



SERV Wessex

AGM Meeting Minutes

9th June 2022 - 20:00hrs

Video call via Teams

Present.

Ross Allen
Jerry Abel
Ashley Baker
Kevin Bittlestone
Mike Ball
Tim Bennett (Treasurer & Trustee)
Paul Bryson
Mark Bunce
Chris Canning
John Davies (Secretary)
Julie Davies
Chris Devrell
Jon Dunster
Tony Emans
Mark Evans
Chris Hobson
Richard Holden

Steven Hyde (Trustee)
Dee Linnell-Cook
Steve Luckett
Mike Leaming
David Manchester
Tony Markham
Richard Morgan
Dave Morton
Michael Neve
Martin Orrell
Steve Parker
Steve Simmons-Jacobs
Caroline Smith (Trustee)
Robert Smith (Chair)
Nigel Tailyour
Norman Wareing

Apologies.

Rob Harris
Peter McAlpine

Steve Nicholson
Mary Thurman

The meeting was opened at 20.00hrs and everyone welcomed to the SERV Wessex AGM for 2022. It was confirmed that all attendees had received the previously distributed documentation and participants were asked to wave their hand if they had a question.

Minutes of last AGM meeting - 08/04/2021.

The previous minutes were accepted as a true reflection of the discussions

Proposed - Steve Parker
Seconded - Steve Hyde



Trustees Report.

Steve Hyde gave a brief overview of the previously attached report. There were no comments or questions raised. The main point highlighted to the meeting was the intention to recruit further Trustees over the coming year.

Trustees Report - 2022

SERV Wessex Trustees operate to the charities commission guidelines and this annual report is based on the recommendations from the UK Governments [website](#).

SERV Wessex is a registered charity (No.1156383) that provides a free transportation service for NHS Hospitals in Hampshire, Dorset and South Wiltshire.

The registered address is Ruby Lodge
 5 Wallis Road
 Waterlooville
 PO7 7RX

The current trustees are Steven Hyde
 Caroline Smith
 Tim Bennett

A Trustees Recruitment Policy is still planned, when completed it will be available for all members to read. Our strategy over the next year will be to recruit additional trustees to further strengthen the existing trustees and support the ongoing development of the charity.

SERV Wessex activities and objectives in the previous period have included.

- Increasing capacity in line with NHS demands
- Expanded service offering to the NHS, medication etc
- Allocated monies to contribute to volunteers fuel costs
- Disposed of old vehicles

The benefit to the NHS in 2021 has been estimated at £303,018.00.

The charity doesn't have any debts and has a reserve holding (one years running costs) of £40k.

The Executive committee and committee run the charity, as trustees we have had a few issues to deal with in the last 12 months, none have proved insurmountable. Our meetings are held separately from the committee meetings. Trustees have an open invitation to committee meetings.

The trustees thank you for your ongoing support for this amazing charity which would be nothing without you all.

Steven Hyde
Chair SERV Wessex Trustees



Chairman's Report.

Robert Smith gave a brief overview of the previously attached report and highlighted the following key points:

- A warm welcome to all new volunteers
- Thanks to John, Clare and Steve who are standing down from the committee and welcome to Andy Walker our new secretary, Sarah Trinnick who is taking over merchandise, Rich Hobden taking over as members rep and John Davies who will be taking over the Fleet Manager
- New vehicles have been added to the fleet
- Acknowledgement that the Queens Award was an outstanding achievement for the charity, and thanks to all involved, but particularly Caroline who organised our proposer's from QA and Basingstoke Hospital Pharmacies
- The need for the charity to continue to evolve and adapt particularly around the service we provide. We are the only blood bike group now to provide a day time service and we are struggling to fill shifts
- Events have started again and thanks to everyone who volunteers to come to an event
- Thanks to Dave Manchester who provided the introduction to Hendy which resulted in a 2 year partnership
- Fuel allowance – currently costing the charity £1,000 per month so this will be a short term initiative aimed at providing some help to those volunteers who might otherwise not be able to undertake shifts. Volunteers are strongly encouraged to use the fleet vehicles.



Chairman's Report Cont'd.

