



Sway Welfare Aid Group

Registered Charity No. 261220

Minutes of SWAG Public Meeting held on 21 May 2018 at 7:00p.m.

Attendees: Pat Fleat – Trustee; David Golby – Organiser; Jeremy Stevens – Treasurer; Jon Hartley – Chair; Vanessa Edwards – Secretary; Clive Potter – SRISF; Deborah Walker – Lunch Club; Anne Johnson – Over 60s Club; Jennifer Clarke – Over 60s Club; John Pawson – St Luke’s Church Trevor Astbury; Ray Champion; Tony Oakhill; Mike Perrett; Colin Denman

SPC: Sway Parish Council

SRISF: Sway Relief in Sickness Fund

1) Apologies for absence: Mike Green – Driver coordinator; Barry Rickman – SPC; Jane Pitts – Lunch Club; Margaret Whitney; Derek Whitney; Peter Mann; Jo Prior; Mary Llewellyn

2) Approval of Minutes of the Public Meeting of 29 January 2018 and any matters arising

The Chair referred to the previously circulated minutes and said that there were no action points arising, except the General Data Protection Regulation, which was included in the meeting agenda.

The members signified their approval to the minutes.

3) Lunch Club Report

The Chair invited Deborah Walker to present her and Jane Pitts’ report on the Lunch Club’s activities since the previous meeting, which is reproduced here in full:

Our members continue to enjoy a varied selection of main courses and desserts, thanks to our dedicated helpers. Main courses range from pork roasts to home- made chicken pies to sausages in cider. Non-meat eaters are catered for with delicious fish/ vegetable alternatives. We have had 8 meals to date in this new year with an average attendance of 24 to 25 members.

Sadly we have lost two of our male members recently. They were both lovely gentlemen and will be sorely missed. Our membership numbers are now at 28 (22 female and 6 male) and we are actively looking to recruit new members. As a reminder, the requirements are to be 65 or older, to be living alone or with a partner/spouse in care, or to be a special needs person who would benefit from this service. As always, we would appreciate any suggestions for new members that anyone might have. As for our helpers, we are pleased to welcome a few new helpers this year but there's always room for more!

We have had a most welcome offer from one of our helpers to help finance the acquisition of some new cushions. Many of our members find the new chairs a little hard (though they are much lighter and easier to stack). Deborah and I are looking into the provision of such cushions. They can, of course, also be used by other groups using the Church Rooms.

Another kind donation to the Luncheon Club has been made by a local farm- a total of 15 kilos of best Aberdeen Angus steak mince. Deborah is storing this and has already made a "posh" mince meal with it. Thank you, Jeremy, for acknowledging their generosity on our behalf.

Financially we are in a sound position and Jeremy has been regularly informed of our income and expenditure, as required by regulation. The introduction of the £4 meal has gone well. We have not been approached by anyone as yet who needs to be subsidised.

Our continued thanks to SWAG and all our helpers and drivers for their unstinting support.

3) Organiser's Report

The Chair invited David Golby to present his report on the charity's activities and achievements since the previous meeting; this is reproduced in full below.

This has been one of the most intensive periods of activity for your Trustees during my time as Organiser. In addition to our normal day to day work of running the charity and helping our many clients we have, like many organisations, been forced to grapple with the complexity of the new EU General Data protection regulation (GDPR) legislation that comes into UK law later this week. If you have not seen it in the press you will have been receiving mail about your new rights from every organisation that holds personal data about you. Sadly SWAG is not immune from this and the trustees have been undertaking a major project, guided by Vanessa, to bring the charity into compliance with the new regulation. In the past charities have been exempted from the more complex parts of data protection law but this is no longer the case. The largest difference to the old legislation is that even contact data such as name, address, phone etc., is now considered controllable personal data and we clearly hold large amounts of this not only relating to clients but also donors and volunteers. As Trustees, we get the "go to jail" card if we get this wrong and, it is a very fine balance between being compliant with the law whilst still being able to run the charity effectively on a day to day basis. Many people might say that it's not a problem as we will be leaving the EU next year. However, every indication is that the UK government is very supportive of these new regulations which they intend to enshrine in UK law post BREXIT.

