

# Annual General Meeting

1<sup>st</sup> April 2006 – 31<sup>st</sup> March 2007

9<sup>th</sup> July 2007

**Volunteer Centre North Warwickshire  
Ltd.**

**Company No. 5697854  
Registered Charity No: 1113322**

**Patron: Mayor of North Warwickshire**

**White Hart House, Long Street,  
Atherstone, Warwickshire CV9 1AX**

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# North Warwickshire Borough Council

## The Mayor's Parlour

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Atherstone  
North Warwickshire CV9 1BD

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Date : 6 June 2007

## FOREWORD

All across North Warwickshire, year after year, there are special individuals who are selflessly giving their time to help others and enrich the lives of the community.

The types of volunteers are wide-ranging – helping run Scout or elderly groups, animal protection or manning the telephone at the Samaritans, promoting the performing arts or being a School Governor. These are just a few examples. All these people display the same shared strength of commitment, infectious enthusiasm and tireless devotion to their work.

It is accepted by the CBI that the volunteer workforce saves the economy many millions of pounds each year. These people volunteer un-selflessly in many ways, not wanting thanks but working year after year to make peoples lives better.

Many people in North Warwickshire benefit from volunteer services. Apart from the examples given above, there are those who volunteer at places of interest and those who raise money for charity, for instance – the list is endless.

It has been a privilege to have been involved in voluntary groups within the Borough. Over the years, I have met many public spirited, wonderful, people.

It is my pleasure as Mayor of North Warwickshire to take this opportunity, on behalf of everyone in the Borough, to thank all volunteers for the essential work that they carry out.

Very many thanks to everyone.

Mayor of North Warwickshire  
Councillor Wendy Smitten

NORTH WARWICKSHIRE VOLUNTEER BUREAU

EIGHTEENTH AND FINAL ANNUAL GENERAL MEETING

Wednesday, 4 October 2006

**Mission: The Volunteer Centre exists to promote and develop volunteering for the benefit of both individuals and communities in North Warwickshire**

**Present:**

Mavis Bassett	Chair NWVB/VCNW
Julie Airey	NWVB/VCNW
Rosalie Ankers	Volunteer/NWVB/VCNW
Jacquie Aucott	CWIC
Suzanne Barton	NWVB/VCNW
Ken Broomfield	Friends of Atherstone Heritage
Maureen Callaghan	NWVB/VCNW
Lorna Dirveiks	Friends of Atherstone Heritage
Gillian Fellows	Car-Go Bus Community Transport
Fleur Fernando	NWCVS
Anne Forwood	WCC/NWVB/VCNW
Louise Holles	NWVB/VCNW
Jayne Husband	NWVB/VCNW
Debbie Lyons	Adult & Community Learning Service
Glenda Skellern	Car-Go Bus Community Transport
Celia Smith	NWVB/VCNW
David Studd	NWVB/VCNW
Nick Ward	NW Victim Support/NWVB/VCNW
Guest Speaker	Joyce Wathes

Accepted as true record

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Date: \_\_\_\_\_

## 1 Welcome Address

Councillor Adrian Edgington, Mayor of North Warwickshire, welcomed everyone to this final AGM of the North Warwickshire Volunteer Bureau and was delighted to note that the excellent work will now continue as Volunteer Centre North Warwickshire, still based at White Hart House, Long Street, Atherstone. He mentioned that he was introduced to volunteering whilst at school and soon learnt that volunteering was to help fellow man and not for any selfish reasons. He congratulated the organisation – and all who support it – and wished everyone well for the future.

He gave a special “thank you” to Mavis Bassett, on her retirement as Chair, for her inspiration and support to volunteering (commenting that her surname should be “Asset” and not “Bassett”) and that he was delighted to learn that she intends to remain in an advisory capacity to the Management Committee.

## 2 Apologies for Absence

Warwick Allaway	Treasurer NWVB/VCNW
Fred Greenway	NWVB/VCNW
Brenda Rance	NW Old People’s Forum/NWVB/VCNW
Lesley Stinton	St Giles Hospice/NWVB/VCNW
Jane White	Manager, NWVB/VCNW

Representation from: Homestart Tamworth  
Guidepost Trust  
Take-a-Break

## 3 Minutes of the 17<sup>th</sup> Annual General Meeting

The Minutes of the 17<sup>th</sup> Annual General Meeting held on 5 September 2005, having previously been distributed, were agreed as a true record.