Section 4 Chairman's report

Welcome to this report for the forthcoming SERV Wessex AGM. We as a charity have had another outstanding year, which has seen us adapt to all the challenges and changes in our environment and yet still offer an exceptional service to the NHS and the Community. We were recognised in June 21 with the Queens Award for Voluntary Service, with special recognition for all our efforts during the pandemic. I must congratulate everyone who worked extremely hard on our submission and liaising with the Hospital Pharmacy departments that supported our nomination. This is an award that we can all wear with pride.

Since the last AGM we have gone through lockdowns again and have now moved towards something like normality. Since the start of the pandemic, we have been running our service 24/7. Our core aim is to provide an out of hours service for the NHS. We have seen our weekday activities lessen and we have also found it increasingly difficult to staff the weekday shifts. We have now moved to only providing a weekday booked service on two days of the week. We will continue to review the service to fit the environment we are operating in. Our charity will continue to evolve to meet operational requirements.

Key to us being able to react and move the charity forward, is a well-supported committee with volunteers who have the skills to help us. We could not operate without the support of the hard-working fellow members of the Committee and the Trustees who continuously work tirelessly in the background to keep the great charity that is SERV Wessex operating.

I would like to thank all the past and new members of the Committee and the Trustees for their dedication and support. Clare Hyde who has been a member of SERV for 10 years has decided it is now time to move onto new opportunities. I would like to thank her for all her support and for also looking after the merchandise for us, we all wish her the best for all her future endeavours.

We rely on the support of the public and corporate sponsors to enable us to provide our service. We have had a successful 2021 with various donations from supporting organisations. Our fleet has had a boost with a new bike which was donated to us by Dave Luckett. We disposed of some of our older bikes and also bought a Yamaha TMax. Recently we have secured sponsorship from the Hendy Motor Group to provide us with a new car, which will be replaced every 6 months for an initial period of 2 years. I would like to thank David Manchester as he brought this opportunity to us. I would ask all of you to look out for any fundraising opportunities.

Events have now started again, the few we have already completed this year have been well supported and it is great to meet new and old faces. Tim as Treasurer has reported that we are in a good place financially, but we still need to keep our fundraising efforts moving forward. We expect you all to support us at events as well as fulfilling our minimum duty requirements. We currently have a rider and driver recruitment freeze, so are operating a one in one out for new volunteers.

Our "keep the wheels turning" campaign has been resurrected to provide funds so we can pay a small amount towards fuel costs of volunteers not using our fleet vehicles. This will be reviewed on a monthly basis and will not be a long term initiative. The unique selling point of SERV Wessex is that we pay all our own costs when on duty. We introduced this temporary payment to support volunteers who otherwise might not be able to undertake duties. I would encourage everyone who has met our requirements to use our fleet to try and make use of the marked vehicles. If they are not utilised we may reduce the fleet as they are our single largest expenditure.

Finally, I would like to thank you all for your support over the past year and welcome all the new volunteers. I hope everyone continues to get the satisfaction that I still do from being part of a dedicated and enthusiastic group of volunteers.



Treasurer's Report

Tim Bennett gave an overview of the financial standing of the organisation. It was noted that our accounts are looking very healthy.

Treasurers Report AGM 2022

Attached is the Profit & Loss for April 1st 2021 -31 March 2022. These figures have been confirmed and verified by our auditor.

If anyone would like any more details or has any questions please let me know and I will answer them later.

Once again last year has been very different and our fund raising has changed significantly with no supermarket tin shakes at all, only now have they started. Our income this year is down by 20% compared to last year, but is still a tremendous amount considering every ones hardships. The end of year figures are April 1st 2021 till 31st March 2022 income £ 48,705.58, Expenditure for the same period was £ 35,308.06, expenditure is only £399.86 more than last year. This means we added £13,397.52 to our funds. Our bank account @31st March sat @ £119,452.92.

The Trustees have reviewed our strategy plan are satisfied we are on track. In line with this plan we have acquired new bikes & will still budget to keep £40,000 as a reserve. This means if all revenue were to stop overnight our yearly expenses would still be covered enabling keep us to keep going for a year.

Tim Bennett
Treasurer & Trustee

June 2022



Treasurer's Report Cont'd

Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on page 1.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley MAAT AATQB

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 12.05.2022



Treasurer's Report - Cont'd

The accounts as laid out on pages 7 & 8 were accepted.

