers and 30 are regularly active. We truly have some of the best people we could possibly hope to work with volunteering for CKSCWC. I see people going over, above and way beyond their actual roles to deliver an act of kindness all the time. We really are very lucky to have them, enabling us to help the 75 plus guests in some form or another who are on our radar. What the 75 guests get up to and how we manage our time and money to do it all will follow in the other reports.

We are extremely lucky in that retention of our existing volunteers has remained high and, therefore, continuity virtually uninterrupted (exception being the Covid pandemic years), but recruiting volunteers remains the biggest challenge. With this in mind and because it's inevitable that volunteers will at some stage leave, we need to adapt in order to continue to be there in years to come; we will be putting a lot of information on the website as an induction to new volunteers and to help volunteers understand how the Charity works. I believe our approach this year, as last, needs to be to consolidate on the things we do well and concentrate efforts on 'less volunteer-dependent activities' and updating our image. That's not to say we don't want to continue to recruit new volunteers, we absolutely do and absolutely must in order for the charity to continue to provide such a great service and to be able to respond quickly when opportunities are presented.

Again, thank you all for coming and for your support.

Treasurer
Derek handed out and talked through the Treasurer's report and accounts for the year ending 31 March 2025, which at the time were being independently audited in accordance with the general directions given by the Charity Commission.

The accounts have since been audited and are as below.

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2025

UNRESTRICTED FUNDS

	2025	2024
Receipts		
Fares	1,502.30	1,401.95
Afternoon Teas	2,140.00	2,192.34
Lunch Club	6,823.00	6,758.25
Donations and legacies	701.76	291.10
Grant from Gloucestershire County Council	1,316.70	990.00
Grant from Macfarlane Walker Trust	1,000.00	1,000.00
Bank interest	1,559.96	1,399.20
Total Receipts	15,043.72	14,032.84
Payments		
Minibus running expenses	1,781.71	1,713.35
Insurance	190.40	248.73
Grants	300.00	500.00
Afternoon Teas	1,735.57	1,902.65
Lunch Club	6,083.70	5,560.79
Administration	439.70	112.59
Independent Examiner	50.00	50.00
Sundries	140.85	108.73
Total Payments	10,721.93	10,196.84
Net (Payments)/Receipts	4,321.79	3,836.00
Cash Funds at Beginning of Year	38,611.96	34,775.96
Cash Funds at End of Year	£ 42,933.75	£38,611.96

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 MARCH 2025

	2025	2024
Cash Funds		
Unrestricted Funds		
Cash at bank: current account	9,336.14	6,410.85
Cash at bank: deposit accounts	33,049.06	31,489.10
Cash in hand	548.55	712.01
	£ 42,933.75	£ 38,611.96
Fixed Assets		
Unrestricted Funds		
Peugeot Boxer minibus		

Derek explained that the minibus expenditure was approximately 50% on fuel, and 50% on servicing and MOT, MiDAS training, tail lift inspection and insurance repair excess. The Fares are not quite covering the expenditure at present.

The Administration expenses included paying for cleaning the ovens and singers for lunch club.

Secretary

Nigel reported that 21 volunteers including all the Befrienders and active drivers and PAs were now DBSed with Adult Barred list check and that DBSs for new volunteers would be applied for as required. He is grateful to Gloucestershire County Council for enabling us to use their online system to submit and process our DBS applications, and charge us a reduced fee.

Nigel said that he had been working on a volunteers' password protected area of the CKSCWC website to hold information, such as the CKSCWC constitution, mission, role profiles, procedures and processes, that will be useful to both new and existing volunteers. It is hoped that it will be ready in a few weeks at which point access for all volunteers will be enabled. The current website is looking rather tired and the longer-term aim is to redesign and develop the website further.

Coordinators

Malcolm reported that we have just enough drivers at present, but could do with more to cover absences. There are currently sufficient PAs.

David presented the minibus usage report for the year April 2024 – March 2025 as follows:

Recorded journeys	Total Miles	Total "passenger" runs	Wheelchair journeys	Distance with passengers (miles)
203	2769	1170	34	2682

These figures have been almost the same for the last three years.

Afternoon Tea
After a lot of thought and discussion, the 8 volunteers of Afternoon Tea have decided to stop the activity on 14 July. This is due partly to a decreasing number of seniors attending and not being replaced as people leave, and the volunteers having difficulties in juggling other commitments on their time. The timing of AT is also an issue, though this is constrained by the availability of the room.

