

Clevedon Care
(Registered charity no. 299247)

**Minutes of the 39th Annual General Meeting held on Wednesday 29th April 2026
at Kenn Road Methodist Church Hall at 7.00pm.**

Present: 35 members present

1. Opening of Annual General Meeting and Adoption of the Agenda

The Chair, Ian Turner, welcomed everyone and thanked them for attending. The meeting was opened and the agenda adopted.

2. Apologies

29 apologies have been received.

3. Approval of Minutes of the 38th Annual General Meeting

The Minutes of the 38th Annual General Meeting held on Wednesday 9th April 2025, having previously been circulated, were approved and signed as a true record by the Chair.

4. Matters Arising

Portishead Porters – It was suggested at the last AGM that a local car scheme, Portishead Porters, may have periods when drivers are not used much due to lack of demand. On that basis Ian had spoken to Sue Ferguson, who confirmed that most of the time their divers are fully utilised.

5. Chairman's report

Ian's full report is attached. Ian welcomed all new volunteers who have joined us over the last year and existing volunteers.

Ian thanked all volunteers who give their time to Clevedon Care. Ian thanked the committee who work tirelessly on behalf of the charity, Kevin for producing the Infographic and acknowledged those that take on additional tasks specifically; Jon Pittard who calculates the donation charges, Yvonne Connor who has walked miles to distribute our leaflets and Liz Rowen for managing the DO rota.

He ended his report by thanking everyone for their huge contribution and continued efforts that make a difference to our community. There were no questions.

6. Secretary's report

Marie's full report is attached. There were no questions. Ian thanked Marie for her hard work over the last 12 months, in particular making things more efficient.

7. Treasurer's report and Approval of Accounts

Andrew's full report is attached. One member sought clarification on the CCLA figure in the accounts as it was the same as last year. Andrew confirmed that the interest rate on the CCLA deposit account can fluctuate during the year, but that the information was correct. Interest from CCLA was paid direct into the Lloyds current account so the actual balance on the CCLA account is always £30,000.

The accounts were formally approved by the members present.

Ian thanked Andrew for his hard work during the year.

8. Driver Co-ordinator and Safeguarding Officer's report

Tom's full report is attached. Tom welcomed new members present at the meeting. One member sought clarification on the parking situation at Southmead Hospital. Tom confirmed, as previously circulated, the official line from Southmead is that all Volunteer drivers should report to the Parking Office on arrival. It was acknowledged that some drivers had been given complimentary parking slips by Southmead

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however, this had been in error and no further parking slips would be issued. One driver advised that he rarely has to go to the parking office as the barriers seem to recognise his car reg. and automatically lift. Another driver confirmed that if there is an issue with the barrier lifting, then drivers should press the button and advise they are from Clevedon Care, and they will be let out. Drivers should ensure their driving pass is displayed in the windscreen.

Ian thanked Tom for the wonderful work he has been doing.

9. Duty Officer Co-ordinator's report

Julie's full report is attached. In addition, Anne Findlay will be leaving us at the end of May due to personal reasons. There were no questions. Ian thanked Julie for the huge amount of work she does including training of Duty Officers.

10. Project Co-ordinator's report

Di's full report and plan for our 40th Anniversary celebrations is attached. Di highlighted the 40th Anniversary celebrations due to take place over the weekend of 10th/11th/12th September 2027, asking for help from volunteers and any suggestions to promote the event.

Ian thanked Di for her continued commitment to Clevedon Care.

11. Social Secretary's report

Julie introduced herself to the meeting and her report is attached. Two functions being held this year for everyone's diaries – a BBQ at Kenn Village Hall on Saturday 6th June and the Fish & Chip evening in September. An urgent request was put out for volunteers to help with cooking at the BBQ, please get in touch with Julie asap.

12. Digital Co-ordinator's report

Kevin introduced himself and provided a verbal update. He noted positive feedback on the infographic and plans to update it annually. His primary focus will be improving the website, which requires updates. He has begun posting more regularly on Facebook and intends to continue, including building links with local community groups. One member suggested we could use any customer testimonials and engaging clients through surveys. Members were invited to share any further ideas with Kevin.

13. Constitution amendments

A resolution had been circulated with the Agenda on two minor amendments to Part 2 of the Clevedon Care Constitution as follows:-

Amendment 1. Section 14 Trustees and Officers - Point (3)

This amendment is intended to allow greater flexibility in role changes, both now and in the future. The core Officer roles of Chair, Treasurer, Secretary, Driver Co-ordinator and Duty Officers' Co-ordinator will remain unchanged. However, to accommodate evolving needs, the titles and duties of the remaining two Officers will be non-specific and determined by the Management Committee at the time.