Proposed by Norman Wareing.

Seconded by Steve Parker..

SERV Wessex

For the year ended 31 March 2022

2022

Turnover

Gifts and Donations Income: Donation	45,982.66
Gifts and Donations Income: Easy Fundraising	59.19
Gifts and Donations Income: PayPal	167.50
Gifts and Donations Income: Virgin Money	446.43
Jackets, badges, covers	809.80
Joining fees	940.00
Miscellaneous Income- Refunds	300.00
Total Turnover	48,705.58

Gross Profit

48,705.58

Administrative Costs

Audit & Accountancy fees	1,066.67
Bank Fees	64.00
CAF Bank	32.00
Depreciation Expense	18,403.05
Dues and Subscriptions	166.67
Fuel reimbursement	972.40
Miscellaneous Expense	314.99
Operational Expense	1,218.10
Profit/loss on disposal of fixed assets	(7,235.84)
Telephone & Internet	71.88
Vehicle Expenses	20,234.14
Total Administrative Costs	35,308.06

Operating Profit

13,397.52

Profit on Ordinary Activities Before Taxation

13,397.52

Profit after Taxation

13,397.52

Treasurer's Report Cont'd



Balance Sheet

SERV Wessex

As at 31 March 2022

31 MAR 2022

Fixed Assets

Tangible Assets

Vehicles and Trailers	98,400.92
Less Accumulated Depreciation on Vehicles and Trailers	(38,952.92)
Clothing	860.00
Less Accumulated Depreciation on Clothing	(154.80)
Total Tangible Assets	60,153.20

Total Fixed Assets	60,153.20
---------------------------	------------------

Current Assets

Cash at bank and in hand

Serv Wessex	119,452.92
Total Cash at bank and in hand	119,452.92

Prepayments	4,002.46
-------------	----------

Total Current Assets	123,455.38
-----------------------------	-------------------

Creditors: amounts falling due within one year

Accounts Payable	(356.22)
Rounding	0.02
VAT	(522.30)
Total Creditors: amounts falling due within one year	(878.50)

Net Current Assets (Liabilities)	124,333.88
---	-------------------

Total Assets less Current Liabilities	184,487.08
--	-------------------

Net Assets	184,487.08
-------------------	-------------------

Capital and Reserves

Current Year Earnings	13,397.52
Share capital	24,426.00
Unrestricted net assets	146,663.56
Total Capital and Reserves	184,487.08

Formal Questions raised

There were no formal questions raised.

End of Formal Business.

The formal session was closed with thanks to all involved.

An informal open session followed that was not part of the AGM, no records of the following discussions were kept.

Profit and Loss

SERV Wessex

For the year ended 31 March 2022

2022

Turnover

Gifts and Donations Income: Donation	45,982.66
Gifts and Donations Income: Easy Fundraising	59.19
Gifts and Donations Income: PayPal	167.50
Gifts and Donations Income: Virgin Money	446.43
Jackets, badges, covers	809.80
Joining fees	940.00
Miscellaneous Income- Refunds	300.00
Total Turnover	48,705.58

Gross Profit

48,705.58

Administrative Costs

Audit & Accountancy fees	1,066.67
Bank Fees	64.00
CAF Bank	32.00
Depreciation Expense	18,403.05
Dues and Subscriptions	166.67
Fuel reimbursement	972.40
Miscellaneous Expense	314.99
Operational Expense	1,218.10
Profit/loss on disposal of fixed assets	(7,235.84)
Telephone & Internet	71.88
Vehicle Expenses	20,234.14
Total Administrative Costs	35,308.06

Operating Profit

13,397.52

Profit on Ordinary Activities Before Taxation

13,397.52

Profit after Taxation

13,397.52

Independent examiner's report to the trustees of 'SERV Wessex' Charity – Reg No. 1156383

I report on the accounts of the Trust for the year ended 31 March 2022, which are set out on page 1.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with section 130 of the 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave not been met or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Paula Bramley MAAT AATQB

Organisation: Total Bookkeeping Services

Address: Peregrine House, Ford Lane, Ford, Arundel. BN18 0DF

Date: 12.05.2022