



## Sway Welfare Aid Group

Registered Charity No. 261220

Minutes of SWAG Annual Meeting held on 6<sup>th</sup> November 2017 at 7:00p.m.

Attendees: Pat Fleat -Trustee; David Golby- Organiser; Jeremy Stevens -Treasurer; Jon Hartley- Chair; Barry Rickman- SPC; Hugh Marchant, SPC; Rev. John Pawson - St. Luke's; Jo Cryer- SRISF; Deborah Walker- Lunch Club; Jane Pitts- Lunch Club; Richard Walker; Mike Perrett; Dave Hyde; Tony Oakhill; Ray Champion; Colin Denman; Sue Gent; Ted Watts; Mary Llewellyn – Over Sixties Club; Charles Fay; Sue Young- Open House; Ted Fleat; Margaret Whitney; Derek Whitney

*SPC: Sway Parish Council*

*SRISF: Sway Relief in Sickness Fund*

- 1) Apologies for absence: Vanessa Edwards; Len Thomas; Clive Potter
- 2) Approval of Minutes of the 2016 Annual Meeting and any matters arising

The Chair referred to the previously circulated minutes and said that there were no action points arising.

The members gave their approval to the minutes, the motion being proposed by Colin Denman.

### 3) Organiser's Report

The Chair invited David Golby to present his report on the charity's activities and achievements during the prior year, which is reproduced here in full:

The last year has been one of steady progress for SWAG. During the course of the year we have again identified new clients in desperate need of our help and support. Again we have seen a growing trend of younger individuals and families who need to turn to the charity for assistance. Thanks to the continuing generosity of the people of Sway, we received donations and legacies amounting to £17,348. The cost of our charitable activities including heating and financial grants totalled £21,124. We were able to sustain this level of expenditure thanks to the continued strong returns on our investments of £8104. As explained in more detail below, SWAG was able to help twenty-three individuals or families financially. In addition we also served 556 meals at our Lunch Club and our volunteer drivers made 262 individual trips taking clients to their medical appointments.

#### *Fund Raising*

The charity remains indebted to a local charitable trust that has again sponsored our heating grants for the fourth consecutive year. This has enabled us to maintain the amount of the annual grant per household at the level of £450. In view of recent and significant increases in energy prices, particularly electricity, we have decided to increase our heating grants, starting at Christmas this year, to £500 annually.

The village response to our 2016 Christmas appeal this year was again gratifying but continued its downward trend from the record set in 2014. In total the appeal raised £3311, including Gift Aid. This represented a further 12% decrease over last year. In part we continue to attribute this reduction to the surpluses reported by the charity in its formal accounts over the last two years. This said there may be other factors involved, be it the time

of year that we launch the appeal or a more general reduction in charitable giving. We would also like to thank all of those who contributed, as well as the many village shops and retailers who took our collection boxes.

During the year under review SWAG was very pleased to receive additional donations of £5328, of which £2000 came from just two donors. We remain ever grateful to our heating grant sponsor who again donated £3,000 for this specific activity. Of additional note is the continued support from The Open House Coffee Mornings group who donated £551 and a number of our volunteer drivers who gave back to the charity £804 from their mileage payments.

The trustees have continued to invest the charity's endowment fund to seek to maximise income whilst protecting the capital investment. Despite a very volatile market in light of Brexit and major currency fluctuations we generated income from these investments of £8104, an increase of 2.1% over last year.

### *Charitable Activities*

During the year, the charity helped twenty-three individuals or families with heating grants or other forms of financial support. There continues to be a rising trend of young people and families requiring the support of the charity.

Our medical transport service continues to provide an invaluable service to people who need help in getting to their hospital and doctor's appointments. We are, as always, extremely grateful to our coordinator, Mike Green and his two fellow coordinators who have managed this service so admirably over the last 12 months and taken in their stride a 32% increase in our trip volume. Whilst one of our drivers retired this year Mike and his team have successfully recruited five new drivers bring our total volunteer driver strength to forty-nine people, albeit that four of our new recruits are awaiting DBS clearance prior to becoming active.

The new help line service launched last year has been a great success. The majority of the calls to us concerning transport requests are diverted directly to our on duty coordinator. The voice mail options on both this service and for those callers seeking financial help has been invaluable enabling us to offer a prompt and secure service.

