

Minutes of the Annual General Meeting Home-Start North West Hampshire

Date: Wednesday 6th July 2018
Venue: More of the good Stuff Café, Dummer, Basingstoke
Time: 11am

Present:

Janette Hewitt	Chair
Steve Bushell	Treasurer
Maggie Bates	Trustee & Gift Aid
Jo Attridge	Trustee & QA Lead
Karin Jardine-Brown	Trustee-HSNWH-200 Club
Sheren Butler	Trustee-Safeguarding Lead
Mark Flower	Trustee-Fundraising Lead
Jeffrey Northam	Trustee-Corporate Fundraising
Dr. Judith Darmady	Patron
James, Earl of Malmesbury	Patron
Jools Anderson	Scheme Manager
Fran Huntley	Mental Health Co-ordinator
Claire Wooldridge	Scheme Co-ordinator
Dawn Lyon	Group Co-ordinator
Anna Chiappetta	Administrator (Minutes)
Angela McArt	Volunteer
Em Cater	Volunteer
Ian Nicholson	Supporter
Liz Narracott	Supporter
Cllr Sean Keating	Mayor of Basingstoke & Deane
Angie Forbes-Sprout	Perinatal Community Team
Lynsey Kew	Perinatal Community Team
Jenny Turner	Inner Wheel of Basingstoke
Diane Gatehouse	Inner Wheel of Basingstoke

1. Welcome and Introduction

Janette Hewitt- Chair welcomed staff, trustees, volunteers, friends of HSNWH & practitioners to the AGM. Special thanks was given to our patrons James, Earl of Malmesbury & Dr. Judith Darmady for their continued support to Home-Start NWH and to Cllr.Sean Keating Mayor of Basingstoke for attending.

Janette advised that each attendee should find a copy of the AGM minutes from last year, AGM report, Treasurer's Report and AGM Agenda on their chair.

2. Apologies received from:-

Katy Carter
Julia Slowey
Heather Wilson
Tricia Lewin
Marion Goddard
Carolyn Anderson
Tracey Taylor

Group Co-ordinator
Volunteer
Volunteer
Volunteer
Volunteer
Supporter
Childrens & Family Development Office-
Basingstoke & Deane

3. Minutes of AGM held on Wednesday 26th July 2017

Janette proposed that the minutes from the last AGM be ratified which were seconded by trustees Jo Attridge and Jeffrey Northam.

4. Matters Arising

There were no matters arising.

5. Presentation of Annual Report 2016/17

Janette thanked staff for producing the Annual Report and to volunteers and families for their contributions. Janette asked attendees if they had any questions regarding the Annual Report. None was received.

Janette reported that 2017-18 has been a year of change within the Scheme with Philippa King, Senior Co-ordinator leaving at the end of the May 2017, appointing Jools Anderson as Scheme Manager in October 2017 and thanked her for the fantastic work she has achieved since she started.

Winning funding in a joint bid made with Hart and Rushmoor Home-Start from the Big Lottery for the Mental Health Project which has been up and running since September 2017.

Appointing new staff members; Fran Huntley – Mental Health Co-ordinator, Claire Wooldridge – Scheme Co-ordinator and Dawn Lyon – Group Co-ordinator who replaced Julia Slowey-BHBF Co-ordinator who left at the end of March 2017.

After 13 years Trustee Patricia Fox stepped down as trustee & Treasurer in July of last year and we are indebted to her for all of her hard work and support she has given the scheme. In the interim Trustee Steve Bushell has very kindly taken over the role of temporary Treasurer.

Trustee Ian Nicholson also stepped down in December of last year and we will miss his insightful comments at Board Meetings.

We welcome new Trustee Sheren Butler to the Board who has taken over as Safeguarding Lead. Sheren has a strong background in child protection and is an invaluable asset in supporting the Scheme with Safeguarding issues.

Although HSNWH has seen a reduction in the number of Volunteers the Scheme has supported more families during 2017/18 through a mixture of Group & 1-1 support than the previous year!

Our Big Hopes Big Future Project (BHBF) continues to thrive supporting families with pre-school children in being ready for school. The last project finished at the end of March at South View Primary School with another starting at Bramley Primary School at the end of April 2018.

We were very fortunate last year through trustee Steve Bushell to be selected by the Grocer's charity to be one of their beneficiaries at their fundraising dinner which raised over £40k for HSNWH.

Janette thanked the staff team for their hard work throughout the year and to all the Volunteers & Trustees for their continued commitment and time they support the Scheme through family work and fundraising.