**Proposer was Jacquie Aucott and Seconder was Celia Smith.**

There were no matters arising from these minutes.

## 4 Adoption of the Accounts for the year 1 April 2005 to 31 March 2006 and 1 April 2006 to 31 May 2006.

These Accounts, which were prepared by Warwick Allaway (Treasurer) and were examined by John C Glover FCA CTA were presented to the meeting. As there were no questions, **Jacque Aucott proposed** and **Lorna Dirveiks** seconded that these accounts were adopted, with the meeting in agreement.

## 5 Presentation of Chair’s Report

Mavis Bassett presented the Chair’s report stating that this was the final report for North Warwickshire Volunteer Bureau. The assets from the Bureau were transferred to the Volunteer Centre North Warwickshire on 1 April 2006, a registered charity and a company limited by guarantee.

The Bureau has seen a steady growth over the past 18 years, beginning at a CVS project, and she was aware that none of this would have been possible without the dedication and hard work of staff, trustees and volunteers. She sent special thanks to Jane White, Centre Manager, whose skill with funding applications has offered a better service to the whole community and, thanks to the efforts of Louise Holles, Volunteer Development Officer and supporting staff, 148 volunteers were interviewed, an increase of 30% on the previous year. There are now 203 organisations on the VBase and 220 volunteering opportunities as well as outreach centres at Polesworth, Coleshill and Kingsbury.

Celia Smith joined the organisation during the year to help with the increasing number of projects. PARC finished in October, which was a joint initiative with Millennium Volunteers and Friends of Atherstone Heritage. 20 young volunteers designed a booklet and website about archaeological places of interest in Polesworth. The World War II project also gained momentum, as did Monks and Nuns and the Supported Volunteering Project.

During the year, Friends of Atherstone Heritage moved out of the building, allowing the Bureau to have increased office and display space. This meant better public access. The new office is ably staffed by Julie and Suzanne, with help from our volunteers, Rosalie, Patsy and Liz and also Alan, who has helped set up our new website.

Partnership work carried on throughout the year, sharing a Marketing Worker with North Warwickshire CVS and working with Nuneaton Volunteer Centre on standard forms and procedures. The Volunteer Bureau also contributed to the North Warwickshire Community Plan, in conjunction with the Infrastructure Group and VOICE and, in conjunction with Coventry & Warwickshire Local Development Forum, looked at the way infrastructure organisations can work together for the future.

Mavis also thanked the Management Committee for their support, particularly thanking Jayne Husband and David Studd for the many hours they have spent at the Bureau; she also thanked Warwick Allaway, Treasurer, for providing sound financial information and for his hard work in changing the Bureau to company status.

Finally, she thanked Landlord, Mr Pennycuick, and the many funders for their support during the year.

There were no questions regarding the content of the Chair's Report.

## **6 Presentation by Guest Speaker - Joyce Wathes**

Celia Smith introduced Joyce who she had met during her work on the World War II Project. Joyce, who has been volunteering since the age of 16 (she is now in her early 80s) gave a lively, informative and amusing account of her many and varied volunteering activities and she has kindly given us permission to attach a copy of her notes to these minutes. She is still volunteering and "helping the old folk" as much as she can!

The Chair thanked Joyce for her informative and interesting talk and the meeting showed their appreciation.

## 7 **Any Other Business**

Jayne Husband, Vice-Chair VCNW, felt it was appropriate to mark Mavis Bassett's retirement as Chair with a message of appreciation.

As an organisation we owe a huge debt of gratitude to Mavis who became a member of the Management Committee in 1997 and who later stepped in to become Chair in 2001.

Under her leadership the Volunteer Bureau moved from an organisation with 2 part-time staff and 2 volunteers working out of 1 small office recruiting and promoting the Bureau's services to only a small number of those who Mavis knew we should be reaching, to what we have today – a thriving, innovative team of 5 staff and 4 volunteers working out of 3 offices and various outreach centres. Without Mavis' commitment and hard work, and her innate ability to motivate and inspire us all, we would not be in the strong, forward-thinking position we are today.