Due to the very significant impact of this legislation, Vanessa will be making a presentation shortly on the impact this will have on the running of SWAG going forward and the actions we are taking to ensure compliance. In view of this I will keep my Organisers report brief.

Fund Raising

Our funding remains in a healthy state thanks to the many ongoing donations from grateful transport clients, individual donations, many of which include gift aid which we are able to claim back from the government, and donations from other local groups. We are indebted to these donors as well as our heating grant sponsor who again helped to fund our Easter payments this year. Jeremy, in his report will give you the details on all this income together the yield from our ongoing investments in his report.

Charitable Activities

We have made Easter Heating Grant Payments of £250 to 16 clients. Two other clients have, by mutual agreement, been removed from the list. In both of these cases, our help and intervention at an earlier stage have enabled them to stabilise their financial position to the extent that ongoing help was no longer required. These are both success stories that demonstrate that our help and intervention can help change people's lives.

We have also help two new clients with young families with financial grants to manage arrears with council tax, rent, replacement of damaged carpets and in one case help with the funding of a replacement car enabling a new job offer to be taken that will transform the financial position of the family in question.

Together with SRISF we have also helped to fund a disability ramp for the Pavilion at Jubilee field providing, once installed, much needed access for disabled members of the community.

We have also helped to coordinate a desperately and urgently needed food supply for one client from the Lymington food bank.

Lunch Club continues to offer a much loved and excellent value for money lunch on a twice monthly basis. You will hear more on this from Deborah later.

Our Transport service continues to provide an essential service to many of our local residents getting them to their surgery and hospital appointments. Mike Green is unable to be with us tonight so I will give you some outstanding statistics covering the last 3 months on behalf of Mike and his fellow coordinators:

We have undertaken 111 journeys which is a 46% increase over the same period last year. The actual miles driven were 2,525 – again a 46% increase over last year. In these journeys we have transported 36 different clients, a 6% increase using 49 drivers. I'm sure that you will agree that these are amazing figures.

None of the above, be it grants, lunch club or transport could have been possible without the dedication and support of our volunteers and the generosity of our donors. A very big thank you to all of them.

The Future

We continue to remain well placed, as a small local charity, to help those who are most vulnerable in our community. It is particularly pleasing to see how we are changing lives, particularly families with young children, and making a real difference to their future. Without our expanded transport service we would have so many people in our village unable to attend, without considerable additional stress and expense, their medical appointments.

Finally, I must pay tribute to my fellow Trustees. Particular thanks to Vanessa, without her legal skills we would have had significantly more difficulty and expense in ensuring compliance with the endless changes in legislation. Also Jeremy who has put in so much work to collect, collate, secure and audit all of the data that we hold on clients, volunteers and donors so that we can demonstrate full compliance with all of the new requirements placed on us by GDPR.

David Golby
Organiser

The Chair thanked David for his report and invited any questions.

Colin Denman asked whether the Trustees had considered organising a barbecue for all drivers, and possibly other volunteers.

David Golby replied that this had been considered a couple of years previously, when a significant number of drivers had been reluctant on the grounds that it would involve expenditure by SWAG on volunteers rather than clients and that it was not a particularly useful use of volunteers' time, but the Trustees would reconsider the idea.

4) Financial Report

Jeremy Stevens presented the charity's Financial Report for the period 27 January 2018 to 18 May 2018. The complete report is attached to these minutes, with a summary below.

Income from donations for the period amounted to £3,822, compared to expenditure on Charitable Activities of £9,748.

The main component of charitable activities were Easter heating grants, made to 16 individuals and families, totalling £4,000, and special hardship grants to two families, totalling £4,002.

Donations during the period amounted to £3,822 (compared to £3,916 for the same period last year), including a total of £1,573 (compared to £1,037 for the same period last year) from various medical transport clients, the increase in part reflecting longer average drives; individual donations of £522; £385 from Open House Coffee, and £40 from the New Forest Hunts Pony Club.

