

**Minutes of meeting of Annual General Meeting of the South West Surrey
Association for Mental Health Limited held at the Canterbury Care Centre, 23
Waterden Road, Guildford on Monday 7th November 2016 at 1.30 pm**

1. Chair's welcome

The Chairman, Colin Griffin (CG), welcomed everyone to the 35th AGM of SWSAMH Ltd. CG explained that unfortunately the Mayor of Guildford, Councillor Gordon Jackson, was unwell and unable to attend the meeting. The guest speaker was Veronica Melbourne, and after the business of the meeting was finished, she would speak about her working experience in respite care and supported housing.

2. Apologies for absence

The Church Warden of Christ Church, Gillian Rix, had sent her apologies.

3. Minutes of the previous AGM and matters arising

The minutes of the AGM of 9th November 2015 were approved and signed.

CG noted that Tom Feury (TF) had chaired the meeting last year. He had now stepped down as Chairman but was present at the meeting as a "backbencher". CG pointed out that TF had mentioned in his report last year that he had seen a bus with a sign on it saying "This bus belongs to everybody", and that similarly the Canterbury Care Centre (CCC) belongs to all the members. CG felt this was an apt comparison, as the CCC is for everybody who attends the Centre. CG added that the Treasurer Neil Chambers (NC) had reported that the CCC now had a healthy cash balance in the bank.

4. Chairman's report – CG

CG stated that he was pleased to report that CCC have had another successful year. New members have joined and there have been new activities and opportunities taken to do different things, which Paula Bell (PB) would explain in her report. The success of CCC last year was largely due to everyone engaging enthusiastically in the activities and companionship offered by the Centre.

Michael Wheatley (MW) had joined the trustee board and his appointment would be confirmed later in the meeting. MW has valuable links with other organisations, and extensive experience of working on other trustee boards.

MW and NC had been working together to put in place pension arrangements for CCC's staff from 1 May 2017, as this was now a legal requirement for all charitable organisations.

During the last year or two there had been a growth in the number of groups offering support to people with mental health needs; for example, the Safe Haven attached to Oakleaf. Representatives of CCC are able to find out about other mental health support groups in the local area by attending the Guildford and Waverley Mental Health Stakeholder Group, which meets every two months.

It is important to understand what other support for mental health needs is available in the area. However, the CCC continues to offer a special place for members to meet in a relaxed and supported environment and provides a varied programme of activities.

Many members see the CCC as a central part of their lives, almost an extension to their families.

CG reiterated that CCC have had a good year and he thanked PB, Katherine Wilson-Zealey (KWZ) and all the volunteers for their dedication and caring approach to members. He also thanked the trustees, particularly NC for his expertise in managing the finances and CCC's relationships with funders.

Finally, CG praised Christ Church for being such supportive landlords for over 30 years and thanked Nick Williams, the Vicar of Christ Church, who was present at the meeting.

5. Canterbury Centre report – Paula Bell (PB)

PB endorsed CG's statement that it had been another good year at the CCC.

The CCC continues to be first and foremost a drop-in facility where people can call in for a chat and cup of coffee, but it also offers a varied programme of activities to meet the needs of those attending. Weekly activities include an art therapy group and relaxing head massage. There are also regular music sessions and monthly craft sessions.

During the year there have been visiting speakers giving talks at the Centre; including a talk in January on India, and a talk in June on South Africa. In September, a professional photographer came with cameras and lights for a photographic session, which included an entertaining talk about the history of photography. All these events have provided a platform for interesting discussion and enabled people to interact with each other and learn new things. Recently there was also a discussion at the Centre about the dangers of internet and phone scams, which is a topical point of interest for people today.

In addition to the above there are regular quizzes, puzzles, board games, word games, poetry and storytelling sessions and general discussions.

Various events had taken place during the year. Last November CCC was the beneficial charity for a classical music concert at Ockham Church. In March CCC held a successful fundraising "Quiz and Chilli" evening at The Keep pub in Guildford. In July the annual picnic was held at Burchatts Barn, Guildford and a barbecue was held at KWZ's home. The highlight of the year was perhaps the seaside trip and in early September a coachload of 40 people enjoyed a day by the sea at Worthing, with a fish and chip lunch and ice cream for everyone.

Over the past year 60 different people came to the CCC. These were people with some form of mental health difficulty or need to be in a relaxed and welcoming environment, which CCC tries to offer. The busiest day at the Centre is Monday, when typically approximately 24 people attend. Some people may not attend regularly for various reasons, but CCC is there for people when they need to come.

PB stressed that SWSAMH was immensely grateful to their funders, which were Guildford Borough Council, Surrey County Council via Community Connections/Catalyst, Guildford Poyle Charities and Community Foundation for Surrey. With the right level of funding in place, CCC is able to offer a safe, well run facility all year round. At last year's AGM PB referred to CCC's revised policy documents – one of those covers safeguarding and it is essential for everyone's welfare that the Centre is staffed properly. With current funding, SWSAMH is able to employ two part-time members of staff.

However CCC would be unable to run without a dedicated team of amazing volunteers. PB then thanked all the volunteers by name, CG the Chairman and regular donut supplier, and all the trustees for their support over the past year. PB added that she would like to say a massive thank you to KWZ for all her support in her role as assistant manager.

As from 21st November 2016 there would be a change in staffing at the Centre. KWZ would become the new manager taking over from PB and Sarah Stilwell (SS) would start as the new assistant manager. PB explained that she started as a volunteer over 5 years ago and her personal circumstances were such that she was pleased to be taking up that role again, as well as being actively involved as a trustee. She added that she looked forward to supporting KWZ and SS and to seeing the Centre continue to thrive.

