

SERV Wessex AGM Minutes - 2025

SERV Wessex Annual General Meeting

Thursday 12 June 2025 20.00 Hours

SDMC Eastleigh

Present

Bob Morrison	Caroline Smith (<i>Chair of Trustees</i>)	
Chris Hobson	Chris Devrell	David Grieves
Dee Linnell-Cook	Iain Gibson	Kevin Bittlestone
Kevin Simpson	Mark Bunce	Neil Kennedy
Richard Buchan	Richard Hobden (<i>Membership</i>)	
Richard Hoile (Trustee)	Robert Smith (<i>Chairman</i>)	
Roger Jones (<i>Secretary</i>)	Steve Parker	
Steve Simmons-Jacobs	Tim Bennett (<i>Treasurer</i>)	
Toby Bailey	Tom Reader	Tony Markham

Apologies

Andrew Prynne	Ashley Baker	Chris Buzzard	Chris Canning
Clive Wall	Darren Robinson	Dave Morton	David Lynch
David Bishop	David Leach	Fi Hyde	Glynn Jones
John Davies	Julie Davies	John Varley	Justin Eames
Kris Garwood	Mark Thomas	Martin Hogg	Mike Leaming
Neville Edwards	Peter McAlpine	Pip Varley	Rick Keith
Rob Harris	Selena Brash	Steve Luckett	Steve Nicholson
Tony Johnson	Wayne Shirley		

All Members of the Executive Committee and Trustees had agreed to stand for a further year.

SERV Wessex AGM Minutes - 2025

The meeting was opened at 20.00hrs and everyone was welcomed to the SERV Wessex AGM for 2025. It was confirmed that all attendees had received the Pre-Meeting Documentation.

The previous minutes (13 June 2024) were accepted as a true reflection of the meeting. By a unanimous show of hands.

Section 3 - Trustees Report

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

Trustees Report for AGM to be held on Thursday 12th June 2025

SERV Wessex Trustees operate to the charities commissions 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 and other medical establishments in Hampshire, Dorset and South Wiltshire.

The registered address of the charity is:

Ruby Lodge

5 Wallis Road

Waterlooville

PO7 7RX

The current Trustees are:

Caroline Smith

Tim Bennett

Richard Hoile

Richard Keith

SERV Wessex AGM Minutes - 2025

SERV Wessex activities and objectives in the previous year have included:

Survey of Charity volunteers – as part of our previously agreed Charity Strategy, the Trustees sent out a survey to all the charity volunteers seeking feedback from members on a wide range of subjects. The results were analysed in detail and feedback was shared with the charity volunteers. The Trustees were very grateful to those volunteers who took the time to respond to the survey. The Trustees felt that the strong response from the survey showed the pride and respect that our volunteers have for the charity.

Agreement to introduce Enhanced Disclosure and Barring Service (DBS) checks – In February 2025, the Trustees agreed to introduce DBS Enhanced checks for its Riders and Drivers. The work for this was led by the Chair, Treasurer and Secretary and commenced in February 2025. The Trustees would like to thank them for the huge amount of work that they did to implement this. The Trustees believe that the introduction of the DBS checks further enhances the confidence that the community can have in the service we provide.

Updated SLA – during this year the Charity has updated and renewed its Service Level Agreement with Portsmouth Hospital University NHS Trust.

Focus on recruitment of new trustees – the Trustees will continue to seek new Trustees to support the existing team.

The charity does not have any debts and has a reserve holding of £87,000. The charities financial position is strong and our finances well managed.

The Trustee's continue to work closely with the Executive committee to ensure the smooth and efficient running of the charity. Formal Trustee meetings are held twice yearly and other meetings convened as required. These meetings are separate to the monthly committee meetings.

The Trustees would like to thank all volunteers for their ongoing support to the Charity. The Trustees would also like to recognise the commitment of the members of the Executive and Management committee in their ongoing operational responsibilities.

Section 4 – Chair Report

Robert Smith thanked the committee members. Trustees and all volunteers for their continued support to the group.

He confirmed that the recent update from Southampton Blood Bank confirmed no decision have been made.

He confirmed the increase in daytime runs and this was being monitored closely. Asked all members able to help during the day to monitor Slack

Report

Welcome to this report for the forthcoming SERV Wessex AGM. We have again had another successful year. The NHSBT Blood Bank is moving towards a limited opening. They will be moving blood donations to another site in Eastleigh. We do not know what or how much work will come our way when the blood bank opens again.

