

## WILTON & DISTRICT LINK SCHEME

### Minutes of the Management Committee meeting on the 23 April 2008

#### Those present

Peter Batt - Chairman  
Peter Wilkinson- Secretary and Treasurer  
Elizabeth Andrews  
Sue Jiggins  
David Barnes

#### Item 1 Apologies

These were received from Rene Towler, Jennie Jones and Angela Marsh.

#### Item 2 Minutes of meetings held on 16 January 08 and 26 March 08

These were accepted as read.

#### Item 3 AGM Minutes

These were agreed and accepted as read.

#### Item 4 Chairman's report

The Chairman has written to Mrs Taylor expressing regret that the Scheme has to terminate the "school run". This followed advice from the Project Office.  
He will shortly complete the annual return to the Charity Commission.  
He also mentioned items from the last Chairpersons' meeting relating to the 40p mileage allowance and parking at SDH.

#### Item 5 Treasurer's report

The Treasurer handed round copies of the updated income & expenditure account. Some drivers' claims had not been submitted so the deficit of £106.70 was probably understated.

#### Item 6 Actions arising from meetings at Items 2 and 3 not covered elsewhere

All points have been attended to. Special attention will be given to the need for an assistant co-ordinator(s).

#### Item 7 Position of co-ordinator and assistant co-ordinator

This subject gave rise to a protracted dialogue. The Secretary will contact Anne King, who has shown an interest in taking on one of the roles. The telephone costs and other issues were also discussed.

#### Item 8 Revised claim form

Everyone agreed that this form was suitable.

#### Item 9 Letter to clients after first use of the Scheme

The drafted new client welcome letter was discussed and it was agreed that, with one minor amendment, this would be used.

Item 10 Status of new volunteers

The current list was shown to those present.

Item 11 Wilton Market

It was agreed that this event had raised the Scheme's profile. The Chairman will arrange for a stall sometime for **8 and 29** May.

Item 12 Blue Badge

The Badge needs to be renewed and the Chairman will attend to this.

Item 13 Care

It was agreed that we should attempt to increase our activities in this field subject of course to the availability of volunteers.

Item 14 First Aid Course

The Secretary is still awaiting full details of this facility offered by St Johns.

Item 15 CRB issues

Every new volunteer has now been CRB cleared.

Item 16 Coffee morning

An attempt will be made to have an event in both Wilton and Langford **on 28 June and 19 July – Elisabeth to decide which venue for which date.** These will be arranged in June/July.

Item 17 Volunteers get-together

This would be arranged **by David Barnes for June 18** at the White Horse in Quidhampton again. The Chairman will write to all volunteers accordingly.

Item 18 Statistics

The requested tasks in January, February and March were 105,108 and 89 respectively. Of these there were 29 cancelled and we could not fulfil 2 tasks.

Item 19 AOB

None was raised.

Item 20 Date of next meeting

This was agreed on Wednesday 11<sup>th</sup> June.