Jayne thanked Mavis on behalf of the whole team and the Mayor of North Warwickshire presented her with a bouquet of flowers and an additional gift on behalf of the staff, volunteers and Management Committee of the Volunteer Centre North Warwickshire.

## 8 **Vote of Thanks**

To conclude, the Chair thanked everyone for their hard work throughout the year, thanked the Mayor for attending and thanked attendees at the 18<sup>th</sup> and Final Annual General Meeting of the North Warwickshire Volunteer Bureau.

The meeting closed at 2.55 pm.

## **Chair's Report 2006/2007**

This is the first report for the Volunteer Centre North Warwickshire Limited. We became a Company Limited by Guarantee on 1st April 2006 and transferred the assets from the North Warwickshire Volunteer Bureau to the new Limited Company, which retains its registered Charity status.

Over the last 12 months we have seen the formation of the Coventry and Warwickshire Infrastructure Project of which we were part from its formation. In recent months we have decided that to best serve the interests of Volunteers and Volunteering in Northern Warwickshire, we should concentrate on local service and not to continue with our direct involvement in the County Wide Structure.

Happily we have continued to forge closer links with the Volunteer Centre Nuneaton and Bedworth and have recently worked on our Joint Business Plan and a Formal Partnership Agreement. Both Boards of Trustees are pleased to be able to cover the area of Northern Warwickshire at 'grassroots' level giving local people a local service. We shall continue to work with the Volunteer Centres across the County and Millennium Volunteers and want to develop further the relationships we have with Volunteer Centres in neighbouring Counties. We will naturally work with any new Country Wide Structure where appropriate.

In the last year we have successfully completed the World War II project, extended our outreach work and staged several successful events to attract new volunteers. Thanks must go especially to Louise Holles our Volunteer Development Worker and Celia Smith our Project Officer for ensuring these events were successful.

Mavis Bassett, who has been a Trustee of the Volunteer Centre for over 7 Years and has been Chair for the last 4 years, stepped down as a Trustee and as Chair in October 2006 but has remained on the Management Committee in an advisory capacity due to her wealth of knowledge of the Voluntary Sector. We thank Mavis for her continued support and her hard work and guidance over the years.

We end the year knowing that the Development Worker post will not be sustained after June. However, by continued development through partnership work with VC Nuneaton and Bedworth and a new project with Friends of Atherstone Heritage, the future for strengthening and advancing Volunteering across Northern Warwickshire looks more positive than it has done for some time.

Thank you to the Trustees, Management Committee, Staff and Volunteers for all their support and hard work over the last year; in particular, David Studd for his unstinting optimism and help, to Warwick Allaway our Treasurer, to Maureen our Secretary and to Jane White our Volunteer Centre Manager. Thanks also to our funders during the year.

Jayne Husband  
June 2007

## **Manager's Report**

The past 12 months has flown by and has seen another successful year for the Volunteer Centre. We have managed to recruit more volunteers, support more organisations and develop more new volunteering opportunities than in previous years. The shop front has encouraged people to drop in to find out more about volunteering and we now have a busy reception area.

The Annual Volunteer Celebration Event, in June 2006, was again organised in partnership with Millennium Volunteers and was a great success with 120 people enjoying a WW11 themed evening at Purley Chase Golf Club. Presentations of certificates and prizes were made to volunteers of all ages who have made a substantial contribution to the community.

Project work continues to play an important role in our services as you will see from Celia Smith's (VCNW Project Officer) report. The Volunteer Coordinator Forum has gone from strength to strength and has provided networking and training for 16 members over the past year.

We have had five office volunteers helping us on a regular basis throughout the year, with the web site and IT, publicity and art work, volunteering applications and general administration: volunteers have done invaluable work for us and we are very grateful for their help.

We have also had the benefit of a supportive and hardworking management committee over the year which has played a very big part in our success.

