

## WILTON & DISTRICT LINK SCHEME

### Minutes of the Management Committee meeting on the 15 July 2009

#### Those present

Peter Batt – Chairman  
David Barnes – Treasurer  
Peter Wilkinson – Secretary  
Angela Marsh – Co-ordinator  
Jennie Jones  
Elizabeth Andrews  
Sue Jiggins

#### Item 1 Apologies

These were received from Rene Towler.

#### Item 2 Minutes of meeting held on 22 April 2009

These were accepted as read.

#### Item 3 Actions arising from meeting at item 2 not covered elsewhere

The Chairman had attended to matters concerning the Statutory Grant and Wilton Market. He had also prepared a Newsletter and had written to Mrs Chenery thanking her for her kind donation. He has also composed a Job Description for the post of Chairman.

#### Item 4 Chairman's report

The Chairman had little to report as he was unable to attend the recent Chairpersons' meeting. He mentioned certain aspects of the new Independent Safeguarding Authority and said he anticipated that existing volunteers would be gradually phased in. New volunteers would have to be certificated before being accepted.

#### Item 5 Treasurer's report

The Treasurer handed round copies of the interim accounts to June and drew attention to the fact that, at present, clients donations exceeded drivers reimbursements. This implies that drivers are not sending their claims early enough and it was suggested that the "submit every 3 months" on the claim form should be amended to a shorter period. The fund now stands at £4815 with the Community Grant of £1300 still to come. The Parish Councils, so far, have not been so generous with their donations as in previous periods.

#### Item 6 Co-ordinator's report

The Co-ordinator handed round the report of the situation to date and mentioned a number of issues. She stated that the number of tasks requested for April – June was 339 with 21 cancelled and 2 not fulfilled. The net tasks for the first 6 months was 584.

#### Item 7 Update on Co-ordinators

There has been no response so far to acquiring more co-ordinators.

#### Item 8 Insurance – report by Peter Wilkinson

The Secretary gave details of the Personal Accident cover which is given under the Scheme's insurance policy and how he anticipated it would affect volunteers.

#### Item 9 Post of Chairman

The Chairman is gradually compiling a list of duties which exist at present. Angela has spoken to her surgery with a view to one of the doctors showing interest. They will discuss this at their next meeting. Richard Archer was approached but he declined. A general discussion followed.

#### Item 10 Wilton Market

The process of arranging this with the relevant institution has now been ascertained. The last venue was not as successful as previous occasions. David suggested that all relevant items could be assembled for him to store. We could enquire about acquiring display boards which would be a better way of advertising our services (Devizes have useful templates). The Chairman will follow up this matter.

#### Item 11 Status of new volunteers

Mary Hardwidge (Community First) has introduced Phillipa James who has an application form. Christopher Lacy has been through the CRB process.

#### Item 12 Care

The "flyer" mentioned in the last minutes has been distributed to the drivers.

#### Item 13 CBR issues

Nearly all volunteers have gone through the process. Kathleen Burke will be approached to see if she wishes to continue.

#### Item 14 Web Site

The Site needs to be kept up to date. The Chairman will deal with this.

#### Item 15 Volunteers get-together on 22 July

The White Horse has been booked for 30 people.

#### Item 16 Coffee Mornings

It was arranged for a Langford coffee morning to be held on either 17<sup>th</sup> or 24<sup>th</sup> October. Hopefully Wilton will arrange theirs in mid November.

#### Item 17 Statistics

Details of these are given under the Co-ordinators report (see item 6).

#### Item 18 AOB

The Chairman will attend a meeting of the Community Transport Scheme (within Community First). Items for the next newsletter were discussed. Sue Jiggins announced that she intends to offer her resignation from the Committee at the next AGM.

#### Item 19 Date of next meeting

This was arranged for 14 October 2009.