Current wording

The Officers of the Charity shall be the Chair, the Treasurer, the Secretary, the Drivers' Co-ordinator, the Duty Officers' Co-ordinator, the Publicity Officer and one other Officer whose title and duties will be specified by the Management Committee.

Proposed new wording

The Officers of the Charity shall be the Chair, the Treasurer, the Secretary, the Drivers' Co-ordinator, the Duty Officers' Co-ordinator, and two other Officers whose titles and duties will be specified by the Management Committee.

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Amendment 2. Section 16 Finance – Point (3)

This amendment reflects that the Charity's accounts are not required to undergo a formal audit, as advised in the Treasurer's report presented at the 2025 AGM.

Current wording

The Charity accounts shall be audited once a year at least by a qualified auditor who shall be appointed at the general meeting and shall not be a member of the Charity.

Proposed new wording

The Charity accounts shall have an independent examination once a year by an Independent Examiner who shall be appointed at the general meeting and shall not be a member of the Charity.

The proposed resolution was agreed unanimously by all members present to be adopted into the Constitution.

14. Elections to the Management Committee

(a) Election of Officers

There was a need to make changes to some of the roles. The role of Projects Co-ordinator and Publicity Co-ordinator are no longer required as tasks have been redistributed to other Committee members.

- Kevin Casemore resigns as Trustee at this AGM to take on the role of Digital Co-ordinator.

Proposed by: Marie Spear

Seconded by: Ian Turner

- Julie Ginn was co-opted by the Committee at their November 2025 meeting, to take on the role of Social Secretary, for ratification at the AGM.

Proposed by: Di Brown

Seconded by: Ian Turner

- Tom Shaw wishes to step down from the role of Driver Co-ordinator as soon as possible. There had been no nominations received prior to the meeting. Members at the meeting were asked for any nominations. There were none forthcoming. Tom agreed to remain in place until such times as a successor can be found.

- The election of the committee was unanimously approved en masse and confirmed as:-

Chair	Ian Turner
Driver Co-Ordinator	Tom Shaw (temporary)
Duty Officers Co-Ordinator	Julie Butt
Treasurer	Andrew Spear
Secretary	Marie Spear
Social Secretary	Julie Ginn
Digital Co-ordinator	Kevin Casemore

(b) Election of Trustees

Following the resignation of Kevin Casemore noted above, Di Brown was proposed to take on a 3 year term Trustee. This was unanimously approved at the meeting.

Proposed by: Ian Turner

Seconded by: Marie Spear

15. Appointment of Auditor

The meeting approved the appointment of Derek Hanson as our independent examiner of the accounts.

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16. Future Dates

Next AGM Wednesday 21st April 2027, 7.00pm at Kenn Road Methodist Church Hall.

Management committee meeting: Tuesday 5th May 2026, 5.00pm at the YMCA.

17. Any other business

(a) Presentation & Awards

Ian informed members present that the Committee had agreed to present long service awards annually at the AGM to volunteers who have reached 10 and 15 years of volunteering service with Clevedon Care during the previous 12 months.

Certificates will be awarded to those reaching 10 years, and Certificates with a £30 gift voucher to those reaching 15 years. As this is the first year of introducing this annual event, there were a number of volunteers that have been volunteering over and above the 10 and 15 year milestones.

Certificates and awards were presented to those members in attendance with grateful thanks and applause, as follows:-

- Viv Webster - 26 years (presented with certificate of years reached & gift voucher)
- Brian Webster - 22 years (presented with certificate of years reached & gift voucher)
- Liz Rowen - 18 years (presented with certificate of years reached & gift voucher)
- Sarah Clark - 13 years (presented with retrospective 10 year certificate)
- Kay Wood - 13 years (presented with retrospective 10 year certificate)
- Di Brown - 10 years (presented with 10 year certificate)
- Steve Elson - 10 years (presented with 10 year certificate)

The following volunteers were unable to attend the AGM. Certificates and awards will be sent to them under separate cover as appropriate.

- Brian Cherry - 15 years (15 year certificate & gift voucher)
- David Steele - 15 years (15 year certificate & gift voucher)
- Linda Bakehouse - 14 years (retrospective 10 year certificate)
- Mike Gerrish - 13 years (retrospective 10 year certificate)
- Roger Davidson - 10 years (10 year certificate)
- Kay Osborne - 10 years (10 year certificate)

Members present were unanimous in giving their thanks and applause to our Chair, Ian Turner, for his leadership and hard work.

The meeting closed at 8.15pm and members enjoyed refreshments.

Signed and approved as a correct record.

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Ian Turner – Chair

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Date