

## WILTON & DISTRICT LINK SCHEME

Minutes of the Management Committee meeting on the 14<sup>th</sup> January 2009

### Those present

Peter Batt – Chairman  
Peter Wilkinson – Secretary and Treasurer  
Sue Jiggins  
David Barnes  
Jennie Jones – Recruitment Officer

### Item 1 Apologies

These were received from Rene Towler, Elizabeth Andrews and Angela Marsh

### Item 2 Minutes of meeting held on 24 September 2008

These were accepted as read.

### Item 3 Actions arising from meetings not covered elsewhere

It was recommended that the position of permanent minute secretary should be followed up. The Chairman had written to Gillian Paton and Dominique Durham. Gillian was too busy to devote any time to the Scheme. Dominique did not reply. Jack McKenna was introduced as a new volunteer. Beverley Walmsley has had CRB clearance.

### Item 4 Chairman's report

The Chairman drew attention to the general advice that people over 80 should not be recruited for driving purposes. Existing volunteers over 80 should be asked to take the Sage driving assessment. The current position on the Link Scheme Blue Badge is that it will be renewed when it expires reversing an earlier decision not to do so.

Newly designed Hospital Parking cards are now available.

There have been some reports of difficulty with Insurance Companies over drivers being reimbursed for doing voluntary work. There is a standard letter which can be sent to an Insurer in case of problems.

The Chairman will deal with the response to the Link Project regarding the Co-ordinators Information Pack issued in September 2008. He has made an application to the Waitrose charity support scheme. The Charity Commission newsletter contained nothing which directly affected us. We still require our accounts to be independently examined.

The Chairman mentioned Helen Lines who will eventually replace Jane Sartin at the Project Office. Helen may come to our AGM in March.

### Item 5 Treasurer's report

The Treasurer handed round copies of the draft final accounts for 2008. He pointed out that although they showed a surplus this was mainly due to the Mayor's Appeal of £2100. The accounts were discussed at some length and it was agreed that the term "Honorarium" would be replaced by "Co-ordinators Expenses". The affordability of their expenses would be closely monitored.

### Item 6 Date, location and agenda for AGM

The AGM was set for 11 March 2009 at the Wilton Community Centre. There were no constitutional matters to be raised. The new Independent Safeguarding Authority (which will augment the CRB in October 2009) will be mentioned. The AGM agenda will be sent to all volunteers and also placed on the relevant area notice boards.

#### Item 7 Co-ordinators report

There was no Co-ordinator at the meeting. It was suggested again that the Co-ordinators have a separate meeting when convenient to all.

#### Item 8 Co-ordinator's Information Pack

The Chairman will respond to The Link Project Offices' request for data.

#### Item 9 Review of Drivers Guidelines and letter to new volunteers

There was considerable discussion on this topic and it was agreed that all drivers must be supplied with a copy of the Guidelines. The Chairman will amend the introductory letter to new volunteers to refer to the Guidelines.

#### Item 10 Update on co-ordinators

There was not much to report. A follow up on Beverley's position will take place soon.

#### Item 11 Website

The site has been updated. The Chairman would like to arrange a short video, if possible, to be included on the Site.

#### Item 12 Status of new volunteers

Jack McKenna has been accepted.

#### Item 13 Care

This side of the Scheme is being expanded very slowly.

#### Item 14 First Aid course

No response was received from volunteers for the course.

#### Item 15 CRB issues

Beverley Walmsley's application has received clearance.

#### Item 16 Coffee Mornings and volunteers get-together

It is hoped to initiate a Coffee Morning at Wilton in the Spring. The get-togethers at the White Horse in Quidhampton were successful and it is anticipated that this arrangement will be continued.

#### Item 17 Statistics

The requested tasks for September to December inclusive were 397 with 20 cancelled and 9 not fulfilled. The total completed tasks for the year were 1064.

#### Item 18 AOB

The Chairman will update the Directory. He will also deal with the *Survey of Voluntary Sector Organisations*.

#### Item 19 Date of next meeting

This was arranged for 22 April 2009.