SWAG's twice-monthly lunch club had another very successful year. Over the last 12 months the lunch club served 556 meals to an average of 23 clients per sitting. This is only achievable by the hard work and dedication of our lunch club team of coordinators, volunteer cooks, helpers and greeters. Several of our clients provide help with transport to get their less able friends to these lunches. In addition, our volunteer drivers provide door-to-door transport for a small number of our less mobile clients.

### *Future Outlook*

Last year continued to prove to the trustees that the charity is relevant to the needs of those people in Sway who require our help with both practical and financial assistance. The trustees are now convinced that the previously reported signs that the age profile of the charity's clients, particularly those requiring financial assistance, is reducing. This year virtually all of our new clients have been young families who are struggling with the effects of unemployment, reduced income on maternity and excessive consumer debt.

Your trustees attach great importance to the successful continuation of the services in which we have an established record of success, and where demand in our local community for these services continues to be strong.

The trustees will also look open-mindedly at possible new areas of activity, which correspond to the charity's charitable objects, and where we feel that the charity can intervene without compromising its favourable reputation for timely and effective assistance to clients in need of our support.

Most importantly, the trustees wish to extend a truly deserved thank-you to our volunteer drivers and cooks, our many supporters and donors without whose help our services would not exist.

Finally, as Organiser, I must express my personal thanks to my fellow trustees who have not only covered for me during a couple of periods of illnesses this year but also handled so diligently and professionally the increased compliance demands placed on the charity by ever changing and more stringent legislation relating to data protection, safeguarding and other matters.

David Golby  
Organiser

The Chair thanked David for his report and invited any questions, reminding members that there would be a further opportunity in the Public Forum agenda item. There being no questions at this point, the Chair proceeded to the next agenda item.

#### 4) Adoption of Accounts

Jeremy Stevens presented the charity's Statement of Financial Activities for the year ended 30<sup>th</sup> September 2017 and the Balance Sheet as at the same date. The detailed accounts are reproduced in the Appendix at the end of these minutes. Jeremy explained that further changes to the Statement of Recommended Practice for charities of SWAG's size dictated that the accounts include greater information on some figures from the prior year accounts. He also clarified that the year on year donation and grant-making comparisons used in his presentation had been adjusted to eliminate the effects on both SWAG's income and expenditure in the previous year related to a large Restricted Fund which contained funds specifically raised, and earmarked, for an electric wheelchair. He reported that the accounts being presented had passed inspection by the Independent Inspector of Accounts.

Total income for the year amounted to £25,451, while expenditure amounted to £21,181, giving a working surplus of £4,270 before investment gains and losses were taken in to account. The overall impact on funds was an increase of 7.7% over prior year.

#### Donations

The charity experienced an overall increase of 19% in donations, however this pleasing result masked a 12% reduction in the Christmas Appeal results, after Gift Aid was accounted for. The major positive trends consisted of a 50% increase in transport donations (which compares with a 32% rise in the number of trips undertaken), and a 43% increase in other donations. Notable sources of other donations included £1,972 in personal donations, featuring two large individual donations; £804 of drivers' donations (worth £975 after accounting for Gift Aid), and £551 in donations from Open House, worth £645 after accounting for the benefit of Gift Aid for Small Donations.

#### Charitable Expenditure

SWAG had experienced an 11% reduction in grant making during the year under review. Eighteen families or individuals benefitted from heating grants amounting in total to £6,103, while five households received financial grants, for a total of £7,650.

In addition, SWAG had made grants to support the continuing activities of four organisations with charitable activities in the village, amounting in total to £1,256, a 43% increase over prior year.

#### Support Costs

These cost reduced 25% compared to prior year, due to non-recurrent costs the previous year related to the charity's new telephone system.

## Investments

The Treasurer gave a short presentation on the disposition of the charity's funds, and highlighted the importance to the charity's ability to maintain grant levels of income from investments, which in the year under review amounted to approximately one third of total income.

He explained the general strategy of seeking growth and yield for the Endowment and General Funds, and the balance between equities and bonds, which had performed differently during a year notable for strong performance by stock markets in developed economies world-wide.

