

**Minutes of Annual General Meeting**

**10 February 2015 10.30 @ Council Chamber, HRTC**

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| **Present** **Apologies** | **Members (volunteers)**  Eric Gallucci (Chair), Betty Todd (Vice-Chair), Anne White (Treasurer), Jenny Gallucci (Secretary), Rae Bird, Terry Jones, Cllr Rob Shimmin (Deputy Mayor), Joan Hensbrey, Peter Todd, Carol Butler, Tony Butler, Paul White, Jean Heath, Gavin Shaw, Roger Croft, Angela Kings, Sally Seeby, Rita Hicks  **Guests**  Mike Fayers (BRCC), John King (CBC), Stephen Robson (Last of the Summer Ukuleles); Keith Wallis, Val Wallis, Christine Clavey, Jo Hillyard, Pam Burgess (Houghton Regis Craft & Coffee Club); Jan Cooper (HRTC)  **Guest speaker:** Mark Fensome (CBC)  **Members (volunteers):** Susan Goodchild,Theresa O’Shea, Freda Thorp, Charlie Miller  **Guests:** Andrew Selous M.P., Cllr Carole Hegley (CBC), Cllr Laura Ellaway (Town Mayor) |
| 1. **Welcome and Apologies:**   EG (Chair) welcomed members and guests to the Annual General Meeting and gave a warm welcome to Deputy Mayor Rob Shimmin.  Apologies received from several members and guests.   1. **Minutes of AGM held 19 March 2014 –** previously circulated and read. RB proposed the minutes be signed as a true record – all agreed.   **MattersArising:** JG reported that the revised Constitution is available for download from the website.   1. **Annual Report of Organising Committee – presented by JG:**   Highlights of the Year 2014: Presentation of donation from Cllr Peter Williams, Town Mayor 2013/2014 in May; live interview on BBC Three Counties Radio in May; Safeguarding Awareness training in October; Presentation of Certificate at Central Beds Village Care Scheme celebration event in October.  Volunteers & Clients 2014: 31 currently in the group – 11 joined in 2014; 2 moved away.  160 clients registered since Dec 2011, 85 received help in 2014. Graph to show client age range of 22 – 98, 1/3 are below age of 60. Some clients receive regular help and befriending; others one-off jobs; several are supported regularly due to complex needs.  714 jobs completed in 2014 (610 in 2013). Since Dec 2011 we have completed 1639 jobs, as reported to BRCC in the quarterly reports.  Graph given out to show frequency of jobs: befriending, gardening, DIY/electrical and shopping top the list. Other growth areas of need are for form-filling, advocacy and advice,  JG also shared record of postcodes where clients are supported – all wards in Houghton Regis are well covered.  Teamwork: during 2014 teams of volunteers regularly carried out gardening work – including the communal garden at Red House Court; DIY; helped 2 disabled clients house-swap; delivery of the Town Crier; 11 volunteers assisted at Celebration of Christmas event at Grove theatre in November.  Publicity, Promotions and other events: JG highlighted some of the events we attended and supported during 2014 – including supporting other community groups including the MacMillan Coffee Morning organised by the Craft and Coffee Club in October. Events included May Fair, Carnival, Christmas Fair – these are publicity events and include fun activities.  Keeping in Touch: December saw the launch of E-News, our new electronic newsletter to keep people informed – free subscription by email. Website expanded to include pages on what we have been doing as well as upcoming events, meetings and policies.  - *a copy of the Presentation Notes circulated to attendees and will be logged with Minutes of AGM in Houghton Regis Helpers records*   1. **Finance report for 2014 – presented by AW:**   Income2014 £3235 – Mayor’s charity donation of £2025; Clients donations £296; gardening donations £40; fundraising £127; Town Crier delivery £747.  Expenditure 2014 £1684 – main items are Insurance, mobile phone, stationery & admin., advertising. Additional expenditure (from Mayor’s donation) – t-shirts/uniform; first aid kits; volunteer recognition.  Balance at end of 2014 £2115.  Future expenditure: more training events; additional uniforms – fleeces/t-shirts; supporting those in dire need.  AW explained yearly expenses. Copies of audited accounts circulated and questions invited.  - *a copy of the Presentation Notes and accounts will be logged with Minutes of AGM in Houghton Regis Helpers records*   1. **Presentation of ‘Thank you’ donation by Craft & Coffee Club:**   Jo Hillyard and Christine Clavey from Houghton Regis Craft & Coffee Club presented AW and the group with a donation as a thank you for the support our volunteers have given at their events during 2014.   1. **Support from Last of the Summer Ukuleles group:**   Stephen Robson from the LOtSU musical group gave a short presentation to the meeting to explain why their organisation has chosen Houghton Regis Helpers as their charity for 2015.  Volunteers supporting other volunteers in the local community. EG thanked SR for his contribution and support.   1. **Election of Honorary Officers:**   Officers EG as Chair and AW as Treasurer remain in post until 2016.  A unanimous vote by members was given for the election of BT as Vice-Chair.  No nominations for Secretary received, however JG expressed willingness to stand until 2016, with the option of staying in post for second year. Members agreed and voted unanimously for JG to continue as Secretary.   1. **Election of Committee:**   EG thanked RS for his contributions as committee member during 2014. RS standing down from committee but will remain as a volunteer.  Nominations received for committee from SG, RB, PT, TJ and CB.  EG invited members to consider joining the committee to fill vacancy – AK put herself forward to be nominated.  A unanimous vote by members was given for the election of all these committee members.   1. **Plans for 2015:**   JG outlined the main events planned for 2015:  Pancake Race on the Green 17 Feb 11 a.m.  Safeguarding Awareness training 21 Feb / plus later date  Mayor’s Bingo event 21 March 2.30 p.m. at the Day Centre  May Fayre – providing teas and cakes on the Green 2 May  Town Crier delivery – next issue due first 2 weeks in March  Possible events discussed: Easter Fair in the Community Centre 4 April – some interest shown, a stall to be booked. Carnival on the Green 11 July – fewer volunteers will be available; decision re stall pending.   1. **Thanks**   EG thanked Houghton Regis Town Council for their support and the use of the Council Chamber; the volunteers for their dedication, commitment, hard work and patience; and all friends and supporters for attending the meeting.   1. **Feedback from Attendees:**   Jo Hillyard spoke about the local community Craft & Coffee Club and gave an open invitation to visit.  John King, Strategic Commissioning group, spoke on behalf of Central Bedfordshire Council, commending the Helpers on the work we do.  **Following the AGM, Mark Fensome, Senior Strategic Commissioning Office from CBC Adult Social Care, gave an interesting and inspiring talk on Dementia Awareness and Dementia Friends**  Meeting closed at 13.00 Minutes by JG 12.02.2015 | | |