

**Minutes of Annual General Meeting of the South West Surrey Association for  
Mental Health Limited held at the Canterbury Care Centre, 23 Waterden Road,  
Guildford, GU1 2AZ on Monday 6<sup>th</sup> November 2017 at 1.30 pm**

**1. Chair's welcome**

The Chairman, Colin Griffin (CG), welcomed everyone to the 36<sup>th</sup> AGM of SWSAMH Ltd. The guest speaker was Cathy Taylor, and Colin informed attendees that, after the business of the meeting was finished, she would speak about her experience of swimming the Channel in a relay team, to help raise funds for her two chosen charities, Canterbury Care Centre and Surrey Search and Rescue.

**2. Apologies for absence**

Apologies were received from Tamsy Baker, Tracey James, Veronica Melbourne and Geoff Snelling.

**3. Minutes of the previous AGM and matters arising**

The minutes of the AGM of 7<sup>th</sup> November 2016 were approved and signed.

**4. Chairman's report – CG**

CG began by reminding everyone that the Canterbury Care Centre (CCC) is a drop-in centre where people can come for social interaction without having to formally commit or sign up to the activities available, or regular attendance. There is a programme of optional activities including art, crafts, head massage, poetry, quizzes, discussion groups, cultural awareness sessions, table tennis, jigsaw puzzles and music. Food and drink are also provided (including lunches) and there is a small charge for this.

CCC has had a good year, where numbers have grown and activities have been varied and much appreciated by members. CCC has good relationships with their funding sources and is currently in a secure medium term financial position. The treasurer Neil Chambers and a trustee Michael Wheatley have this year put in place pension provision for staff. During the year CCC has renewed its policies and Code of Conduct, which was partly to satisfy the requirements of funding providers. Representatives of CCC regularly attend the bi-monthly meeting of the Guildford and Waverley Mental Health Stakeholder group, where experiences are shared with other people and agencies involved in mental health in the Guildford and Waverley area.

The summer programme of activities and events went very well this year. The picnic was held at Guildford Cathedral, where a large marquee had been put up for people to use if it was raining. CG thanked Louise and her team at the Cathedral for hosting the event. He also thanked Trevor and Tim for the musical entertainment and the volunteers for providing the food. A barbecue was held at the home of Katherine Wilson-Zealey (KWZ). CG thanked her for hosting this, and thanked Tim and Steve for the musical entertainment for the event and the volunteers who provided the food. There was a coach trip in September and 45 people had an enjoyable day out in Worthing. There have been a number of events at the Keep pub in Castle Street, Guildford. These have included an annual fund raising quiz and raffle, Canterbury nights and Canterbury Sunday meals. CG asked for huge thanks to be recorded to Jane and her team at the Keep for hosting these out-of-centre events which have proved very popular and will continue to be run in the New Year. Arrangements have been made with Christ Church

to extend CCC's opening hours in the New Year. Details have still to be finalised and agreed, but it is hoped that the Centre will be open until 3 pm on Thursdays.

CG stated that he had a long list of people to thank and he mentioned some names as follows: Paula, Dr Zaidi, Vanessa, Veronica, Ann, Judith, Claire, Frank, Bridgette, Mary, Susan and Cathy for their enormous contribution to the running of CCC. CG also thanked Christ Church staff Nick, Jenny and Chris. CG next mentioned some other people he wished to thank, including George (KWZ's son), who had provided a lot of help with IT, including setting up CCC's website and helping Marion (who has recently retired from her job in London, but is continuing as CCC's minutes secretary) to buy a new computer and printer. CG added his thanks to Margaret, Neel, Trevor, Tim, Andy, James and Dawn for their contribution of food or entertainment, and the drivers Sylvia, Jeremy and Gordon. He mentioned that Dr Ian Cunliffe has now retired as a GP, but is remaining as a trustee, and thanked him for all his contribution to the Association. CG then thanked all the other trustees and everyone who had made a donation, however big or small, to the Centre during the year.

During the past year 72 people used the Centre, a rise from 60 the previous year. There were 100 people on the register and 2,405 people came through the door from January to October 2017. CG explained that the revised Code of Conduct is aimed at ensuring everyone who uses the Centre receives the same benefits as everyone else, and the Code includes banning disruptive behaviour if this occurs.

Finally CG thanked the Centre Manager KWZ and her assistant Sarah Stillwell (SS) for all their work in co-ordinating activities at the Centre, including organising the very successful out-of-centre activities at the Keep.

## **5. Treasurer's report – Neil Chambers (NC)**

NC reported that SWSAMH Ltd. was in a good financial position and he presented an overview of the Association's accounts from 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017.

