

**Minutes of the 38th Annual General Meeting held on Wednesday 9th April 2025
at Kenn Road Methodist Church at 7.00pm.**

Present: 30 members present

1. Opening of Annual General Meeting and Adoption of the Agenda

The Chairman, Ian Turner, welcomed everyone and thanked them for attending. The meeting was opened and the agenda adopted.

2. Apologies

34 apologies have been received.

3. Approval of Minutes of the 37th Annual General Meeting

The Minutes of the 37th Annual General Meeting held on Wednesday 17th April 2024, having previously been circulated, were approved and signed as a true record by the Chair. There were no matters arising.

4. Chairman's report

Ian's full report is attached. Ian thanked all volunteers who give their time to Clevedon Care and acknowledged those that go above and beyond, specifically; Liz Rowan who continues to give inestimable service by arranging the DO rota. Roger Davidson who compiles the statistics that help us to manage the organisation. Jane Cumming for ensuring that our client database is up to date. Viv and Brian Webster who do our master list in the office. Liz Beckerlegge who has taken on the newsletter and the indefatigable Yvonne Connor who has walked countless miles in her quest to ensure that our leaflets are always in the right place. A big thank you to all of the above for their wonderful contribution.

He ended his report by thanking everyone for their huge contribution and continued efforts that make a difference to our community. Questions were asked and discussed:-

Q. Clarification was sought on the process taken when clients have behaved unacceptably. It was confirmed that since August 2024 all new clients receive a covering letter with a copy of the Charter of Expectations, which clearly lays out the expectations of our clients. In the very few cases where there is persistent bad behaviour, a letter is sent to the client specifically detailing what is expected of them and they are asked to sign a copy of the letter, confirming they agree to abide by the Charter.

Q. A discussion took place on the recruitment of drivers. We had been unable to find anyway of contacting drivers from the recently disbanded Yatton group, although we had benefitted financially from their surplus funds. It was thought that the Portishead Porters were struggling to find jobs for their drivers, and it was agreed that Ian would make contact with them.

5. Secretary's report

Marie's full report is attached. There were no questions. Ian thanked Marie for her hard work over the last 12 months, increasing the professionalism of the organisation and ensuring the necessary policies are updated and in place, as we do have a legal duty and duty of care to our volunteers.

6. Treasurer's report and Approval of Accounts

Andrew's full report is attached. One member sought clarification on the Interest amounts shown on the accounts for Eden Tree and CCLA. Andrew confirmed that the total amount of interest when added together was correct.

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Andrew provided the meeting with an explanation on the differences between the CCLA & Eden Tree accounts. CCLA was a deposit account with quarterly interest. Eden Tree was an ethical investment in stocks and shares and therefore our investment would fluctuate depending on the markets. The value of the investment to the end of 2024 had increased to £1100 but for this year up to 31st March 2025 this was down by £1000. The committee would continue to review the fund to ensure the safety of the investment and that it generates the maximum amount for the charity.

The accounts were formally approved by the members present.

Ian thanked Andrew for taking on this role and for his hard work in getting on top of things and pulling everything together over a short period of time since he was in office.

7. Driver Co-ordinator and Safeguarding Officer's report

Tom's full report is attached. In addition Tom gave an example of the recent action he took by leaflet bombing his street, which has led to the recruitment of a new driver, who will be joining us shortly. It became apparent from some of the drivers present, that there was conflicting information from Weston Hospital staff on when parking permits needed to be renewed. Tom will follow up on this and confirm in due course.

Ian thanked Tom for his patience, enthusiasm and all his hard work behind the scenes.

8. Duty Officer Co-ordinator's report

Julie's full report is attached. There were no questions. Ian thanked Julie and the Duty Officers for the sterling work they do.

9. Project Co-ordinator's report

Di's full report is attached. Di highlighted the two functions being held this year for everyone's diaries:- A BBQ on Saturday 5th July in the grounds of Marianna and Robin's garden and a Fish and Chip supper on Saturday 6th September at St Mary's Church Hall.

