

WILTON & DISTRICT LINK SCHEME

Minutes of the Management Meeting on 25th June 2008

Those in attendance:

Peter Batt, Peter Wilkinson, Angela Marsh, Jennie Jones, Elizabeth Andrews, Sue Jiggins, and David Barnes.

Item 1. Apologies

These were received from Rene Towler

Item 2. The minutes of the previous meetings held on 14th May and 23rd April

These were accepted as read

Item 3. Matters arising:

The chairman said he had contacted all the people whose names were suggested for possible co-ordinators, some responded and some did not. Two new co-ordinators have come forward Sarah Puttock has done one session; Val Williams will do her first one soon.

The chairman has sent the return to the Charity Commission.

The blue badge has been renewed.

The school run task has stopped

Item 4. Chairman's report

The chairman had nothing else to report.

Item 5. The Treasurer report

The treasurer handed round copies of the updated income and expenditure account. He has banked the cheque from the Mayor's appeal. He said we are probably running at an operating deficit of about £500; which is about the same as it was this time last year. The number of tasks completed is 467, we are currently running at a loss of approx £1 per task. The grant of £1200 has not been received yet. It was pointed out that our surplus funds should not exceed an amount equal to 6 months running costs. We may have a slight excess due to the generous donation from the Mayor's Appeal.

Item 6. The volunteers get together

It was agreed that the evening was a great success; David was thanked for arranging it. One purpose of this gathering is for volunteers to exchange views and ideas. The following was picked up at the gathering:

- Some volunteers are not aware that there is a Blue Badge; this information should be included in the pack given to new drivers. It will stay with Jennie when not in use. It is preferable if clients have and use their own badges.
- There was some discussion over problems parking at the hospital.
- Some drivers asked to be given the clients' telephone numbers. It was agreed that this would be done unless clients refused permission.
- A second get-together would be welcomed.

Item 7. Update on co-ordinators

We have enrolled two new coordinators, bringing the total now to 5 with Jenny, Angela and Peter. We still need to continue to recruit co-ordinators. We must not rest on our laurels. There was a long discussion about remuneration. Some Link Schemes do pay honorariums; this suggestion had been made, subject to affordability, to possible new coordinators. It was decided to offer £5 per day i.e. £25 per week this would include any telephone costs. The offer would be made to our new co-ordinators, take up would not be obligatory. Angela will think about whether she wishes to accept the honorarium. If she chooses not to her telephone call costs will be reimbursed. Peter W agreed to act as co-ordinator of the co-ordinators and will bring their concerns to the committee and organise the rotas.

Item 8. Position of Secretary

Elizabeth and Sue are to share the duties of minute secretary on a temporary basis. Peter W is happy to continue with the other secretary duties. We will keep a look out for a more permanent minute secretary!

Item 9. Website

The chairman felt the website looked good but would need some modification. Much discussion followed about who would use it. When it was ready it would be launched and details of the site sent to the various search engines. Only e-mails contact details will be given on the site with the exception of the Link Telephone number. Other web links can be added as required.

Item 10. Letter to clients

The letter to new clients was discussed at our meeting on 23rd April. The note about giving phone numbers of clients to their drivers with permission will be added to the agreed letter. Peter W needs some more leaflets, Sue to provide.

Item 11. Status of new volunteers

We have one new volunteer; she is very willing and did two tasks on one day. We are still waiting for her CRB clearance.

Item 12. Wilton Market

Our stand at Wilton market is a very good initiative. Discussions followed about getting a gazebo/canopy. Peter B to arrange further stands in the market. It was agreed not to attend the carnival this year

Item 13. Care

The Link tries to offer caring in addition to driving task. We still have very few carers, more would be very welcome, and are to be encouraged.

Item 14. First Aid Courses

Peter W has been investigating First Aid courses. The Red Cross offer a 4 hour basic course at a cost of £22 per person with no stated minimum number. St Johns run a 6 hour course, needs 12 people, held on Saturdays for £164. Both are run locally. Peter w is to contact the Bourne Valley Link for details of the course they attended. The fact the volunteers have completed a First Aid course does not imply greater responsibility.

Item 15. CRB Issues

There were no CRB issues

Item 16. Coffee Mornings

There is to be a coffee morning on Saturday 28th June at Wilton Community Centre from 10 – 12. Jennie will do coffee, her friend will run the 'bring and buy' stall and Sue and Elizabeth will run the raffle. Several people offered prizes. There is to be another coffee morning in the Langfords on 19th July.

Item 17 . Statistics

In April there were 102 tasks requested, 8 cancelled and 1 we were unable to do – there 93 tasks were completed. In May 120 task were requested, 11 were cancelled and we were unable to do 6 so 103 were completed.

Item 18. AOB

Longleat was suggested for the clients outing in September. Angela thought that there may be a very special concession for Link members; she agreed to contact the Warminster Link for details. Wilton House was also suggested. Peter W to investigate. The date was agreed as Tuesday 11th September.

Item 19. Date of the next meeting

Wednesday 3rd September at Jennie's house