

# CLEVEDON CARE

(Registered Charity No. 299247)

## **Minutes of the Management Meeting held on Wednesday August 23rd 2023 5.30pm at The YMCA.**

**Present:** Ian Turner, Di Brown, David Eggleston, Linda Bakehouse, Sally Bessant, Chris Perrett., Robin Mackay and Mark Craddy. Julie Butt arrived late

1. Welcome Chairman Ian welcomed everyone

2. **Apologies** Shirley Rainey

### **3. Approval of Minutes of the meeting held on March 29<sup>th</sup> 2023**

Previously circulated and agreed by those members who were there and signed as a true record The Chair enquired if training for the use of the WhatsApp had happened. Linda reassured him that DOs are confident to use it.

#### **Chairman's report**

- a) CC Budget Ian would like to set out proposed annual budgets for all departments at the next meeting and would like to receive bids to inform his decisions.
- b) Volunteer recruitment. There has been some success. New leaflets and cards have been printed. The profile of Clevedon Care has been raised at occasions such as the Football Club match where many leaflets were distributed. Ian has approached several organisations in the town – eg. (Inner Wheel, Lions and the churches) and will continue to approach more such as Probus, The Hawthorns, Round Table, 41 club. It was pointed out that membership of some organisations was elderly and not suitable to be volunteers.
- c) Safeguarding. A policy has been written and circulated to trustees All agreed to adopt this. This will be reviewed annually. A Code of Practice – mainly for drivers - has been written and will be discussed at the next drivers' meeting and will be incorporated in the 'Good Practice for Drivers'
- d) Website Update There is a steady stream of users. Ian asked if costs for journeys should be put on the website. After much discussion it was decided that only donations for the main destinations should be included on the website. All other rates can be provided by the office as there is a long list.
- e) New Office system Transferring client data from cards to a spreadsheet has begun and all clients with their last names beginning with A have been completed. This transference will continue with help from various volunteers.
- f) A drivers' survey has been written to be distributed and discussed at the next drivers' meeting. All agreed that Ian should proceed with this.

#### **Treasurer's report**

DE gave a detailed report of our finances. We have received a legacy of £36,287.00 which has given an amazing boost to our finances. Decisions now have to be made how to use this money. David has done a lot of research and made several suggestions.

Eden Tree has decided to terminate the Fund for Charities as it is not attractive enough for big investors. David suggested that we stick with Eden Tree for the time being - transfer our funds to another account (one with a predicted growth rate of 0.75% per month ) and review it in a year. This was agreed along with an increased investment of £5000.

DE also proposed that we invest £30,000 in CCLA as an investment with the greatest return.

He proposed that we open a deposit account with Lloyds to the tune of £4,000. This will leave sufficient funds in the current account for everyday expenses and the ability to transfer funds should this be necessary.

All these proposals were agreed and the situation will be reviewed annually.

The current Lloyds mandate needs to be updated as two of the signatories are no longer trustees. It was agreed to include Ian as the fourth signatory along with Linda, Di and David. It was thought that 5 signatories were not necessary.

Ian thanked David for his research and good advice.

David gave notice of his retirement in 2025 as he will then have to retire as a driver.

Ian asked if tips could be transferred digitally. DE pointed out that would be more work for the treasurer. Di said that it was a good thing that drivers were required to come into the office with their tips to experience the work of the DOs. The current system will therefore remain.

### **Secretary's Report**

DB showed members the new magnetic decals for the side of drivers' cars. All agreed they were very good. These will be shown to drivers at their meeting. It was agreed to go ahead and order some.

We have applied and paid for 15 Blue Badges and await a response. How to use them will be decided when we receive them.

Sound proofing has been completed in the office and window blinds installed. We will wait and see if this small amount of insulation has the desired effect. We may have to put acoustic tiles on the door leading to the hall. DE has a contact for floor tiles when we are ready to order.

### **Driver Co-ordinator's report.**

In Shirley's absence Chris read out her report.

We currently have 38 drivers but one has retired due to age and two are awaiting surgery. 3 enquiries are in the pipeline. DBSs are being continually updated.

### **Duty Officer Co-ordinator's Report**

Linda has received 7 enquiries for prospective volunteers but 6 turned out to be useless. One was trained but it then transpired that she had very limited availability and many health problems so Linda decided she really didn't solve our recruitment problems. Recruitment will therefore be on going.

The second phone is now used for messages. David Stephenson from CQD is now supporting our technology needs and is now in contact with Unicom regarding any phone issues. The number of messages waiting is not visible on the second phone so this will be addressed.

### **Publicity Officer's Report**

Julie has been working hard to spread CC's message and new leaflets and cards have been printed with support from the Hawthorns and many distributed along with posters. It was suggested that drivers give out the cards to appropriate clients and potential drivers. Cards will be distributed with newspapers by a local newsagent. Leaflets will be supplied with plastic holders to key locations around Clevedon.

We have an increased following on Facebook

Articles are to appear in local publications requesting volunteers.

Julie will explore the possibility of buying a gazebo to be used at future awareness raising events.

It was decided to enter a Christmas tree in the Christ Church Tree festival. This time a big tree. To be held on Nov 25<sup>th</sup> and 26<sup>th</sup>. Di offered a tree.

Julie asked if CC needed any more promotional merchandise such as pens etc. There was not a positive response to this. The gazebo seemed to be the most useful.

Ian registered his thanks for all Julie's hard work.

### **Wine and Cheese Party**

This was deemed a success although more volunteers would have been welcome. If we decide on a BBQ next summer Robin can acquire a BBQ and has offered his garden as a venue.

### **Christmas Lunch**

In spite of agreeing and recording that we would stick with the Masonic Hall for this year's venue it was eventually decided to use the Golf Club as a venue mainly because of parking. Now that we are financially sound it was decided after much discussion to subsidise each volunteer's Christmas lunch £10 for this year.

### **Newsletter**

Ian agreed to reinstate a newsletter twice a year to be distributed to volunteers via email as well as made available in hard copy in the office.

### **Next meeting date**

**Management meeting 15<sup>th</sup> November 5.30pm. at YMCA**

**Christmas lunch Sunday 10<sup>th</sup> Dec 12.30 for 1.30pm.**

**AGM 17<sup>th</sup> April 2024**

### **14. AOB**

MC asked if drivers should be encouraged to have regular eye tests every 2 years. After consulting Shirley, this will be put on the drivers' meeting agenda.

Ian closed the meeting at 7.30pm