



**ANNUAL REPORT
AND
FINANCIAL STATEMENTS**

for the period 1st April 2017 to 30th September 2018

Bankers

Barclays Bank plc
87 High Street
Godalming
Surrey GU7 1AP

Independent Examiner

Delia Orme FCA
17 Critchmere Hill
Haslemere
Surrey GU27 1LS



Funded by



Help in Thursley

ANNUAL GENERAL MEETING

on Wednesday 31st October 2018 at 7:30pm in Thursley Cricket Club Pavilion,
Dye House Road, Thursley

AGENDA

1. Apologies for Absence.
2. Chairman's Report 2017/18
3. Treasurer's Report 2017/18
4. Adoption of 2017/18 accounts
5. Volunteer Co-ordinator's Report 2017/8
6. Election of Officers and Members of the Management Committee
See below
7. Appointment of an Independent Examiner for the 2019 Accounts
8. Any Other Business including questions/comments from members present.
9. Date of next AGM: Wednesday 30th October 2019

Clauses 4.1 and 5.2 of the Constitution state

- 4.1 *The Members shall elect a Management Committee at Annual General Meetings. Such Committee to consist of:*
 - i. *Chairman*
 - ii. *Secretary*
 - iii. *Treasurer*
 - iv. *Up to five committee members*
- 5.1 *Nominations for Appointments as Officers or Members of the Management Committee shall be in the hands of the secretary no less than seven days prior to the date of the AGM. However, if insufficient nominations are receive, then further nominations may be put forward during the course of the meeting, prior to the election of the Management Committee.*

2017 Annual Report

Administrative Information

Help in Thursley is a voluntary organisation governed by a constitution agreed by the members at its inaugural Annual General Meeting on Friday 3rd November 2017. Help in Thursley is an unincorporated not for profit association exempted from registration with the Charity Commission and HMR&C.

The correspondence address is Yew Cottage, Dye House Road, Thursley, Surrey, GU8 6QA.

Objectives and Activities

The objects of the organisation shall be:

The relief of those living in the civil parish of Thursley through the provision of transport, the provision of assistance and services to those in need of them, home visits and similar services irrespective of age.

Structure, governance and management

Membership (volunteers)

- Membership shall be open to anyone over the age of 18 who is accepted by the Management Committee, whose decision shall be final.
- On becoming a member appropriate training will be provided.
- Membership may be terminated either by the Management Committee (by majority agreement), or by the Member, without notice. Any termination shall be confirmed in writing by the party wishing to end the membership.

Management

The Members shall elect a Management Committee at Annual General Meetings. Such Committee to consist of:

- i. Chairman
- ii. Secretary
- iii. Treasurer
- iv. Up to five committee members

The above Committee shall have the power to co-opt additional persons to a specific meeting, or for a specific purpose where special skills are required by the Committee. Such short-term appointments must be ratified by Members at the next AGM if they are to be made permanent. The total Committee must not exceed ten.

The Management Committee shall be responsible for managing the Scheme and will hold regular meetings at such periods as the Committee agrees, but in any case not less frequently than quarterly.

The management committee has adopted a full range of policies, procedures and practices to ensure that the organisation follows “best practice” in all its operations including privacy and data protection.

Membership of the Management Committee in 2017/18

<i>Chairman</i>	Mr Peter Hunter
<i>Secretary</i>	Mrs Julie Langley (resigned December 2017)
<i>Treasurer</i>	The Reverend Peter Muir
<i>Volunteer Coordinator</i>	Mrs Sallie Roles
Elected members of the Management committee	Mr John Luff Mrs Nicki Bates Mr Archie Kostenko Mrs Di Cheesman

All the above members of the management committee are eligible for re-election.

Clause 4 4 of the constitution states "The members of the Committee ... will be elected annually at the AGM. Officers and Committee members may stand for re-election but may not serve for more than three consecutive years in the same office.

Committees: There are no sub-committees.

Chairman's Report for 2017/8

Since the launch of the scheme in November 2017 help has been provided to people in the community on some fifty two (52) occasions, giving an average of nearly five requests per month. Whereas this may not seem like many, when compared to other schemes such as that in Tilford & Rushmoor where it took nearly five years to achieve 100 jobs completed, we can feel confident that the scheme here in Thursley is a success.

Considerable thanks must be given to all the volunteers who have given their time and energy so willingly in the pursuit of helping others. A very special thank you is directed to the Duty Officers (DO) who have and continue to spend valuable time in accepting requests for help and sourcing volunteers to carry out the task. At the beginning I detected a certain level of frustration from the Duty Officers who had to spend a great deal of time on the telephone searching for a volunteer. However, since we have agreed to make the searches through broadcast emails, I hope the burden of their tasks has been somewhat eased.

Our bi-monthly coffee mornings at the Three Horse Shoes have proved a great success as we are all able to get together in a relaxed atmosphere and exchange ideas. Ideas that are then carried forward to the Committee for due consideration and implementation. Our thanks go to Michele at the pub for hosting us in the morning hours. Our thanks also go to Arkadii Kostenko for setting up the Duty Officer calendar on our web-site.

Many thanks are due to all the past and present Committee Members who spent a considerable amount of time and effort during the early months in organising the scheme to ensure that everything went as smoothly as possible. Apart from a few minor hiccups, it is now running to everybody's satisfaction.

