



## **MINUTES OF THE MEETING**

**of the**

## **AGM**

**Held at the Sapcote Pavilion**

**at 7.30 pm on Thursday 13<sup>th</sup> November 2019**

- 1. Those in attendance:** Peter Bradbury (Chairman), David Hault, Estelle Rowley, Ann Falconer, Annette Harbour, Pat Wright.
- 2. Apologies for absence:** Estelle Rogers, Patricia Cliffe, Barrie Milne,
- 3. Minutes of the last Meetings:** The minutes of the last AGM (18.10.2018) and of the last meetings (21.03.2019 and ) were approved.
- 4. Chairman's Report:** Peter Said that demand on our services has been variable throughout the year with the last three months being particularly quiet. This may be due to those elderly people, who had regular need of our services in the past, now being unable, for various reasons, to continue to need our help. Volunteer membership has remained fairly static, though this has not posed any problems with demand on our services being low. However, as the winter weather progresses, demand may well increase.

A replacement mobile phone has been purchased which, though basic, is certainly an improvement on the old one.

June 1<sup>st</sup> saw the annual Sapcote Fayre and the SGNS was again in attendance. Grateful thanks are due to those volunteers who were present to further our cause. Some items of our promotional goods were distributed in order to spread the word.

Apart from the usual driving jobs and visits, which are the mainstay of our work, our SGNS volunteers this year have been involved in such things as sorting out smoke/CO2 alarms, undertaking fishing trips, and repairing defective sound systems. Nobody can say that our work isn't varied.

We provide a valuable service to all those who need us – and their gratitude for the work we do is always forthcoming from our users. Peter also wishes to endorse this by placing on record his grateful thanks to all those who give of their valuable time for the benefit of the elderly, vulnerable and lonely, people in our village.

- 5. Treasurer's Report:** Estelle had presented the SGNS' Year End accounts prior to the meeting. Her report stated that the financial year for the Good Neighbour Scheme runs from 1<sup>st</sup> July through to 30<sup>th</sup> June of the following year.

During the financial year 2018/9, less than 50% of the income generated was spent, with the majority of the expenditure being on insurance and on mobile phone top ups. Income comprised of £500 from the Parish Council and a £30 donation that was kindly received. The bank balance as of 30<sup>th</sup> June 2019 was £844.35.

- 6. Election of Officers:** The following members were elected:-

Chair: Peter Bradbury

Secretary: Annette Harbour

Treasurer: Estelle Rogers

Safeguarding and Induction: Annette Harbour.

Annette and Estelle were thanked for jointly taking on the Secretary's role, though Peter volunteered to produce the current AGM minutes.

- 7. Review of Policies and Procedures:** Discussion followed regarding SGNS' policies on: Safeguarding, DBS procedures, Driver Registration, Induction and mentoring. It was agreed that these were fit for purpose and did not require revision at this stage.

Our user documentation was also considered to be satisfactory. The newly updated and improved matrix was appreciated and thanks were given to Annette and David.

- 8. Duty Rota:** The following rota for the next few months was agreed:-

DEC: Annette; JAN 20: Estelle; FEB 20: Barrie; MAR: Pat Wright; APR: Peter; MAY: Annette; JUNE: Ann

- 9. AOB.** a) A review of several of our usual clients was made with discussion about their current situation; b) Peter agreed to put an article in a future edition of the *Sapcote News* which will appeal for new volunteers.

The meeting closed at 8.25pm.

**Date of the next meeting:** Steering Group: Wednesday 13<sup>th</sup> May 7.30pm at Peter's house (52 Hinckley Road).