6. Presentation of Annual Accounts 2017/18

Steve Bushell reported that the accounts from the 1st April 2017 to 31st March 2018 have been independently examined by Caroline Scull. Home-Start NWH is registered with companies' house and the charities commission.

Steve reported that HSNWH ended the financial year with a total income of £137k which is an increase of 18% from the year before. This is due to fundraising money received from the Grocers Dinner and winning the 3 year Mental Health Project from the Big Lottery which helps pay the Scheme's core costs.

Steve thanked the 200 Club Lottery Co-ordinators for their continued support in promoting the lottery which currently brings in £7k per year.

Steve explained that restricted funding received can only be used for a particular project, whereas unrestricted funding is money received via donations and fundraising and can be used for core costs.

There were no questions arising from the Treasurer's report.

7. Adoption of Annual Report and Accounts

Janette asked for the Annual Report and Accounts to be accepted by the Board of Trustees, which were proposed by Jo Attridge and seconded by Liz Naracott.

8. Appointment of Independent Examiner for 2018/19

It was proposed that Caroline Scull be again used as External Examiner for the next financial year which was proposed by Maggie Bates and seconded by Sheren Butler.

9. Election of Trustees

Trustees who have been in post for 3 years and up for re-election are:

Steve Bushell
Karin Jardine-Brown
Natalie Fletcher

All were proposed, seconded and re-elected to the board of trustees.

10. Mental Health Project

Fran Huntley – Mental Health Co-ordinator gave a short talk outlining the project, which started in September 2017. Fran quoted a national statistic that 1 in 4 people per year struggle with mental health and 70% of those are not comfortable speaking to their family about their feelings. The aim of the mental health project is to “enable & empower” families to support themselves.

Since starting Fran has made strong links with various mental health agencies and has arranged mental health 1st Aid training through ‘Restore’ for 20 volunteers across the two schemes to help equip them with skills when going into the families homes. She is hoping to run another course later in the year.

The Well-being Group started in October 2017, as it was clear very early on that a drop-in on a Monday morning was needed. Referred families can drop in for as long as they want between 9:30am-11:30am, to chat with staff and stay for the 40min topics which is aimed at the parents while their children are looked after by volunteers in the Crèche next door. Topics which have been held at the drop-in are Tai Chi, art workshops, dance, crocheting, relaxation breathing and more recently a regular 1 min mediation each week.

Fran reported that the Group has increased the confidence of many families, one mum who has been attending since October now feels comfortable coming in and talking to her peers in group about her anxieties. It is always our aim to support families into group to increase their social network but we understand that not every referred family will be in the right place to attend due to their anxieties.

Fran thanked the volunteers who give up their time to help within the group as without them the Group wouldn't be able to carry on supporting the families.

11 Jools Anderson – Scheme Manager, presented Guest Speaker Em Cater, HSNWH volunteer sharing her experience of volunteering for the Scheme.

Before introducing, the Guest Speaker Jools thanked the staff team for working above and beyond supporting families and ensuring our volunteers feel safe and are not isolated working 1-1. A monthly drop-in for Volunteers has been in place since January 2017 which is an opportunity for them to come and chat to staff about any concerns they have and also more importantly to network with other volunteers as it is very isolating being a 1-1 volunteer.

Jools thanked Basingstoke Rotary who this year have very kindly offered two of our families a week's holiday.

Jools introduced Em Cater who is one of our sessional workers supporting Fran in the Well-Being Group but also volunteers 1-1 and on a regular basis in the Multiple Birth & Additional Needs Groups.

The reason Em decided she would like to undertake volunteer work was whilst in hospital with her youngest son who has a brain tumour she noticed that a lot of other families she met with young children had no support at all. Em googled organisations to volunteer with and found HSNWH.

Em loved the 8 week volunteer prep course and since finishing her training has supported her first family with two babies where mum needed help with building

confidence to leave the home. She accompanied the family on the bus into town and mum now feels happy going out on her own with the children!

Em feels very much part of the team both as a member of staff but more importantly feels valued as a volunteer.

12 AOB

Jenny Turner on behalf of members from the Inner Wheel club of Basingstoke very kindly presented a cheque of £300 to Home-Start NWH which they have raised throughout the year. Janette thanked Jenny for their generous donation.

13 Closing remarks

Flowers were presented to Sash Newman for very kindly hosting the AGM.

Janette thanked everyone for attending and the meeting was declared closed at 12pm.

*Janette Hewitt
19 July 2019*

