

## Havant Council of Community Service

### Minutes of Annual General Meeting Held in the Council Chamber, Civic Offices, Havant Thursday 22 October 2009

**Chairman** G Lavender

**Members Present**

D Van't Riet	Portsmouth Camcorder Club
G Goddard	St George's Church Waterlooville
Fr Toman	St George's Church Waterlooville
P Bray	Emsworth Good Neighbours
J Owens	Hayling Island Church
B Adams	WRVS
Col W Stevens	SSAFA
J Thomas	British Red Cross
S Greenall	Waterlooville Community Association
L Gale	Emsworth Good Neighbours
R Hack	Hayling Voluntary Services
J Edgell	Rotary Club of Havant
L Hutchings	Havant & District Horticultural Society
Gill Stanton	Elizabeth Fitzroy Support
Cllr Gale	Hampshire County Council
Toni Shaw	Hants & IOW Community Foundation
Cllr V Wilson Smith	Havant Borough Council

**Staff Present:**

S Spencer	Chief Executive
A Mockler	Development Worker
M Andrews	Transport Co-ordinator
D Doyle	Meals and Shopmobility Manager
C Coxwell	Volunteer Centre Co-ordinator
S Kell	Health Trainer
E Edwards	Health Trainer
S Musselwhite	Finance Officer
M Veal	Finance Assistant
J Strangeway	Admin Support and Minutes
G Manning	Meals Co-ordinator
A Steadman	Shopmobility
J Tomlinson	Volunteer Centre
A Dunford	Volunteer Centre

**In Attendance:**

Cllr Jackie Branson	Mayor of Havant
N Conyard	Havant Borough Council
G Tong	Hampshire County Council

#### 1. Welcome

The Mayor of Havant Cllr Jackie Branson gave a formal welcome to those present and thanked HCCS for the role it played in the community.

## **2. A presentation on the 'Core Work' and Projects of HCCS and how we can support local voluntary and community groups**

### **Sue Spencer Chief Executive**

The Chief Executive paid her respects to Eric Pople who had passed away recently. Eric had been a Volunteer Meals Driver for 8 years and would be sadly missed by all. She also paid her respects to Christine Lucas-Smith who was well known for her many years work with the Youth Service. Christine would also be very sadly missed.

The Chief Executive's presentation covered the role of the CVS's and HCCS core functions. She emphasised the benefits of membership of HCCS including a new advisory service on employment law which would be available free of charge to members. She spoke about funding and explained that 62% of our funding comes from HBC and HCC with the remaining 38% from the projects we manage and other services we provide such as payroll. Two of these projects are Extended Services and the Childrens University which she explained in more detail.

### **Amanda Mockler Development Officer for HCCS and Community Innovations**

Amanda's presentation covered her Community Innovations role which was concerned with older people's wellbeing. She showed some statistics on the number of people this covers in the Havant Borough and also spoke about the outcomes. One of the initiatives launched by the Community Innovations team had been the Older Active Persons Club and the team had been successful in winning a Hampshire Community Health Care "Going for Gold" Award in the Maximising Value category.

Amanda had taken up the additional post of Development Officer for HCCS in July this year. She updated the meeting on progress to date and the number of groups she had provided support to. She also spoke about the new Skills Exchange initiative which was the subject of a funding bid. If the bid is successful the Skills Exchange will be run from the HCCS Volunteer Centre.

### **Claire Coxwell Volunteer Centre Co-ordinator**

Claire is the new Co-ordinator of the Volunteer Centre. She spoke about the role of the Centre and its activities, and the valuable help she has in running the office from a number of volunteers. She explained the role of Volunteering England, and the Do-it website where many of the enquiries to the Volunteer Centre come from. Claire produced some statistics on the activities of the centre over the last year - the number of enquiries and opportunities dealt with, the amount of training provided, the Volunteer Certificate awards ceremony, and marketing and promotional activities.

She also spoke about Solent Youth Action, the organisation involved in promoting volunteering for young people, as well as new initiatives including the Job Centre Plus volunteering option, the Skills Exchange and the LETS project. She was asked about supply and demand and said there were certainly plenty of people interested in volunteering and emphasised how important it was that voluntary opportunities are registered on the Do-it website and kept up to date.

### **Martin Andrews Transport Co-ordinator**

Martin gave the presentation in place of the Transport Manager who was unable to attend the meeting. He spoke about the three main areas covered by the Transport department – Community Transport, Call & Go and MiDAS training – and explained the change in funding, which had previously been through grants but had now moved to

contracts. Community Transport accounted for 5 of the 11 vehicles in the current fleet and Martin produced statistics on journeys and usage. He said that the service may be extended in the future to cover trips to supermarkets and details would be known shortly. Similar statistics were presented for Call & Go which is steadily increasing and is mainly used by the elderly and people with a disability, although the service is open to anyone with limited access to transport facilities.

Martin explained that HCCS also offers MiDAS training including on-road assessments and training for passenger assistants and escorts. Our prices are very attractive and he pointed out that we are the only providers of Passenger Assistance Training in the county.

### **Dave Doyle Project Manager Meals & The Emsworth Centre**

Dave presented a summary of the meals service and explained why the HCCS service is different to that of its competitors. The service is non-profit making so has no commercial constraints which means volunteers delivering meals have more time to spend with clients. He spoke about price and choice of meals and said that the meals are delivered by a team of approximately 25 dedicated volunteers. We are also able to act as an early warning system alerting relatives or statutory bodies, and work with other agencies in getting information to hard to reach people. Lots of positive feedback has been received.

