

Minutes of WHVC AGM

Held on Monday 20th February 2023 at The Garden House

Present: Janet Crame (Chair). Sharon Whitehead; Susan Meller ; Lilijana Moffatt (treasurer)

Chair Annual Report

The Charity has gone from strength to strength this year, carrying out our regular work:

- Mobile lunch club - every week-day
- Weekly Lunch Club in the Wraysbury Village Hall - Thursdays
- Coffee morning in The Hub - Wednesdays
- Our new Coffee morning in Champney Hall - Mondays
- Handling service for food donations which we then deliver to Foodshare in Windsor
- Transport to medical appointments
- Shopping for the house-bound - purchase and delivery
- Help with house-hold chores
- Helpline advice and support
- Confidential ad hoc hands-on help and support where needed

In addition, we held additional events:

The Group hosted a **Lunch Club** party in the Village Hall on 2nd June last year to celebrate the **Queen's jubilee**. In total that day, we served and delivered 80 lunches, with most of the volunteers from the group taking part in some way.

Also in June, we provided one of the barbeque food stalls at the Wraysbury Fair although this wasn't the financial success we had hoped. We were limited on what food we could offer and the location was not ideal. However everything we didn't sell we were able to save and use for lunch clubs and then for for the Grange Church Garden Party in September. This event was very successful - well attended and helpful for fund raising as well as raising attention t the work we do and volunteering opportunities available.

On December 22nd we hosted a Christmas party at the Village Hall and again served & delivered more than 80 lunches to local people. We will be organising a similar event for the Coronation in May this year.

We covered lunch deliveries for the whole Christmas and New Year period, delivering no-charge Christmas lunches to ten people in the two Villages with only Saturday 24th December as a no-delivery day.

Volunteers & Rota Report (Susan Meller)

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We decided to close the rota calendar to Trustees only due to items being incidentally deleted or rearranged when used by all volunteers, currently JC or myself are notified of dates and changes etc and updated as necessary which seems to work well at present.

A couple of new kitchen volunteers joined us briefly but did not last and we also lost two valuable volunteers who have not been replaced as yet. We require occasional help on Mondays and Thursday lunch club requires kitchen help 10-12, servers seem to be ok at present. We have gained a new lunch delivery driver who also helps drive our clients to and from appointments.

Last year we managed through a busy holiday (catch up) period from COVID, however, going forward recruiting a few new volunteers would really ease the load. We have advertised in Wraysbury News, floated flyers door to door and at events, Wraysbury Got Talent, coffee morning, Summer Fair and The Grange with little uptake. Di, Billy and myself have agreed to update our volunteer database and are yet to get started with this. Generally, there are a good array of personalities, skills and reliable volunteers working well together.

We continue to struggle with minibus drivers.

A feedback form has been drafted and will be ready to send out this week with deliveries and Thursday lunch club.

Sharon Whitehead **Policies and safeguarding**

As a Charitable Incorporated Organisation registered with the Charities Commission, WHVC has a formal written constitution that lays out our purpose as well as policies on Trustee and Volunteer roles and on Safeguarding.

I am the Organisation's designated Safeguarding officer so any issues or suggestions for policy changes should come to me (or to another Trustee if more appropriate) so that the Trustees can ensure that we are working in the safest and most appropriate way for our volunteers and clients.

The only issue that I have been aware of was with one client who was confined to bed. Some of our male delivery drivers felt uncomfortable entering her room while she was in bed, so the delivery routes/shifts were switched around to avoid this issue. Benta Hickley has volunteered to keep a special eye out for a vulnerable teenager who sometimes attends the Horton Coffee morning.

Please do come forward with any issues or suggestions.

Representing WHVC on the Hub and Village Hall Committees

Both the Hub management committee and the Village Hall Trustees have a representative from WHVC as we are major users of both facilities. At

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the moment, that is me in both cases. Matters that have been discussed that involve us include our installation of new cupboards in the Village Hall kitchen, rental fees for use of the Hub for Wednesday coffee club, and the Winter Warm Initiative.

We tentatively supported the initiative to open the Village Hall foyer for anyone wishing to use a warm public space. We initially provided materials for users to make themselves a hot drink and a sandwich, or warm up a meal. The Village Hall is still open to visitors, but there has been no demand for this service with the exception of one man who came for one day only.

The Village Hall has very healthy bookings, largely thanks to the efforts of Mark and Jackie Keynes who are taking bookings from people who have seen the hall advertised online. Improvements are constantly being made, with new chairs bought last year and work about to begin on the back patio. Major expenditure to replace, or at least repair, the roof is expected in the next few years though. This year marks the 50th anniversary of the Hall's opening, which will be marked by events including a fundraising dinner.

The Hub finances are not as healthy, operating with a shortfall in meeting the running costs that the owner (The Parish Council) cannot sustain in the long term. There is an urgent need to increase bookings, which does not seem impossible given the demand for the Village Hall, or to organise an event(s) that can raise some funds.

Treasurer Report (Lilijana Moffatt)

Finances

Outgoings consistently outstrip the takings, so without donations and grants we would run out of funds.

The low level of £5,700 recorded in March 2022. The highest was last June to £12,000 (Berks Community Funding), topped up by Wraysbury's got talent in September to £12,500.

Currently in decline and hovering at about £9,000

Figures inclusive of all costs incurred.

We have 4 donations boxes; Pennyfields (latest and most successful), followed by Sai news and Wraysbury Chemist. There is a box held in Datchet chemist but a bit pointless. Any suggestions for a new location.

Accounts attached for reference.

The Trustees' meeting closed at 6:30 p.m. and was followed by a social evening which was well attended by many of the WHVC volunteers.

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Wraysbury & Horton Voluntary Care

Summary of Receipts and Payments

16th February to 30th September 2022

Receipts

Meals on wheels	10,645
Lunch Club	4,636
Coffee morning	1,548
Charities box/Fundraising	580
Donations/Grants	9,207
Other	1,237
Total	27,852

Payments

Food	18,242
Catering equipment	2,661
Other equipment	304
Hall hire	9,271
Admin/Phone	889
Insurance	402
Shopping PC	85
Other payments	307
Total	32,161

Surplus	-	4,310
less Grants		9,207
Net loss	-	13,516



Section A

Independent Examiner's Report

Report to the trustees

Wraysbury and Horton Voluntary Care

On accounts for the
period

16/02/2022 - 30/09/2022

Charity no
(if any)

1197937

Set out on pages

NA

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the period ending 30/09/2022.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

9th June 2023

Name:

Jayne Kennedy

Relevant professional
qualification(s) or body
(if any):

Chartered Institute of Management Accounts

Address:

5 Welley Road

Wraysbury, Staines upon Thames

Middlesex. TW19 5DL

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.