A new incentive scheme was launched with further details being sent by email. In addition drivers are encouraged to use the decals on their cars when transporting clients, these are available in the office. Further stocks can be ordered in if drivers wanted to use two, one on each front car door. Everyone was encouraged to think of any ideas they have on how we can recruit additional drivers.

Finally, Di asked for anyone who may be interested in taking on her role at the end of the year to speak to her, it would be an ideal opportunity for someone to work closely with Di over the course of the year in readiness to take this role on in due course.

Ian thanked Di for her excellent work and the fantastic events she has organised which provides a great opportunity for us to get together and celebrate our work.

10. Publicity Officer's report

Ian confirmed that Terry had taken on the role of Publicity Officer and was co-opted onto the committee as a temporary measure. Terry had decided not to seek election as Publicity Officer at this AGM and therefore the role of Publicity Officer was currently vacant and members are encouraged to apply to take on this role and speak to Julie or Ian to find out more about the role. In the meantime Terry will continue to look after Facebook and had agreed to provide a short report.

Terry's report is attached. In addition Brian Rose confirmed that Clevedon Town football club were pleased to confirm an A5 advert free of charge in next seasons home game booklet.

11. Elections to the Management Committee

(a) Election of Officers

During the course of the past 12 months there had been various changes to the Officers as follows:-

- Linda Bakehouse resigned as Duty Co-Ordinator at the August meeting and handed over full responsibility of this role to Julie Butt on 1st November 2024.
- At the Drivers meeting in October 2024, Shirley Rainey gave advanced notice of her resignation before the AGM. Tom Shaw took on the role of Driver Co-Ordinator and was co-opted by the Committee at their February 25 meeting, for ratification at the AGM.

Proposed by: Marie Spear

Seconded by: Kevin Casemore

- David Eggleston retired as Treasurer on 31st December 2024. Andrew Spear was co-opted by the Committee at their November 2024 meeting, to take on the role from 1st January 2025, for ratification at the AGM.

Proposed by: Ian Turner

Seconded by: Di Brown

- In addition to the above, and with the exception of the Publicity Officer position which is currently vacant, the election of the committee was approved en masse and confirmed as:-

Chair	Ian Turner
Driver Co-Ordinator	Tom Shaw
Duty Officers Co-Ordinator	Julie Butt
Treasurer	Andrew Spear
Projects Co-Ordinator	Di Brown
Secretary	Marie Spear
Publicity Officer	Vacant

(b) Election of Trustees

Following the retirement of Robin Mackay in May 2024, Brian Rose was co-opted as a 3 year term Trustee at the November 2024 committee meeting. To be ratified at the AGM.

Proposed by: Kevin Casemore

Seconded by: Sarah Clark

12. Appointment of Auditor

The meeting approved the appointment of Derek Hanson as our independent examiner of the accounts.

13. Future Dates

Next AGM Wednesday 15th April 2026, 7.00pm at Kenn Road Methodist Church.

Management committee meeting: Thursday 15th May 2025, 5.00pm at Clevedon Town Football Club.

14. Any other business

(a) Presentation to retiring Officers

Ian confirmed that both David Eggleston and Chris Perrett had been presented with retirement gifts at the last AGM. Presentations at this AGM were made to Shirley Rainey and Linda Bakehouse.

Shirley served as Driver Co-ordinator for 5 years, and was thanked for her hard work. We are pleased that she was continuing to drive for us. Unfortunately Shirley was unable to attend the meeting, and arrangements will be made to present the gifts to her.

Linda had given 13 years of service as DO Co-ordinator and had got us through a lot of crises, as well as training and coaching new Duty Officers. We are pleased that Linda continues as a Duty Officer and she was thanked for her past and continued support.

Please note that these minutes are subject to approval at the next AGM on 15th April 2026

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The meeting closed at 8.15pm and members enjoyed refreshments.

Signed and approved as a correct record.

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Ian Turner – Chair

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Date