The total income for the year was £43,900, which was an increase of £1,900 over the previous year. The overall grants increased from £34,200 last year to £38,200 this year, an increase of £4,000. The increase is due primarily to the phasing of one of the grants last year. The three main grants SWSAMH Ltd. received this year were £22,500 from Guildford Borough Council, £8,100 from Catalyst and £6,240 from Guildford Poyle Charities. The latter grant is to fund the Assistant Co-ordinator's position and Poyle have recently confirmed that they will fund this position for a further year until July/August 2019. Donations and fundraising this year were £1,800, compared with £4,100 last year. There were two large donations last year which were not repeated this year; however this year the Association is beginning to see the benefit of various fundraising initiatives such as the quiz nights.

The total expenditure for the year was £36,200, which was an increase of £1,700 over the previous year. The cost increase is spread over many of the services the Centre provides. The net result was a small surplus of £7,700 for the year, an increase of £200 over last year.

Total reserves were £24,000, which would cover eight month's overheads. The trustees have agreed that this level of reserves is required to support the charity in the event that one of the major donors is unable to provide funding in the future.

In summary NC stated that it has been a good year financially for SWSAMH Ltd. and he hoped the Association would continue with the same three providers for the foreseeable future. He added that he welcomed the suggestion to extend CCC's opening hours until 3 pm on Thursdays. CG thanked NC for his presentation and mentioned that NC is the Association's Company Secretary as well as Treasurer.

## **6. Election of Officers for the coming year**

CG reported that Linda Blake-James had resigned as a trustee during the year, and that Tamsy Baker (TB) would like to resign after the AGM, so there are currently two vacancies for trustees. TB was currently in Uganda, but hoped to attend the Christmas party at the CCC on 18<sup>th</sup> December 2017, so she will be able to say goodbye to trustees and members on that occasion. Veronica Melbourne has expressed interest in becoming a trustee and will attend a trustee meeting to find out more about this.

The following Officers/Directors were willing to stand for re-election:

Colin Griffin (Hon Chairman)  
Neil Chambers (Hon Treasurer)  
Paula Bell  
Dr Ian Cunliffe  
Tom Feury  
Michael Wheatley  
Dr. Syed Mohammed Nawab Zaidi

KWZ proposed that they should be re-elected; this proposal was seconded by Margaret Harms and agreed by members present.

## **7. Any other business**

### Importance of members

CG commented that members are very important to the success of CCC. The Centre is a place where friendships have developed, where people have a good time together and there is an enjoyable family atmosphere.

### Thanks from representatives of Welcome to Volunteering and Welcome Buddies

Lorraine Yates and Denise Graves were in attendance from Voluntary Action South West Surrey (VASWS). Lorraine leads on the "Welcome to Volunteering" project and Denise leads on the "Welcome Buddies" project. Lorraine and Denise asked for their thanks to be recorded for the friendly and warm welcome that they, and the people they bring to CCC, receive from everyone there.

## **8. Experience of Swimming the Channel - Cathy Taylor (CT)**

Paula Bell (PB) introduced CT, who is known at CCC as she is one of two massage therapists who come to the Centre to give head massage sessions to members. PB explained that CT is a keen swimmer and in recent years has become involved in open water swimming. In September 2017 CT took part in a Channel Relay Swim, to raise funds for her two chosen charities, the Canterbury Care Centre and Surrey Search and Rescue.

At the beginning of her talk CT presented a cheque for £1,000 to NC, which she had raised from the sponsorship of her Channel swim. She thanked CCC for helping to motivate her to fulfil a childhood ambition to swim the Channel and stated that she salutes everyone at the Centre for all the care and support they provide for people who go there.

CT explained that she trained for a year before the Channel swim took place and began her training by signing up for open water swimming events for which participants did not wear wet suits. She trained for the events by swimming in Guildford Lido, which is open all year round and took part in a number of swimming events in preparation for the Channel swim.

The Channel Relay Swim took place on 17<sup>th</sup> September 2017, and fortunately the weather was calm on that day, although there had been some turbulent weather in the preceding weeks. The swim started at Folkestone and there were six people in the relay team. Each member of the team swam for an hour and then rested for five hours. There was a lady regulatory official on the team's boat who ensured that the team conducted the swim properly according to the rules of the event. CT swam for an hour three times and the team arrived at their destination just outside Calais 14 hours after they started the swim. The team had covered 30 miles in all due to the "S" shaped route they took for safety reasons. They celebrated their success before returning to Folkestone in their boat, which took approximately 2 ½ hours.

CT reiterated that CCC had helped to inspire her to fulfil her childhood ambition, and she had also raised funds for Surrey Search and Rescue, another charity which is close to her heart (for personal reasons). CT then answered a number of questions from the audience. CG thanked CT for her talk and mentioned that there was a copy of an article in the Surrey Advertiser on the Channel Relay Swim available for people to see after the meeting.

The meeting closed at 2.20 pm.