6. Treasurer's report – Neil Chambers (NC)

NC stated that it was good to report that SWSAMH's finances were going well and he gave an overview of the accounts from 1st April 2015 to 31st March 2016.

The overall grants had increased from £33,800 in 2014-15 to £34,200 for 2015-16. A grant was not received from Waverley Borough Council for 2015-16; however there was an increase in the grant from Guildford Borough Council from £18,500 in 2014-15 to £22,500, which more than covered the reduction from Waverley Borough Council. £8,000 was received from Catalyst.

A grant was received from Guildford Poyle Charities to fund the Assistant Manager post and NC had received confirmation that the grant would be continued for the next financial year.

Donations for the year were very good – approximately £4,100, which compared with approximately £1,100 the previous year. NC pointed out that in previous years Michele had contributed a lot to fundraising, e.g. by sponsored walks. This has now been supplemented by other fundraising, e.g. £1,500 was received from Ockham PCC.

The total income for 2015-16 was approximately £42,000 and the total expenditure was £34,600. The surplus at the end of the financial year was £7,600 (compared with £7,000 the previous year).

NC reiterated that SWSAMH's finances were currently going well, and he was pleased that the organisation would be able to continue the good work it was doing for the foreseeable future. TF thanked NC on behalf of the trustees for all his work of restoring SWSAMH to a sound financial position.

7. Election of Officers for the coming year

The following Officers/Directors were re-elected:

<u>Officer/Director</u>	<u>Proposed</u>	<u>Seconded</u>
Colin Griffin (Hon Chairman) -	Paula Bell	Nigel Beeton
Neil Chambers (Hon Treasurer) -	Colin Griffin	Margaret Harms
Dr. Syed Mohammed		
Nawab Zaidi -	Vanessa Lloyd-Jones	Tim Cannon
Tamsy Baker -	Geoff Snelling	Veronica Melbourne

Linda Blake-James	-	Neil Chambers	Colin Griffin
Tom Feury	-	Neil Chambers	Colin Griffin
Dr Ian Cunliffe	-	Nigel Beeton	Jocelyn Towse

The following Officers/Directors were elected:

<u>Officer/Director</u>		<u>Proposed</u>	<u>Seconded</u>
Paula Bell	-	Katherine Wilson-Zealey	Vanessa Lloyd-Jones
Michael Wheatley	-	Tom Feury	Margaret Harms

8. Any other business

CCC opening on more days

Someone asked whether it was possible for CCC to open on more days during the week. PB explained that Christ Church hall was used by other groups on the other days of the week, so if CCC was open more, different premises would have to be found. NC mentioned that extra funds would be needed if CCC was open on more days. PB pointed out that the staff and volunteers signpost members to other groups or facilities in the area which are open on different days of the week.

9. Working experience in social housing – Veronica Melbourne (VM)

VM explained that she would like to talk about how she came to work in social housing and how she was led to come to the Canterbury Care Centre after her retirement.

VM began her housing career when she was 40 years old. When she was in her 20s and 30s she worked in various jobs, including in shops and offices. At this time VM also worked for a voluntary group in the Guildford area during the evenings and at weekends. VM's voluntary work brought her into contact with people with learning disabilities. Some of her voluntary work involved helping at youth centres and during the course of this work she met her husband, who was a youth leader at the time.

After their marriage, VM and her husband carried on with their voluntary work. While working with people with learning disabilities, VM reflected on why it was that some people with learning disabilities were in hospital and others were able to manage to live at home. She felt the differences in living arrangements often depended (1) on the people's ages and (2) on what accommodation was on offer in the local area. When Brookwood Hospital closed, many long-term patients were successfully rehoused into supported housing.

While doing their voluntary work, VM and her husband were approached regarding providing respite care for people with learning disabilities, and they agreed to do this. The respite care was either to give the people's regular carers a break, or to help the people themselves prepare for independent living. VM found that taking in these people greatly enriched her family's lives. Over the years they took in two adult men who eventually moved into supported housing, and a young child who is now 31, living independently, and supporting the other people who live in the flats where he is.

VM then worked briefly as a Community Support Worker in Godalming, then as an administrator in the housing department at Guildford Borough Council (GBC). After a year at GBC VM became a Housing Adviser and she found this work very worthwhile

and fulfilling. One of her tasks was to interview people in need of housing and she found that everyone was different and had their own story to tell. During this period VM saw the closures of large hospitals like Brookwood in the area. She found that some people who were coming for housing advice were not receiving the right level of support they needed, and she tried to ensure they received the right help. VM later worked in allocations and was seconded to Surrey County Council (SCC) for two years to try to increase options for housing for people with learning disabilities. She later worked in housing development. VM commented that most of her experience was with people with learning disabilities rather than with mental health problems. However, she pointed out that the principles of everyone having their own story to tell and their own specific housing needs was the same for both groups of people.

When VM retired two years ago she began to work with the Brownies at Christ Church, and then later became a volunteer for CCC on Fridays. She found CCC was very friendly and welcoming and she has learnt about different interests such as music and phone apps and was made to feel special. She also enjoyed the stillness of the quiet room, where people can just sit and “be” in companionable silence. VM added that no-one should underestimate the value of a cup of tea and a chat and she wished to thank everyone for making her so welcome, and for trying her crafts.

Colin thanked VM for her talk and the meeting closed.