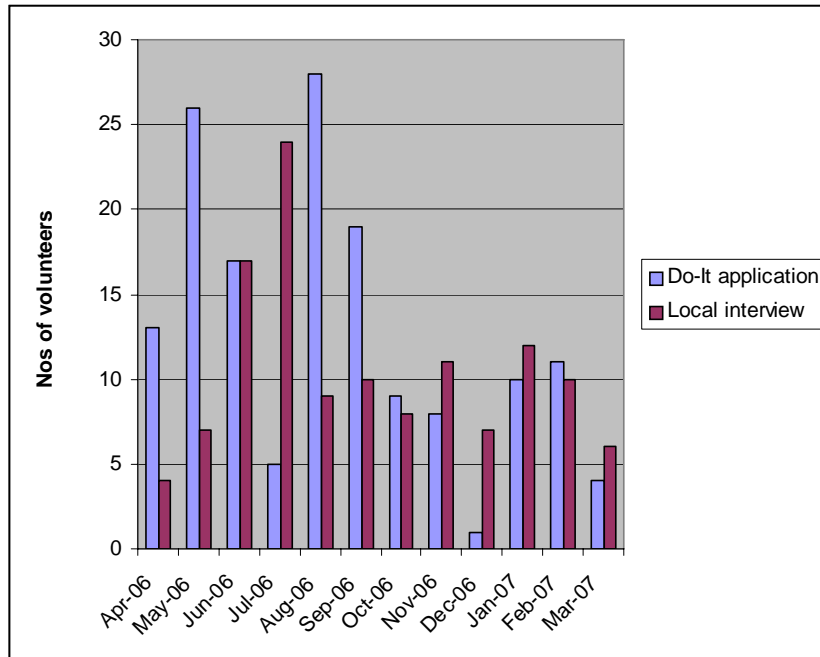
The funding for the Volunteer Development Officer's post came to an end in June 2007 and we had to say goodbye to Louise Holles, who has played a major role in developing our services. As a key member of our team we will miss her for her expertise and cheery personality.

On a happier note we have just heard that, after submitting a hefty portfolio of evidence in March, we have successfully achieved our quality accreditation through Volunteering England with an impressive 21/22 marks.

The challenge we now face is to maintain the quality of services we have developed with a reduced staff team. This will depend upon the success of the partnership we are developing with VC Nuneaton & Bedworth and the funding applications submitted to a variety of funders.

