

**Minutes of the 37th Care Farnham AGM**  
**Held on Saturday 28th October 2023 at 12 noon**  
**At St Joan's Centre, Tilford Road, Farnham**

The 37th AGM was opened by the chair Tim Young who welcomed all those attending including the Deputy Mayor of Waverley, Councillor John Ward, the Deputy Mayoress Gillian Ward, and Anne Buckingham representing the friends of Care Farnham

Agenda:

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| 1 | Apologies for Absence                            | Apologies have been received from the Mayor of Waverley and from 22 members of Care Farnham.  |
| 2 | Receive and confirm Minutes of 36th AGM          | Roger Bradley proposed that the minutes of the last meeting be adopted. This was seconded by Peter Seager. The minutes were duly signed.  |
| 3 | Chair's Report                                   | Tim Young paid tribute to all Volunteers and Trustees past and present for their commitment in making Care Farnham what it is, and also to his predecessors present at the meeting, Peter Seager and David Ashby. There have been several challenges over the last year: increasing demand, a significant number of retirements and driver unavailability but overall they have been met by the dedication of volunteers. The campaign to recruit more volunteers has been successful but will be an ongoing process to cope with the growing waiting list of clients. Tim also asked for feedback on the nature and pattern of meetings held this year, as well as any other issues regarding communication. Thanks were expressed to all volunteers. Roger Bradley proposed that the report be adopted, seconded by Peter Seager.   |
| 4 | Treasurer's Report                               | Drivers were reminded that if they claimed 50p per mile they were liable for any tax due on the "profit". Operating costs include drivers' expenses, DBS checks, insurance, telephone, computing support, stationery and meeting costs. Donations to local charities included Phyllis Tuckwell and Rushmoor Healthy Living, among others. Thanks were expressed to all volunteers, including Trustees, to Rob Walker for examining the accounts and to David Ashby for taking on the role of assistant treasurer. A query was raised about the payment for DBS checks. Liz Ledger confirmed that we do have to pay for the initial check but not the update service. A query was raised about the surplus and donating more to charity. The Treasurer pointed out that donations were generally made on the previous year's surplus. Suggestions for appropriate charities with specific projects are welcomed. As a charity we have a legal duty to maintain some surplus. Roger Bradley proposed the accounts be adopted seconded by David Ashby. |
| 5 | Committee Reports:<br>Organiser's Report         | The workload has begun to escalate again and we currently have 14 potential clients on the waiting list as we are unable to take on new clients at the moment. The Hoppa and Connect services are available but are not always suitable for some clients.   |
|   | Duty Officer's Report                            | Thanks were expressed to all Duty Officers for the work they do. Further volunteers would be welcome.   |
|   | Volunteer Secretary's Report<br>Publicity Report | The most effective way to recruit still seems to be by word of mouth and through clubs and societies so volunteers are encouraged to promote getting involved. Flyers are available should anyone require them. Ideas for publicity and raising the profile of volunteering for Care Farnham would be welcomed. Thanks were expressed to all volunteers.  |
|   | Transport Secretary's Report                     | Chris Blake expressed gratitude for the dedication of drivers, particularly when there have been so many traffic issues recently  |
| 6 | Special Resolution                               | Tim Young outlined the proposal to convert from an unincorporated charity to a Charitable Incorporated Organisation or CIO. In brief it provides a legal entity,  |

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|   |                                | removes the unlimited personal liability of trustees and protects clients and volunteers. Care Farnham has pro bono legal advice from London firm Skaddens to guide us through the process should it be decided to go ahead. In response to a query the process would probably not be complete until the next AGM as the application to the Charity Commission can take several months. A query was raised about whether this was covered by insurance. Tim confirmed that it is to a certain level but there is still an element of risk. A query was raised about the cost benefit in terms of insurance indemnity to becoming a CIO. Tim confirmed that hopefully the premium would be less because there would be less risk. A query was also raised about whether being a business limited by guarantee had been considered. Tim pointed out that reporting procedures are more complicated reporting to Companies House as well as the Charity Commission and is intended for larger organisations. The Trustees were commended for their progressiveness by Roger Bradley who proposed that the resolution should be approved, seconded by David Ashby. The resolution was approved unanimously with no abstentions. |
| 7 | Election of Chair and Officers | The re-election of Tim Young as Chair was agreed unanimously. The re-election of the existing Committee was agreed unanimously.   |
| 8 | Appointment of Examiner        | The appointment of Mr Rob Walker as the examiner was agreed unanimously.  |
| 9 | Any Other Business             | David Ashby suggested that the Trustees should be encouraged to arrange a meal together which was supported by the members.<br>Steve Belgum suggested changing the drivers' lanyards. The committee agreed to investigate possibilities.<br>The Deputy Mayor Councillor John Ward indicated his support for the Special Resolution to become a CIO. He praised the friendliness, dedication and positivity of the volunteers as well as the generosity in helping other charities in the town. He recommended the Connect Service and pointed out it is currently under used.<br>Tim Young thanked everyone for attending and the meeting was closed, to be followed by refreshments.   |