Management of the charity's funds is distributed between four funds managed by three different fund managers. Each fund is however specifically geared to the aims and objectives of the charitable sector, being limited to investors who are charities. This results in a spreading of risk and a diversity of investments, which in the year under review resulted in growth of our funds by 6.8%, and a yield being earned of 3.7%. Looking at the amount of funds considered available for expenditure by the charity over the next twelve months, i.e. excluding the Endowment fund, the Treasurer reported that this amounted to approximately £24,400, of which £8,000 was "earmarked" for expected heating grant payments at the newly increased level of £500 per annum for each beneficiary of the grant.

The Chair thanked Jeremy for his report and invited any questions from the floor. Jane Pitts enquired if all the funds in which SWAG's funds are invested have ethical objectives. The Treasurer replied that each fund has its unique investment objectives, and being eligible only for charitable investors, the funds are suited to the great majority, if not always all, ethical preferences of the investors. Another member asked if SWAG invests in offshore funds. Jeremy explained that the fund managers invested mainly in funds listed on the London stock exchange but because they invested in large companies paying good dividends, and some of those companies have important operations overseas and report their results in US dollars, the charity is indirectly exposed to some currency risk.

There being no further questions, the Chair invited the membership to signify their approval for adoption of the accounts. Approval was given unanimously, Mike Green proposing and Hugh Marchant seconding.

### 5) Election of Independent Inspector of Accounts

The Chair informed that he was pleased to advise members that Ray Champion had indicated his willingness to continue for a further year in the role of Inspector of Accounts. There being no other nomination, the Chair invited members to approve Mr. Champion's re-appointment to this role. Members elected Mr. Champion unanimously to serve for a further twelve months, Jane Pitts proposing and Colin Denman seconding.

### 6) Election of Trustees

The Chair informed that all five current trustees had confirmed their willingness to stand for re-election for a further term of twelve months. There being no other nominations for the role, the Chair invited the members to re-elect the current trustees, namely David Golby, Jon Hartley, Jeremy Stevens, Pat Fleat and Vanessa Edwards, as SWAG's trustees for the next financial year. The motion was approved unanimously, Rev. John Pawson proposing and Mary Llewellyn seconding.

There being no other agenda items for the Annual Meeting, the Chair thanked members for attending and declared the annual meeting closed at 8:05 p.m.

## 7) Public Meeting

The following reports were presented at the public meeting, which followed immediately after the Annual Meeting:

### 7.1) Transport Report

Mike Green, Medical Driver Service Coordinator mentioned that the service continues to provide a reliable and flexible service, while remaining true to its original purpose and spirit. The relationship with Gracewell at Sway continues to develop well, with the Gracewell having indicated its willingness to host a fundraiser for SWAG in 2018. Parking at Southampton General Hospital continues to be present especial challenges, although the new parking scheme had maintained some provision for volunteer drivers. In conclusion, Mike reminded those volunteer drivers present of the availability of the “Car Cane” for use by our less mobile clients, as well as the new SWAG Blue Badge for disabled passengers. The driver self-certification process will be repeated in 2018 and drivers were encouraged to assist with this necessary piece of governance for the charity.

The Chair invited questions and contributions from the floor. Sue Young suggested that the service be opened up to include transport of Sway residents to visit partners and spouses in nursing homes in neighbouring locations. David Golby mentioned the trustees’ preference for the service to continue to exclude non-medical purposes, lest it become regarded as a taxi service. The charity is however always open to considering sympathetically cases of especial need where a financial grant may perhaps be justified to assist an elderly person with public transport or local taxi costs.

### 7.2) Luncheon Club Report

Jane Pitts’ kindly delivered the report on the activities of the Luncheon Club on behalf of the Coordinators. The report is reproduced immediately below in full. *Please note: some numbers in the report are inconsistent with those contained in the Organiser’s report section on Lunch Club due to the fact that numbers in this report relate to the period calendar year to date of preparation, being 16<sup>th</sup> October 2017, and not to the financial year of the charity, which ended on 30<sup>th</sup> September 2017):*

Our tenth year of organising the Sway Luncheon Club is rapidly coming to an end, with three more lunches to go and, of course, our special Christmas lunch on the 6th of December. Our member numbers have stayed reasonably constant with 33 on our books (we have had three new members this year but, sadly we have lost one lovely member, and two other members have moved into alternative accommodation). By early October we had produced 446 meals, with an average attendance of 24.

