

SERV Wessex

AGM Meeting Minutes



29 June 2023 - 20:00 hrs

Vide Call Via Teams

Present

Tim Bennett (Treasurer and Trustee)

David Bishop

Kevin Bittlestone

Paul Bryson

Richard Buchan

Stuart Clarke

Chris Devrell

Jon Dunster

Rob Harris

Chris Hobson

Richard Hoile

Rich Hobden

Steven Hyde (Tustee)

Roger Jones (Secretary)

Anna Lambert

Richard Morgan

Bob Morrison

Steve Simmons-Jacobs

Caroline Smith (Trustee)

Robert Smith (Chair)

Norman Wareing

Apologies

Mary Turman

Paul Moignard

Simon Holland

Peter Van den Broek

Steve Nicholson

Peter McAlpine

Matthew Jones

The meeting was opened at 20.00hrs and everyone was welcomed to the SERV Wessex AGM for 2023. It was confirmed that all attendees had received the Pre-Meeting Documentation.

Minutes of Last AGM - 9 June 2022

The previous minutes were accepted as a true reflection of the meeting.

Proposed - Bob Morrison

Seconded - Kevin Bittlestone

SERV Wessex

AGM Meeting Minutes

Trustees Report

Steve Hyde had nothing further to add to the report and there were no comments or questions raised.

Trustees Report - 2023

SERV Wessex Trustees operate to the charities commission guidelines and this annual report is based on the recommendations from the UK Governments [website](#). This was published May 2013.

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
 Richard Hoile

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

- SERV Wessex strategy updated.
- SERV Wessex constitution updated.
- New policies implemented.
- Installation of new racks on marked vehicles

The benefit to the NHS in 2022 has been estimated at £228,291.00.

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

SERV Wessex

AGM Meeting Minutes



Chairmans Report

Robert Smith thanked everyone for their continued support to the group.

He highlighted the need for all volunteers to to fulfil their commitment of the minimum number of shifts per month if the group was going to be able to fulfil its support to the NHS.

In addition the need to support our fund raising events, without one very substantial donation this year our accounts would have looked very different. 80% of our volunteers have not attended an event in the past 12 months which leaves a heavy burden on those that do.

SERV Wessex

AGM Meeting Minutes



Chair Report – June AGM 2023

Welcome to this report for the forthcoming SERV Wessex AGM. We have had another successful year. We have adapted to changes in the environment we operate in. We ceased daytime routine medication and heart monitor runs, we will of course always try to help in urgent circumstances. We will continue to support the Princess Anne Milk Bank. Thank you to all the milk volunteers and the milk team who look after the booking of pickups from mums in the community. We have also formed a closer relationship with HLOWAA and now have two of our cars based at their locations for use on the resupply and crew repatriation. They have also provided us with storage capacity and allow us to use their training room facilities.

We periodically seem to struggle to fill our rota. This maybe down to the ability to pick and choose shifts, so possibly due to just not getting around to booking shifts. We really do not want to go back to the old days, where we expected you to provide us with your availability for the month and we allocated which shifts you were on. We do have the ability in 3R to run an auto population of the rota against your marked availability. This is an option we will have to explore if we continue to have issues with the rota. Every volunteer who joins us is aware of the expectations of the charity regarding duties and supporting fundraising. If you are unable to provide us with the expected support, get in touch and we can have a discussion around marking you as inactive for an agreed period, or discuss whether continuing to volunteer for us, is right for you.

Fundraising is key to the charities continued survival. Events are also a great way to meet your fellow volunteers and members of the public. I understand that standing outside a supermarket may not be everyone's bag, but if you are uneasy about this, then there are many other ways you can help the charity. Being a volunteer means supporting us with shifts and all the other activities we are involved in.

A well supported committee is instrumental in keeping the charity functioning and being able to react to operational changes. We could not operate without the support of the hard-working fellow members of the Committee and the Trustees who tirelessly work to support the goals and aims of the charity, as well as fulfilling their duty commitments and supporting events.

I would like to thank all the past and new members of the Committee and the Trustees for their dedication and support. I would like to welcome Norman to the team, he has agreed to take on the training lead role and form a team to support all our training needs going forward.

We rely on the support of the public and corporate sponsors to enable us to provide our service. We have had a successful 2022 with various donations from supporting organisations. We have recently taken delivery of our second new Kia from the Hendy Motor Group as part of our 2 year sponsorship deal and received a significant donation from Simply Health in Dec. But we will still be running at a loss this year, fundraising is becoming increasingly difficult, and we have seen a decline in money collected at collection days. If anyone has any fundraising contacts or ideas, please let us know.

Finally, I would like to thank you and your families 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.

SERV Wessex

AGM Meeting Minutes

Treasurer's Report

The accounts as laid out on Pages 7 & 8 were accepted by a show of hands

Treasurers Report AGM 2023

Attached is the Profit & Loss for April 1st 2022 -31 March 2023. 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 our income has taken a large knock and it was only due to a very large donation that made our income for the year look good.

The Trustees have reviewed and amended our strategy plan and are satisfied we are on track. In line with this plan we will still budget to keep £40,000 as a reserve whenever possible. 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 2023

SERV Wessex

AGM Meeting Minutes

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 2023, 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 May 2023

SERV Wessex

AGM Meeting Minutes



Profit and Loss

SERV Wessex

For the year ended 31 March 2023

	2023
Turnover	
Collection Tins	574.07
Fund Raising Events	2,740.83
Gifts and Donations Income: Donation	79,549.77
Gifts and Donations Income: Easy Fundraising	87.77
Gifts and Donations Income: PayPal	75.00
Interest Income	215.29
Jackets, badges, covers	950.19
Joining fees	455.00
Total Turnover	84,647.92
Gross Profit	84,647.92
Administrative Costs	
Audit & Accountancy fees	1,142.10
Bank Fees	72.00
Depreciation Expense	16,349.54
Dues and Subscriptions	287.33
Fuel reimbursement	864.60
Insurance	899.00
Miscellaneous Expense	387.28
Operational Expense	1,021.52
Postage and Delivery	13.55
Profit/loss on disposal of fixed assets	(5,456.60)
Vehicle Expenses	17,127.44
Total Administrative Costs	32,707.76
Operating Profit	51,940.16
Profit on Ordinary Activities Before Taxation	51,940.16
Profit after Taxation	51,940.16

SERV Wessex

AGM Meeting Minutes

Customised Balance Sheet

SERV Wessex

As at 31 March 2023

31 MAR 2023

Fixed Assets

Tangible Assets

Vehicles and Trailers	87,779.25
Less Accumulated Depreciation on Vehicles and Trailers	(48,151.06)
Clothing	860.00
Less Accumulated Depreciation on Clothing	(309.60)
Total Tangible Assets	40,178.59

Total Fixed Assets	40,178.59
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Current Assets

Cash at bank and in hand

Serv Wessex	192,707.47
Total Cash at bank and in hand	192,707.47

Prepayments	3,590.42
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Accrued Income	257.92
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Total Current Assets	196,555.81
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Creditors: amounts falling due within one year

Accounts Payable	307.14
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Rounding	0.02
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Total Creditors: amounts falling due within one year	307.16
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Net Current Assets (Liabilities)	196,248.65
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Total Assets less Current Liabilities	236,427.24
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Net Assets	236,427.24
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Capital and Reserves

Current Year Earnings	51,940.16
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Share capital	24,426.00
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Unrestricted net assets	160,061.08
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Total Capital and Reserves	236,427.24
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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. There were several comments and questions raised and these will be followed up by the committee.

Profit and Loss

SERV Wessex

For the year ended 31 March 2023

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