Investment income for the period was £1,745.

The Chair thanked Jeremy for his report and invited any questions.

The Reverend John Pawson asked whether the Trustees had considered offering payment of medical drive expenses quarterly rather than yearly. This might encourage participation by potential volunteers who would otherwise be financially squeezed.

Jennifer Clarke asked how other local medical drive organisations compared. The Chair replied that there were a number of different models. In some, clients pay by reference to a tariff, and drivers keep the payments towards expenses and donate any excess to the charity. SWAG however prefers to remain free to the user.

It was agreed that the Trustees consider possible twice-yearly payments with Mike Green and the team of drivers.

5) Report on GDPR

The Chair invited Vanessa Edwards to present her report on changes to SWAG's processing of personal data as a result of the General Data Protection Regulation; this is summarised below.

The numerous GDPR emails that many people have been receiving have largely been prompted by two changes which the GDPR has made to the previous data privacy legislation. These changes have also required SWAG to update its data privacy procedures.

First, both the old and the new legislation require that processing personal information normally requires the consent of the person concerned. Under the previous law, however, consent could be inferred from inaction, e.g. failing to tick a box on a form or website. The GDPR requires some affirmative action to demonstrate consent. This does not necessarily have to be in writing (apart from special cases including the processing of medical information) but can no longer be assumed from inaction.

To ensure compliance, SWAG has updated the forms used by persons applying to volunteer (for example as drivers or Lunch Club cooks), by clients who approach SWAG for assistance and to acknowledge donations.

Second, the GDPR gives individuals new rights where organisations process their personal information, for example the right to request that their information be deleted and the right to withdraw their consent to processing. In addition, the GDPR requires organisations to make individuals aware of these rights.

SWAG has developed a list of GDPR rights which may be found on its website; hard copies were also distributed at the meeting. The forms referred to above now state where this list may be found. In addition, medical drivers will shortly be issued with cards to give their clients, which will contain a similar statement.

Ray Champion asked if SWAG's Independent Examiner would be required to verify GDPR compliance. The Treasurer felt this to be most unlikely, however Charity Commission would communicate any change in expectations for the Examination of Accounts.

6) Sway Relief in Sickness Fund (SRISF)

Clive Potter kindly presented a report on SRISF's activities:

A grant has been made to Oakhaven Hospice for a new passenger transport vehicle.

SRISF, like SWAG, has made a grant towards the cost of a disabled access ramp at the Jubilee Field Pavilion. Installation has been delayed.

A request for financial support toward the costs of installing a chair lift had been received from the Village Hall.

The SRISF Trustees will be discussing steps to ensure compliance with the GDPR at a forthcoming meeting.

There being no other agenda items for the Public Meeting, the Chair thanked members for attending and declared the meeting closed at 8:25 p.m.

SWAG

INCOME & EXPENDITURE REPORT FOR THE PERIOD 27th JANUARY 2018 TO 18th MAY 2018

Expenditure on Charitable Activities £9748

This was made up as follows:

- Easter Heating Grants to individuals: £4000 (16 people at £250)
- Special hardship grants: £4002 (2 families)
- Lunch Club: £707
- Less Lunch Club Subscriptions: -£584
- Room hire for Over Sixties Club: £240
- Sway PC – Ramp for Jubilee Pavilion £1250
- Postage and Telephone: £109
- Medical Transport Service: £24

Income from Donations £3822

This was made up as follows:

- Transport Clients: £1302
- Individual donations: £522
- Gift Aid claimed: £1573
- Open House Coffee: £385
- New Forest Hunts Pony Club £40

Other Income £1745

This breaks down as follows:

- Dividends on Investments: £1651
- Income from Bond Fund: £117
- Bank Interest less Bank Charges: -£23

Situation at 18th May 2018 – Available: £26,476

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| Cash, Bank & un-presented Cheques: | £1378 |
| Deposit Account: | £17,990 |
| Bond Fund: | £11,431 |
| Lunch Club Fund: | £276 |

J R Stevens
Treasurer