Although we will have managed to just cover the costs of our meals and the Christmas lunch, we have much less of a surplus in the kitty. Food prices, particularly for meat and dairy, are going up and fewer of our cooks are donating food than in the past. We do, however, always encourage them to cover their costs as we would like them to offer more than once to help out during the year. We have therefore decided to increase the cost of their two course lunch (with tea/coffee) to £4 from £3. This price level we hope to hold for the next few years and believe that it still offers good value for money. We always have the cost in pounds rather than pounds and pence as it makes it much easier for the ladies who greet our members and allows us to maintain the new cost for longer.

We have at present 9 main course cooks (the organisers of the meal on the day) but would dearly love more of our members to take the lead. It falls upon Deborah and I to fill in the gaps when helper numbers fall and we find ourselves leading more meals than we have had to in the past. A plea for cooks has gone into the Sway News and we are hopeful of recruiting from this publicity.

Some of our members are growing more frail or have other disabilities that can impact on the kind drivers who transport them on Luncheon Club days. We are liaising with Mike Green to make the fit between the driver and the disabled member as good as it can be.

As always, we are extremely grateful to the cooks, helpers and drivers who make this all work. It is a facility much needed and much enjoyed by our older residents on their own (and by us!) and helps to make the village of Sway the lovely place it is to live in.

Jane Pitts  
Deborah Walker

In response to Jane mentioning that the article in Sway News had resulted to two or three respondents who may add to the strength of the Club's volunteer cooks, Rev. John Pawson suggested that the weekly St. Luke's Church news sheet could also be a useful medium for getting the appeal message out.

### 7.3) Sway Relief in Sickness Fund Report

Jo Cryer for SRISF reported that the period since January had been comparatively quiet. Following a visit by SRISF trustees to Oakhaven Hospice, a number of areas for future cooperation had been identified, and SRISF had donated £2,500 for a new bed. A £500 grant had also been made to Brockenhurst and Sway Day Centre. SRISF's income for the financial year ending 31 March 2017 was approximately £5,000.

The Chair thanked Jo for her report and invited any further contributions from the membership before closing the meeting

### 7.4) Public Forum

Ted Watts raised the idea that SWAG might consider grant making as a means to support the local Sway surgery's financial needs, given the well-publicised funding short falls being experienced in the NHS.

David Golby mentioned that SWAG's attempts in 2017 (consisting of a letter to the Head of Practice and meeting requests) to engage with the Sway surgery had met with zero response, while the only patient outreach resource supporting Sway surgery had, we understand, lost his CQCG funding, so it was difficult to make any comment on local needs which SWAG might be able to support.

There being no additional matters for discussion, the Chair thanked all members for their time and contributions, and closed the meeting at 8:35 p.m.

## APPENDIX

### STATEMENT OF FINANCIAL ACTIVITIES for the year ended 30th September

	Notes	Unrestricted Fund £	Restricted Lunch Club Fund £	Endowment Fund £	2017 Total Funds £	2016 Total Funds Last Year £
<b>Income and Endowments from:</b>						
Donations and legacies	2	15,653	30		15,683	17,311
Charitable activities			1,665		1,665	1,800
Investments		8,104			8,104	7,936
Fund raising activities						1,206
<b>Total</b>		<u>23,756</u>	<u>1,695</u>		<u>25,451</u>	<u>28,253</u>
<b>Expenditure on:</b>						
Raising funds	3	57			57	743
Charitable activities	4	18,717	2,407		21,124	25,996
<b>Total</b>		<u>18,774</u>	<u>2,407</u>		<u>21,181</u>	<u>26,739</u>
Net Gains/(losses) on investments		(656)		13,976	13,320	21,658
<b>Net income/(expenditure)</b>		<u>4,326</u>	<u>(712)</u>	<u>13,976</u>	<u>17,590</u>	<u>23,172</u>
<b>Transfers between funds</b>		<u>(658)</u>	<u>658</u>			
<b>Net movement in funds</b>		<u>3,668</u>	<u>(54)</u>	<u>13,976</u>	<u>17,590</u>	<u>23,172</u>
<b>Reconciliation of funds:</b>						
Total funds brought forward		20,693	323	207,021	228,036	204,864
<b>Total funds carried forward</b>		<u>24,361</u>	<u>269</u>	<u>220,997</u>	<u>245,626</u>	<u>228,036</u>