Sandra thanked the AT volunteers for all their hard work and huge commitment over the years and said that she would contact our seniors to tell them, as well as contacting the Parish Council regarding the use of the Stanton Room.
(Action: Sandra)

Sandra also said that Steph, the AT driver, had confirmed that she was willing to continue driving on Mondays, and Sandra and Steph are discussing the possibility of taking groups out to various local cafes for morning coffee or Afternoon Tea.

A discussion then took place on returning the crockery and other items to the owners.

Post meeting note: the other AT volunteers who provided Afternoon Tea during the summer holidays last year have agreed to do the same this year so AT for our seniors will now continue throughout August.

Lunch Club
Lunch Club continues to go well with about 28 seniors regularly attending. It is greatly appreciated by our seniors for the excellent food, friendship and fellowship.

Supermarket shopping
All four supermarket runs are now mainly full with 7 or 8 seniors allocated to most of them. A discussion took place over what to do if a passenger persistently doesn't come when called for and doesn't tell us in advance. It was accepted that some can be forgetful, that allowances need to be made for dementia and that each case should be assessed on a case-by-case basis.

7. Election of Officers and Committee for 2025-26

Sandra stated that all current Committee Members and Trustees had confirmed that they were happy to continue as members and she thanked them all for their vital and continued support and commitment to the charity. David gave notice that he would like someone else to take over from him, but would remain in post this year acknowledging how difficult it will

be to replace him. She asked if any other attendees at the AGM would like to join the committee, but no-one was forthcoming.

8. Forward Planning

The minibus will be on Grange Field next Saturday for the CK Summer Fayre and thanks go to Terry Young for cleaning it and to the volunteers who have stepped forward to cover the stand. Other colleagues are very welcome and were encouraged to go along and chat to people, encourage them to volunteer, but also to let them know what we do. Sandra said that we hadn't planned to 'sell' anything. However, as part of the Recipe Book collaboration project with the Baptist Church, we have been given a Family Ticket to the Cotswold Farm Park and will be charging £2 for a raffle ticket with proceeds to go towards the Recipe/Wiggly charity.

It was agreed that the CKSCWC logo which John has been working on needs to be completed as soon as possible and that a subcommittee should be set up to this take this forward so that the logo can be used on future publicity and the website. Attendees were asked to let John or Nigel know if they would like to be involved.
(Action: John, Nigel)

Sandra reminded the meeting that 15th August will mark the 80th anniversary of VJ Day and said that, if there's an appetite to do something, we would also need to have a sub-group to move this forward. If there is no interest, lunch club will make lunch on 14th extra special, but if anyone has any ideas, please let her know asap. Peter asked if we knew anyone who was involved in VJ itself and, if so, suggested that we should do something special for them and offered to help.

Sandra stated that the "Befrienders" group needs a change in name to better reflect what they do and asked for any suggestions. The current core befrienders, who are also the Safeguarding team, are Sheila Eagle, Karen Arndtz, Jean MacMillan and Sandra, but new members are needed so if anyone wishes to join, can they please speak to one of them. Information on the role will be included with the other profiles and procedures on the website and the group will be having a meeting after half term.

9. AOB

As Afternoon Tea will cease on 14 July, Sandra said that she is looking at a few less volunteer-heavy options to replace it and hope to be able to communicate those to everyone in the not too distant future. If we can retain free use of the Stanton Room for a less volunteer dependant activity – Scrabble club or similar - that would be good for us as we need, and it's only fair, that seniors have access and can be visible in the centre of the village.

Also, it is hoped that the Kings Hall will be open on Wednesday mornings soon, as a community open space/warm space – no organised entertainment, just a place for anyone to wander in and out of. So at least if we don't manage to hold onto our Monday slot in the Stanton Room, seniors will still have someone central to sit and socialise. This would also

be somewhere for volunteers to use for a casual meet up. Our meetings are so spaced out that we would benefit from being able to talk face-to-face more often.

Derek proposed a vote of thanks to Sandra for all the hard work that she does for CKSCWC and for her inspiration in coming up with new ideas for our seniors. We all know how grateful our seniors are for what the charity and the volunteers do for them.

10. DONM

The next Committee Meeting is planned for Thursday 11 September 2025 at 4.30pm in the Parish Council Conference Room.

Nigel Jones
CKSCWC Secretary
12 June 2025