We will continue to support any daytime urgent runs. We have seen an increase in daytime milk runs and have now started to support mums on the Isle of Wight. We are also looking at setting up a milk hub in conjunction with Red Funnel Ferries on the Island. The milk service can only be successful if you support us with daytime collections and urgent deliveries. As a charity we are the milk banks only option to support mums in the community and Neo Natal Units. Poole Neo Natal Unit has now moved to Bournemouth and is now known as Bournemouth Neonatal Intensive Care Unit.

Our support for HIOWAA has continued and we are still asked to support the occasional crew repatriation. Supporting HIOWAA is a number one priority. HIOWAA are moving forward with their relocation to Southampton Airport, we do not have a date for when they will be operational from their new location or how the relocation may impact our service.

Fundraising is key to the charities continued survival. We have been able to update our fleet with 3 new bikes and now have 2 new cars and have been able to offer a fuel payment for runs, if you wish to claim.

We will continue to attend events and chase fundraising opportunities so we will have funds to support the charity going forward. Events are a great way to meet your fellow volunteers and members of the public. 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 duties and supporting events. Due to our operational model and commitments, the Committee and Trustees took the decision to

SERV Wessex AGM Minutes - 2025

ensure all our riders and drivers are now DBS checked. The successful implementation was managed by our Secretary, Treasurer and me. This was funded by the charity.

There are always opportunities to volunteer for the committee. If anyone would like to join the committee, please contact myself or the Trustees. I have been canvassing for someone to take over the Events and Fundraising role for around 3 years, with no takers.

I would like to thank all the members of the Committee and the Trustees for their dedication and support.

I would also 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.

SECTION 5 – Treasurer

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

Treasurers Report AGM 2025

Attached is the Profit & Loss & Balance Sheet for April 1st 2024 -31 March 2025. 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. We have been lucky enough to have still made a profit on the year. The Mark Masons gave us a grant which enabled us to get another Sportage and retire our old Dacia. We also took the decision to take advantage of BMW offer & replace all 3 bikes which will cut down any future maintenance costs.

Tim Bennett Treasurer & Trustee June 2025

The accounts as presented and as laid out on the attached were unanimously accepted by a show of hands.

Personalised Profit & Loss. Customised Balance Sheet.

Section 5.3 - Independent examiner's report

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 2025, 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 Act have 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.

SERV Wessex AGM Minutes - 2025

Name: Jane Holland

Organisation: Total Bookkeeping Services

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

Date: 29.04.2025

There were no formal questions raised before the meeting

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 2025

2025

Turnover

Collection Tins	141.68
Fund Raising Events	8,028.30
Gifts and Donations Income: Donation	48,219.07
Gifts and Donations Income: Easy Fundraising	250.03
Interest Income	291.15
Jackets, badges, covers	1,584.07
Joining fees	420.00
Event tickets/income	270.00
Total Turnover	59,204.30

Gross Profit

59,204.30

Administrative Costs

Audit & Accountancy fees	1,189.50
Bank Fees	59.98
Depreciation Expense	16,710.70
Dues and Subscriptions	428.00
Fuel reimbursement	1,421.04
Insurance	1,286.23
IT Software and Consumables	287.64
Miscellaneous Expense	167.58
Operational Expense	4,005.60
Postage and Delivery	87.70
Profit/loss on disposal of fixed assets	(21,984.68)
Vehicle Expenses	10,329.73
Vehicle Expense: Kia Sportage HK74UVY Insurance	74.12
Vehicle Expense: BMW R1250 HN74EBK: BP Fuel	166.33
Vehicle Expense Kia Hybrid HK24 UED: BP Fuel	909.43
Vehicle Expense: BMW R1250 HN74EBL: BP Fuel	101.35
Vehicle Expense: BMW R1250 HN74EBL: Insurance	474.40
Vehicle Expense Kia Hybrid HK24 UED: Tax, servicing and repairs	135.00
Vehicle Expense: BMW R1250 HN74EBK: Tax, Servicing and repairs	776.75
Vehicle Expense: BMW R1250 HN74EBL: Tax, Servicing and repairs	783.20
Vehicle Expense: BMW R1250 HN74EBM: Tax, Servicing and repairs	737.17
Vehicle Expense: BMW R1250 HN74EBK Insurance	474.40
Vehicle Expense: BMW R1250 HN74EBM: BP Fuel	48.35
Vehicle Expense: Kia Sportage HK74UVY: Tax, Servicing and repairs	2,335.00
Vehicle Expense: Kia Sportage HK74UVY: BP Fuel	299.28
Vehicle Expense Kia Hybrid HK24 UED: Insurance	74.13
Vehicle Expense: BMW R1250 HN74EBM: Insurance	474.40
Total Administrative Costs	21,852.33

	2025
Operating Profit	37,351.97
Profit on Ordinary Activities Before Taxation	37,351.97
Profit after Taxation	37,351.97

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