## BALANCE SHEET at 30th September

		2017	2016
		£	£
	Note		
<b>Fixed assets:</b>			
Investments - Endowment	6	220,997	207,021
Investments - Unrestricted funds	7	11,366	12,022
<b>Current assets:</b>			
Debtors	8	939	758
Deposit account		11,898	7,367
Cash at bank and in hand		741	1,342
<b>Liabilities:</b>			
Creditors: Amounts falling due within one year	9	(314)	(474)
<b>Net assets or liabilities</b>		<u>245,626</u>	<u>228,036</u>
<b>The funds of the charity:</b>			
Endowment fund		220,997	207,021
Unrestricted fund		24,361	20,693
Lunch Club fund		269	323
<b>Total charity funds</b>		<u>245,626</u>	<u>228,036</u>



## NOTES TO THE FINANCIAL STATEMENTS for the year ended 30th September

### 1. Accounting policies:

- The financial statements have been prepared in accordance with SORP2016, the Financial Reporting Standards FRS 102 and the Charities Act 2011.
- Donations are credited to income when received.
- Income from investments is credited to income when received.
- Investments are stated at their market (bid) value at the balance sheet date.

### 2. Donations:

	Appeal	Transport	Lunch Club	Heating	Other	2017 Total	2016
	£	£	£	£	£	£	£
Donations received	2,650	3,273	30	3,000	4,264	13,218	15,763
In memoriam					230	230	100
Gift Aid recovery	660	741			833	2,234	1,448
	<u>3,311</u>	<u>4,014</u>	<u>30</u>	<u>3,000</u>	<u>5,328</u>	<u>15,683</u>	<u>17,311</u>
Donations in the Previous Year:							
Donations received	3,082	2,221	30	3,000	7,429		
In memoriam					100		
Gift Aid recovery	688	457			303		
	<u>3,771</u>	<u>2,678</u>	<u>30</u>	<u>3,000</u>	<u>7,832</u>		

### 3. Costs of fundraising:

	2017	2016
	£	£
Appeal	37	38
Boule and Draw	20	476
Scouts for help with Boule event		230
	<u>57</u>	<u>743</u>

### 4. Charitable activities:

	Direct	Support	2017 Total	2016
	£	£	£	£
Hardship grants to individuals	6,103	186	6,289	12,532
Heating grants to individuals	7,650		7,650	7,200
Grants made to organisations	1,256		1,256	880
Transport service	2,890	632	3,522	2,862
Lunch Club	2,370	37	2,407	2,521
Total costs of charitable activities	<u>20,269</u>	<u>855</u>	<u>21,124</u>	<u>25,996</u>

General support costs are divided among the various activities in proportion to the share of the total direct costs made by each activity (see next page).

## NOTES TO THE FINANCIAL STATEMENTS continued

Allocation of Support Costs:	2017		2016	
	Related £	Allocated £	Related £	Allocated £
Grant Making		186	5	203
Transport service	483	149	720	197
Lunch Club		37	5	6

6. Investments - Endowment:	2017 £	2016 £
Carrying value at start of period	207,021	186,136
Unrealised gain/(loss) on investments	13,976	20,885
Carrying value at end of period	<u>220,997</u>	<u>207,021</u>

7. Investments - General Funds:	2017 £	2016 £
Carrying value at start of period	12,022	11,249
Unrealised gain/(loss) on investments	(656)	773
Carrying value at end of period	<u>11,366</u>	<u>12,022</u>

8. Debtors:	2017 £	2016 £
Gift Aid refund due	723	438
Un-credited cheques	20	85
Pre-payments:		
Room hire for Lunch Club	108	135
Room hire for Over Sixties Club	60	80
Room hire for AGM	20	20
Postage	8	
	<u>939</u>	<u>758</u>

9. Creditors:	2017 £	2016 £
Accrued mileage costs	307	444
ID Card charge due	7	
Driver Appraisal Charges Due		30
	<u>314</u>	<u>474</u>