The Emsworth and Jubilee centres have a number of volunteers who support HCCS staff in running Lunch Clubs at these venues. These are held every weekday at Emsworth and two days a week at Jubilee. In 2008-09 a total of 25,154 meals were provided for meals and lunch club clients.

### **Dave Doyle Project Manager Shopmobility**

Dave is also the Project Manager for the Shopmobility scheme which was established ten years ago following a bid for lottery funding. The scheme operates in Havant town centre on behalf of HBC and in Chichester via a mobile unit on behalf of Chichester District Council. Clients using the scheme automatically become members of the Wessex Group, which means they can use other Shopmobility schemes in Hampshire and some outside the county, encouraging them to get out and visit other areas.

Dave presented some statistics for the scheme including support provided to outside events such as the Goodwood Festival of Speed and Revival Meeting which are a valuable source of external income. He explained that a number of the existing 35 scooters are now quite old and he is looking for funding to replace these. When asked about the scrapped scooters being donated to other agencies, he explained that this was not possible due to insurance issues and the spare parts are used to repair newer vehicles. The main issue facing the scheme was the lease on the premises in Market Parade which expires in March 2010.

### **Sue Kell and Elisa Edwards Health Trainers**

Sue Kell spoke about the Health Trainer concept which was to help motivate and support local people over 18 to make healthier lifestyle choices. She explained that the HCCS Health Trainers cover the Wecock and Leigh Park areas and were also involved in signposting people to other agencies. She outlined the top five health issues and the areas that the Health Trainers focus on including smoking cessation, alcohol intake, weight management, drugs misuse, and healthy eating. Key to the role is developing links with other groups in the area where their services can be offered.

Sue and Elisa are both new to the role this year and presented statistics on their achievements to date. A question was asked whether the service did bring about long-term lifestyle change. Sue explained that Health Trainers were new to the local area but in places where the scheme had operated for a number of years it had proved to be successful.

### **3. Apologies**

The following apologies were received:

Irene Wilson	Age Concern – Hayling Island
Richard Solly	Citizens Advice Bureau Havant & District
Janet Williams	Emsworth Bridge Club
Maggie Short	Havant Borough Child Contact Centres
Vanessa Eden	RSPCA
Liessa Mallinson	Victim Support SE District
Cllr Kenneth Smith	Havant Borough Council
Cllr Susan Stocker	Havant Borough Council

### **4. Minutes of the AGM held on 6<sup>th</sup> November 2008**

Acceptance of the minutes:

Proposed: Liam Hutchings    Seconded: Cllr Gale    All in favour

### **5. Matters Arising**

There were no matters arising

### **6. Chairman's Report**

The Chairman referred to his notes in the Annual Review. He gave his thanks to HCCS staff and the Trustees.

### **7. Presentation of the Annual Review and Accounts**

The Chairman spoke about the £207k balance in the accounts at year end. He explained that £137k were restricted funds allocated to the various projects we run, and these funds were not available to spend. Unrestricted funds amounted to £70k, and £40k of this has been put aside for future property requirements.

Proposed: Peter Bray    Seconded: Cllr Gale    All in favour

### **8. Appointment of Auditors**

It was proposed that we retain Murray McIntosh O'Brien for 2009/10.

Proposed: Liam Hutchings    Seconded: Cllr Wilson-Smith    All in favour

## **9. Election of Co-opted Members**

It was proposed that they be Graham Lavender and Don Van't Riet.

Proposed: Col W Stevens      Seconded: Robert Hack      All in favour

## **10. Election of Honorary Officers and Executive Committee**

The Trustees were re-elected en bloc and Mrs Jennifer Edgell of the Havant Rotary Club was also elected to the Trustee Board.

Proposed: Cllr Gale      Seconded: Cllr Wilson-Smith      All in favour

## **11. Applications for Membership of HCCS**

It was proposed that we accept the following voluntary organisations into membership of HCCS:

- BEDHAMPTON AGE CONCERN LUNCH CLUB
- EMSWORTH & DISTRICT UNIVERSITY OF THE THIRD AGE
- EMSWORTH BRIDGE CLUB
- GIRLGUIDING BERE FOREST DIVISION
- HAVANT BOROUGH CHILD CONTACT CENTRES
- HAVANT YOUTH SAIL TRAINING SCHEME (HYSTS)
- QUEEN ELIZABETH COUNTRY PARK
- SCA ADVOCACY
- TESTWAY SUPPORT
- THE HOLE IN THE WALL GROUP
- WATERLOOVILLE & DISTRICT NEIGHBOURHOOD WATCH ASSOCIATION
- WATERLOOVILLE AND PURBROOK GOOD NEIGHBOURS GROUP

Proposed: Cllr Gale      Seconded: Cllr Wilson-Smith      All in favour

## **12. Any Other Business**

There was no other business.

## **13. Vote of thanks by the Mayor of Havant**

The Mayor thanked the speakers and felt she had learned a lot about their work. She also acknowledged the role of volunteers and feels they do fantastic work. She expressed her thanks for all the work HCCS do.

## **14. Buffet Lunch**

All present enjoyed a buffet lunch.