

**Minutes of the Annual General Meeting  
of Sway Welfare Aid Group (“SWAG”)  
held on 24 February 2026 at 19:30  
at Church Rooms, Sway, Hampshire**

<b>TRUSTEES ATTENDING:</b>	Sally Smith (SS)	Chair	
	Sharon Millett (SM)	Treasurer	
	Paul Loveridge (PL)		
	Angela Willows (AW)		
	Jon Hartley (JH)		
	Mark Parker (MP)	Minutes	
<b>OTHERS ATTENDING:</b>	Mary Llewellyn	Tom Llewellyn	
	Barry Cornwell	Sue Cornwell (SC)	Sheila Butler (SB)
	Russell Fry	Hugh Marchant (HM)	Dave Herrod
	Ian Gale,	Penny Perrett	Mike Perrett
	Mike Butler	Charles Fry	Howard Millett
	Robert Willows	Chris Baughan	Christina Graham
	Maureen Arnold		
<b>APOLOGIES:</b>	Janet Kirk (JK)	Rev Jane Mitchell	
	Ian Burnham	Colin Denman	Catharine Bowen
	Deborah and Rick Walker	Ted Watts	Alex Pepper

**1. INTRODUCTION**

1.1. The Chair welcomed those attending and noted apologies for absence.

**2. AGENDA**

The Chair drew attention to the agenda on screen. There were no comments.

**3. APPROVAL OF MINUTES**

3.1. The Chair noted that the minutes of the AGM held on 18h February 2025 had been made available on SWAG's website and asked whether there were any corrections or comments. No changes were requested, and Hugh Marchant proposed that the Minutes be approved, Sheila Butler seconding. The minutes were approved unanimously with no abstentions.

**4. MATTERS ARISING**

4.1. There were no matters arising from the last AGM.

**5. ANNUAL REPORT**

5.1. The Chair reported that the Annual Report was available on the SWAG website  
5.2. She gave a brief account of the history of SWAG and its organisation. She outlined the duties of its trustees and listed the trustees serving during the previous year, with Sue Cornwall standing down in August 2025 and JH and JK due to standing down at the close of the meeting. She thanked departing trustees for their contributions over the years.

- 5.3. She listed the objectives of SWAG as registered with the Charities Commission and noted that in addition to providing financial support to those in need, SWAG provides a medical transport service, a monthly Lunch Club and a weekly Community Café, all run by volunteers.
- 5.4. She noted that SWAG is affiliated to the Good Neighbours Network (GNN), which has been organised ultimately through the CoE Diocese of Portsmouth, but noted that some of the support provided by GNN will be withdrawn due to loss of funding.
- 5.5. She noted that SWAG's financial position continued to be sufficient to provide assistance to all who requested it and to sustain the charity's volunteer-operated services. SWAG's financial position continued to be secure. She noted that financial assistance included energy grants, support of low-income families through a grant to the village school, and donations to SpudWorks and the village hall defibrillator. SWAG also referred several clients to the Basics Bank and to other services.
- 5.6. Finally, she recorded the trustees' thanks to all SWAG volunteers, upon whose contributions of time and effort SWAG entirely depended.

## **6. FINANCIAL REPORT**

- 6.1. The Treasurer (SM) reported income from donations (including gift aid where appropriate) of £2,814 as bequests from Sway residents sadly lost during the year; £5,998 from medical transport clients; £4,298 from the Christmas appeal (including a single generous donation of £2,500); and £1,019 from the Community Café (up £276 on the previous year). Donations overall were £17,772, down by 18% on the previous year. Income generated from our investments was £18,689, slightly up on the previous year.
- 6.2. Treasurer reported that annual heating grants of £800 (the same level as the previous year) had been paid to seven Sway families and three small fuel grants of £200 each had been made. Seven families had benefitted under the hardship scheme, with the total increasing from £2,304 last year to £12,169 this year.
- 6.3. Grants to organisations during the year were £3,000 to St Luke's Primary School to support vulnerable families; £100 to Spudworks towards planting in the dementia garden; £494 to the Thursday Afternoon Club for room hire; and £144 to the Village Hall for replacement of infant defibrillator pads.
- 6.4. Regarding charitable activities, donations of £5,998 received by the medical transport service covered the drivers' mileage expenses of £5,771, and left a surplus of £227; support of £782 was allocated to Lunch Club (with members paying £5 per session towards food while SWAG meets the room hire and incidental costs); and SWAG covered a shortfall of £290 between the Community Café costs of £1,309 and donations received of £1,019.
- 6.5. SWAG's investments generated an income of £18,689, a yield of 3.9%. The Equity fund of £419,788 has grown 3% over the year, while the fixed interest fund of £64,815 has fallen by 3%, overall, an increase year on year of 1%. Since the end of September 2025, the funds' performance has been positive, with M&G up 14.5% and Blackrock up 11.7%.
- 6.6. Overall, SWAG is in a strong financial position, with income exceeding expenditure and a surplus of £6,493, even though expenditure on charitable activities was up 52% on the previous year. Total charity funds at the year-end were £533,083, with the Unrestricted Fund at £47,646.
- 6.7. Adoption of the accounts was proposed by Chris Baughan, seconded by Barry Cornwell and approved unanimously with no abstentions. The approved accounts will be posted on the SWAG web site.

