



Bishop's Waltham Minibus Group

Annual General Meeting

at 6.30pm on Monday 10th November 2025 in Green's Close

(Actions where names are in ***bold italic***)

MINUTES

Attendance:

Trustees:

Sandy Kara (President), Robert Shields (Chairman), Ruth Shields (Secretary), Jason David (Treasurer), Lucy Grafen, Emma Houghton

Members:

Di Dowsett, Helen Currie, Judy Marsh, Penny White, Roger Higton, Adrian Rutter André Edmunds.

1. Introductions and Apologies

The Chairman opened the meeting at 6.30pm and welcomed the Trustees and members. There had been no suggestions for any additional Any Other Business, so the Agenda would be followed. Any further issues could be discussed immediately after the AGM was closed.

The following had offered their apologies: Linda Healey, Julie Chinn, John Sealey,

2. Minutes of Last AGM and Matters Arising

The Secretary summarised the main points, being:

- The finances remained healthy and sufficient to purchase a new minibuss
- The trustees were re-elected for a year
- A formal unveiling of the new minibuss was held on Friday 21st March 2025
- All drivers and escorts completed familiarisation training by the end of May
- Over 60% of drivers and escorts completed Heart Start training
- Emergency contact lists were completed for all regular lunch club and dial-a-ride passengers.
- Despite the support at the AGM and offers of help for a stand at St Peter's Country Fayre, in the event, there was no-one who could help out.
- The Christmas concert and Summer Swing Time were very successful, raising nearly £1,400.
- John Watts pictures would be dealt with under AOB.

The minutes of the last AGM on 13th November 2023 were approved.

3. Annual Report of the Trustees

The Chairman presented the Annual Report of the Trustees (for the year ended 31st August 2025) which had been compiled from the individual Trustees' reports. After summarising the report, he

concluded that the Minibus Group was now in a very sustainable position and he thanked all the Trustees for their contributions in achieving this.

No issues were raised and the Report will be sent to the Charity Commission.

4. Financial Report

The Treasurer presented the Financial Report which was receiving a formal audit by Butler & Co owing to the income received in the year exceeding the compliance threshold of £20,000. There was a marked increase in training expenditure (includes MiDAS) but a very significant decrease in repairs and maintenance costs.

A summary of the income and expenditure is below:

	24/25	23/24		24/25	23/24
Income	£	£	Expenditure	£	£
Lunch Clubs	3650	4,394	Fuel	1347	1,563
Dial A Ride	814	1,388	Insurance	2494	2,528
Donations Received	482	1,114	Repairs & Maintenance	751	3,333
Other Income (Grants, etc.)	20929	10,766	Depreciation	4265	1,960
Total Income	25,875	17,662	Training	1000	320
			Other expenditure	500	3314
			Total Expenditure	10,357	13,018
Net Income		4,644			

The Group cash reserves total £28,953 (Last Year: £70,041) available as at the end of August 2025.

All members were content with the Financial Report. It will be sent to the Charity Commission.

5. Resignation of Trustees

The following had offered their resignations as Trustees:

Robert Shields (Chairman) – end of 2-year agreed term
Ruth Shields (Secretary) – end of 2-year agreed term
Rachel Macdonald – moved house from BW

Voting was unanimous to accept the resignations.

6. Election of Officers and other Trustees (Voting):

All Trustees retired at the meeting in accordance with the Constitution. The following offered themselves for election or re-election:

Chairman	Judy Marsh
Secretary	Lucy Grafen
Treasurer	Jason David
Trustee (Exec Cttee)	Emma Houghton
Trustee (Exec Cttee)	Adrian Rutter
Trustee (President)	Sandy Kara

Voting was unanimous to accept the Trustees for the forthcoming year.

The Chairman, Robert Shields, relinquished his seat and offered it to Judy Marsh. In doing so he thanked all members of the Minibus Group for their excellent service to the community and

especially the Trustees, who had taken their responsibilities very seriously, with the result that the Minibus Group was now sustainable for a long time into the future. He would still be willing to offer any advice or support to the Trustees, should they wish to receive it.

Judy Marsh assumed the chair of the AGM.

7. Members with Supporting Roles

Minibus Group members with supporting roles who are not Trustees had offered to continue:

Barbara Pond	Dial-a-Ride Bookings
Ruth Shields	MLC Bookings
Gill Stainer	TLC Bookings
Helen Currie	Fund Raising Events
Robert Shields	Advice & Support

8. Any Other Business

- **Christmas Concert**

The Christmas Concert will be in the afternoon of Saturday 13th December at 2.30pm in Swanmore. The room and band are booked, posters in position and tickets being sold. **Helen Currie** will continue to organise the event, securing raffle prizes and mince pies, and calling for assistance on the day from all Minibus Group members. The minibus pick-ups will be organised by Gary Potheary.

- **Fund Raising**

Members agreed that a “Summer Swing Time” event should be held once again, and **Helen Currie** will organise it, planning for 6th June 2016.

Other events considered were a barn dance, tea dance and quiz night. **The Chairman** agreed to look at the calendar of events for next year to see if it was feasible to hold further Minibus Group events.

The Rotary Summer Fayre will be held on Saturday 13th June and **Robert Shields** offered to organise a Minibus Group stand at that event.

- **John Watts’ Pictures**

Beechcroft Homes had become unresponsive about purchasing the John Watts pictures donated to the Minibus Group, so they have now been donated to the museum. Graham Thomas, the donor, was pleased to hear this.

The Chairman stated that any further items can be discussed after the closure of the AGM and they will not be included in the minutes.

9. Next Members’ Meeting – Tuesday 17th February 2025. (Afternote)

10. Next Annual General Meeting – 17th November 2026. (Afternote)

The Chairman closed the meeting at 9.07 pm.