I would also like to extend a special thank you to our committee member, Sallie Roles, who continues to do a splendid job co-ordinating new volunteers and Duty Officers. A huge thank you is obviously due to Vicky Turton of Surrey Community Action who steered us through our early days and ensured we were compliant.

As will be seen from the independently examined accounts our balance sheet remains very healthy due largely to the many generous donations received at the time of the launch in November of 2017. On the matter of finances, the Treasurer and I would like to encourage all volunteers to claim their due expenses for HiT journeys made, otherwise we run the danger of being over financed!

We can all proudly look forward to another successful year of HELP in Thursley.

Treasurer's Report 2017/18

The financial position of Help in Thursley is far healthier than any of the management committee could have dreamt when fixing the original budget for costs to see how much we needed to raise to cover anticipated costs in our first year.

With grateful thanks to so many individuals and local companies in the village and also to the Parish Council and charitable bodies with links to Thursley parish who all gave us grants we managed to raise a total sum of £4,755.00

To this needs to be added the grant of £700 received from Comic Relief to help defray the cost of our printing and stationery which explains the various logos you see on our Trifold leaflet and this Annual Report.

In our first eighteen months, our "operating income" comprised £394 of donations from clients and a further £86 from volunteers who donated their expenses back to Help in Thursley.

The bulk of our costs were one-offs or costs that do not recur every year.

The annual "operating costs" in the future will depend to some extent on the turnover of volunteers. Each volunteer must be DBS checked, trained and provided with the paperwork pack given to all volunteers. The cost for this is purely a function of the number of new volunteers who are recruited.

The insurance and phone costs are relatively fixed at around £420 per year. The final element of our "operating costs" in the future is the volunteer expense claims which should be in the region of 90% of the client donations received.

On this basis it would seem that our initial fundraising efforts which now translate into our reserves are sufficient to ensure the financial viability of Help in Thursley for the next ten years as a minimum.

It may also help inform those volunteers who choose not to claim their rightful expenses but donate them back to Help in Thursley.

The budget for the coming year could look something like this

<u>Income</u>		
Client donations	<u>£400</u>	£400
 <u>Expenditure</u>		
DBS checks	£8	
Stationery	£10	
Phone costs	£168	
Volunteers expense claims	£360	
Insurance	<u>£173</u>	
Total		£719
 Loss for year		 <u><u>-£319</u></u>

Volunteer Co-ordinator's Report

Following the launch of "Help in Thursley" last year 41 residents of our community became volunteers.

We were very grateful to Mrs Vicky Turton of the Surrey Community Action who was able to guide the newly formed committee through the regulations and necessary paperwork required for recruiting volunteers.

Committee members took on the role of interviewing volunteers personally.

A questionnaire was formulated and volunteers were asked for personal information, time available and the type of help they could offer - driving and/or taking calls. References were taken up and driving licences and car insurance checked. DBS checks were made and certificates were issued.

Volunteers were then invited to join informal group training sessions which stressed the need for confidentiality and for the volunteer to be mindful of client safety and of their own personal protection and safety.

Each volunteer was issued with a photo identity tag and a Help in Thursley parking pass for use at the various local hospitals.

The scheme has shown a steady number of requests of help from clients supported by a pool of willing drivers, duty officers and client helpers.

A HUGE thank you to everyone who has become a volunteer and has made 'Help in Thursley' an important part of our community support.

(Signed)
Peter Hunter
Chairman, Help in Thursley
October 2018

HELP IN THURSLEY

INCOME AND EXPENDITURE ACCOUNT

For the period ended 30th September 2018

	<u>2018</u>		<u>prior yr</u>	
	£	£	£	£
INCOME:				
Donations received	4,755			
Volunteer donations	86			
Client donations	394			
Grants received - Comic Relief	700			
		5,934		0
EXPENDITURE:				
DBS checks	346			
Website costs	26			
Training costs	30			
Printing and stationery	1,129			
Telephone costs	235			
Launch costs	282			
Advertising	80			
Volunteer expense claims	273			
Insurance	168			
		2,569		0
EXCESS OF INCOME OVER EXPENDITURE FOR THE YEAR		3,366		0

BALANCE SHEET at 30th September 2018

	<u>2018</u>		<u>prior yr</u>	
	£	£	£	£
FIXED ASSETS:				
None				
		0		0
CURRENT ASSETS:				
Cash at bank - current account	3,501			
Cash at bank - deposit account				
	3,501		0	
CURRENT LIABILITIES:				
Sundry creditors	135		0	
Subscriptions in advance	0		0	
	135		0	
NET CURRENT ASSETS:		3,366		0
		3,366		0
<i>Represented by:</i>				
ACCUMULATED FUND:				
Balance brought forward		0		0
Excess of income over expenditure for the year		3,366		0
		3,366		0

Hon. Treasurer: The Reverend Peter Muir

INDEPENDENT EXAMINER'S REPORT

I have examined the attached statements of funds for HELP IN THURSLEY which in my opinion accord with the accounting records of the balances at 30th September 2018 and of the income and expenditure for the period ended on that date. No matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records and to prepare financial statements have not been met.

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Statistics 2017/8