## **7. ELECTION OF TRUSTEES**

- 7.1. The Chair noted that the following trustees have put themselves up for re-election: SS, SM, PL, AW, and MP. As previously noted, JK and JH would retire with effect from the close of the meeting. Three new candidates have put themselves forward for election and were supported by the existing trustees: Chris Baughan, Sheila Butler and Alex Pepper.
- 7.2. CB and SB gave short introductory biographies, and the Chair read a biography for AP, who was unable to attend in person.
- 7.3. The Chair asked whether the meeting was content to vote on all trustees together and in the absence of any objection, the candidates were elected or re-elected unanimously.

**8. APPOINTMENT OF AUDITOR**

- 8.1. The Chair reported that Mr Mike Butler was prepared to act again as Independent Auditor for SWAG Trustees. His re-appointment was proposed by SM, seconded by Jon Hartley and approved unanimously with no abstentions.

**9. LUNCH CLUB REPORT**

- 9.1. The Chair noted that Deborah Walker (DW) as Lunch Club leader was unable to attend in person but had provided a written report, which was read to the meeting.

**10. COMMUNITY CAFÉ REPORT**

- 10.1. The Community Café report was delivered verbally by Sue Cornwall (SC). She reported that the Café, which began in 2021, is open from 10:30 every Tuesday morning in the Church Rooms. It is open to Sway villagers young and old, with no need to book. Every second Tuesday of the month, during winter, the Café serves soup and sandwiches and on alternate Tuesdays, the Café serves cakes baked by volunteers. It has achieved a 5-star food hygiene rating, on inspection. The Café runs on donations only, and SC extended thanks to the Sway Carnival for a support donation of £200.

**11. MEDICAL TRANSPORT REPORT**

- 11.1. Hugh Marchant (HM) presented the Medical Transport Coordinators' Report, a written copy of which is attached to these Minutes.
- 11.2. HM thanked all driver volunteers and appealed for volunteers to act as Coordinators for the Medical Transport service, He noted that volunteer drivers could only provide door-to-door transport and are neither trained nor insured to help with mobility problems or accompany clients into the hospital or surgery. Clients needing help or support should bring a relative, friend or carer, or request in advance assistance from a hospital porter.
- 11.3. HM thanked Dick Bugg and Jeremy Stevens for building and maintaining the Transport Coordination database software which makes the coordinators' jobs much easier.

**12. PUBLIC FORUM**

- 12.1. The business of the meeting being completed, the Chair invited questions and comments from the floor.
- 12.2. Christina Graham enquired about the qualifying criteria for medical transport, as she had had a request turned down. The transport coordinators were surprised as she would be expected to qualify, but as the case was 15 yrs ago, no one had direct knowledge of the circumstances. The consensus was that if she made the request today, she would qualify, provided enough notice (two days or more) was given.
- 12.3. Maureen Arnold asked whether SWAG could be called to pick people up from the floor after a fall. SS explained that SWAG volunteers were neither trained nor insured to provide such help, and that anyone in this position should call for an ambulance with trained paramedics.
- 12.4. To guide potential transport coordinator volunteers, JH asked how many requests were received in a typical week. HM replied that there were on average around 10 requests per week, which were normally received as voicemails through the SWAG helpline Option 1, or by email. The driver database software helps find a driver who had not been called upon for 4 to 6 weeks. SS noted that Sway was very fortunate in having the medical transport services, as equivalent schemes elsewhere were much smaller, more restrictive and usually charged per mile.

**13. CLOSE**

- 13.1. There being no further business the meeting concluded at 20:15.

.....Chair

## **ATTACHMENTS**

- A. Approved Minutes of AGM held on 18h February 2025
- B. Approved Annual Report and Accounts for the Year Ending 30th September 2025
- C. Lunch Club Report
- D. Medical Transport Coordinators' Report