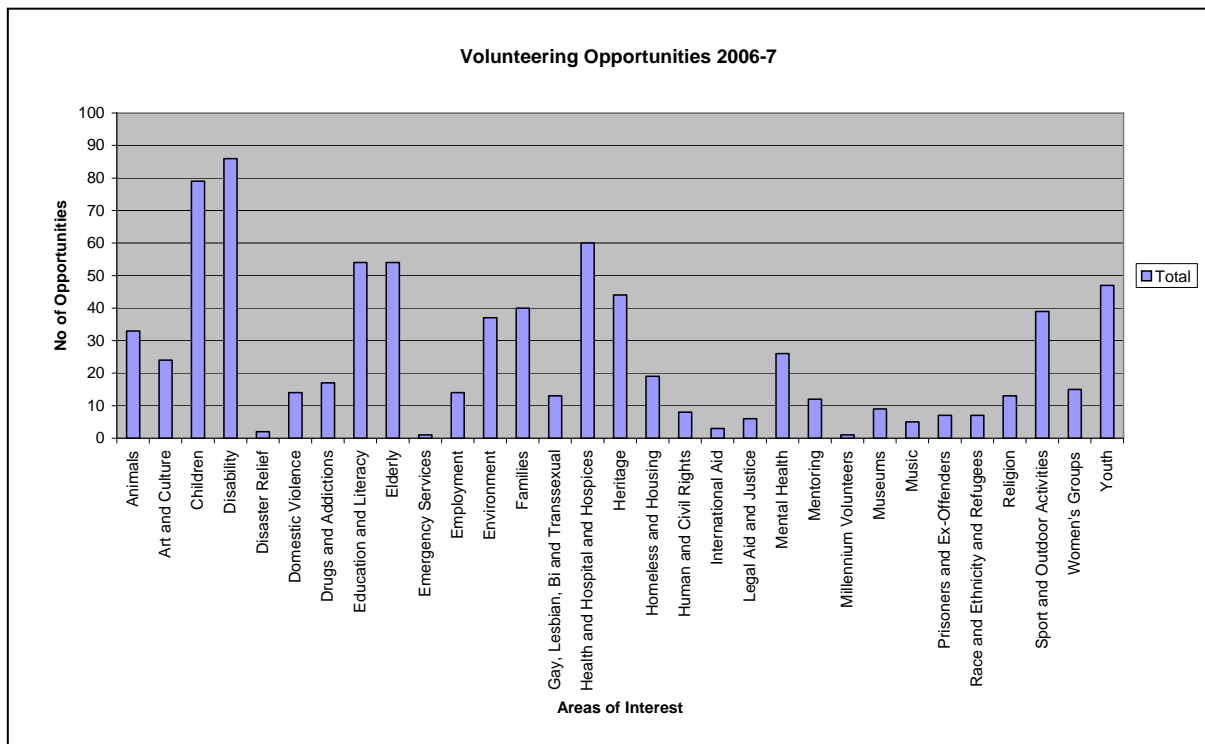
Jane White  
June 2007

## Volunteer Recruitment from 1<sup>st</sup> April 2006 - 31<sup>st</sup> March 2007



Do-it applications are from people who apply for the volunteering opportunities that we advertise on [www.do-it.org.uk](http://www.do-it.org.uk). They do not usually come into the Volunteer Centre for an interview, but receive information from us by email.

The local interviews are held at either the Volunteer Centre in Atherstone or at one of the outreach points that have been set up across the Borough.



## Project Officers Report Celia Smith

It's been another busy year on the Project Front.

WW11 project has now been completed, all the discs have been edited and the booklets and school packs have been produced and available to the public. This part of the project took longer than anticipated and my thanks go out to Lorna Dirvieks for her help in completing this.

Another project to be completed successfully was the Supported Volunteering Project for people who were out of work. From 22 volunteers we enabled 2 to find work.

The Research project which has been looking at community activity in North Warwickshire is nearing completion and is going to be presented to key partners in early July.

We have been doing more partnership work with NWCVS; this has been working with them and helping to provide volunteers for their "30 years of CVS" project.

I am now looking forward to starting a new project which is aimed at promoting employee volunteering. This will involve forming partnerships with local employers and voluntary groups to form a steering group to look at how they can provide voluntary opportunities to employees. Hopefully this will promote the centre further in the local community.

Finally, I have been working closely with Louise, our Volunteer Development worker, planning the events for National Volunteers' week. On the 5<sup>th</sup> of June we had a very successful coffee and cake morning which attracted 49 people to the centre of which 13 have expressed an interest in volunteering. On Friday, 8<sup>th</sup> June, we held our annual awards evening which was really a thank you to all volunteers. It was attended by the Mayor Councillor Wendy Smitten, who presented certificates to the volunteers.



Celia Smith  
June 2007

**MANAGEMENT COMMITTEE MEMBERS / ADVISORY MEMBERS**  
**1<sup>st</sup> April 2006 - 31<sup>st</sup> March 2007**

Jayne Husband	Chair/Director/Trustee
David Studd	Vice Chair/Director/Trustee
Warwick Allaway	Treasurer/Director/Trustee
Maureen Callaghan	Secretary
Anne Forwood	Director/Trustee
Lorna Dirveiks	Director/Trustee
Fred Greenway	Member
Leslie Stinton	Member
Mavis Bassett	Member
Surinder Lall	Member
Brenda Rance	Member

**OFFICE STAFF**

Jane White	Manager & Company Secretary
Julie Airey	Office Administrator
Suzanne Barton	Office Administrator
Louise Holles	Volunteer Development Officer
Celia Smith	Projects Officer

**VOLUNTEERS**

Rosalie Ankers  
Patsy Dix  
Alan Fairhall  
Liz Moran  
Ann Studd

# THANK YOU

## **Our sincere thanks to: -**

All our Committee Members for their time, commitment and support.

Volunteer Centre staff and volunteers.

Our Patron, the Mayor of North Warwickshire 2006 -2007 Cllr. Adrian Edginton.

North Warwickshire CVS for payroll services.

All Volunteers past and present.

## **The following for funding:-**

Warwickshire County Council  
North Warwickshire Borough Council  
Polesworth Parish Council  
Atherstone Town Council  
Water Orton Parish Council  
Dulverton Trust  
Allan & Nesta Ferguson  
WCC NW Area Adult & Community Learning  
Lloyds TSB Foundation  
Global Grants Fund  
Big Lottery Fund  
WCC Well-Being Fund  
Heritage Lottery  
Awards for All  
Coalfield Regeneration Trust