



Minutes of the meeting of the Executive Committee 4.30pm, 14th September, 2026, in the Card Room at the Winchester Club

Present: Leonie Mountney (Chair), Diana Aldam, Jane Beesley (from 5pm), Adela Edgoose, Margaret Fowkes, Ailsa Hall, Maurice Howells (Treasurer), Andrea Jacobs (Secretary), Ann Jones. By invitation: Beverly Taylor

Leonie welcomed Beverly who will be providing administrative assistance to the charity.

1. **Apologies:** Received from Ann Marshall.
2. **Minutes of the meeting of 27th July:** agreed and signed as correct
3. **Matters Arising:**

Recruitment of new Chair: a promising application has been received. He has already discussed the role with Leonie and will attend a more formal interview on 25th September when he will be interviewed by Leonie, Ann Marshall, Ann Jones and Maurice.

Recruitment of new Secretary: Sadly, Jane Jones has confirmed we should look elsewhere for someone to fill the position. While we do not wish to have advertisements for a Chair and a Secretary running at the same time, it was felt that it is a good time of year to start advertising for this vacancy. **(Action: AJa)**

Data Protection Officer: Maurice has taken on this role. He is looking at the data we hold for clients in order to decide how long this should be kept and whether it is sufficient to hold only names, name of BV and the period the person spent as a client. He will report further at the next meeting. **(Action: MH)**

Feedback: Andrea confirmed that BVs have been asked to mention to their clients at the last visit that they will receive a feedback form and it will be appreciated if they complete it.

She also read out some recent complimentary feedback that Norma has forwarded. It was agreed that she will select some suitable comments to change those currently on the website and on the blue leaflet. Jane has been sent a copy of the comments so that some can be included on the Facebook page **(Action: AJa/JB)**

AI and our IT: Leonie confirmed that Tim Chaney has declined to take on the maintenance of our website. It was agreed that a fuller description of our

geographical area should be included on the website so that searches for services within our ten mile radius also result in WBS being an option. **(Action: AJa)**

Info@wbs.org.uk email: Beverly has agreed to take this over from Andrea who will arrange the changeover with Tim Chaney. **(Action: AJa)**

Drop-in Sessions: It was agreed that this should be held over for the new Chair to action and Leonie will mention it on Training Day. Margaret reported on discussions she has had with Chris, one of our BVs who has considerable experience in this area. We want to hold onto the idea but appreciated it will need a lot of careful thought including what sort of group it should be and how much extra training might be needed to ensure it is professional. The possibility of it being an online group was considered. General consensus, at this point, is that it should be a drop-in group but people could choose subsequently to become clients with our charity.

Trustees: Maurice has now formally been added to the list of Trustees. The meeting originally planned for after the committee meeting has been cancelled. A new date will be arranged **(Action: AJa)**

4. Report from Senior Supervisor: In Ann's absence, Leonie relayed the report she had sent.

Ann reported that the number of clients who come to us with mental health issues that do not become apparent until after the BV starts visiting has increased. (It is felt the Referrals Team do a good job of filtering many of these at the outset and seeking appropriate advice.) The issue is not with our processes, simply that there are more clients with these issues contacting us. It was emphasised that BVs must refer these to their supervisor if they have any concerns. Ann and the Committee stress that the issue of mental health problems needs to feature significantly in all of our training.

Ann is always happy to speak to any client where there is uncertainty.

Attendance at supervision is being addressed and has improved. As many groups did not meet in August, the position will be reviewed after the September meetings.

5. Report from Treasurer: Maurice reported that he finally has full access to the bank account and we have also managed to tidy the account to remove signatures no longer appropriate.

Payments from the account have been modest this year totalling £2092. Receipts are down to only £427 but we anticipate a large donation from the golf club shortly (October 17th). We still have £17000 on deposit but he may have to withdraw some of this shortly to meet any payments required before receipt of the golf club fundraising.

A recent query in respect of the insurance policy resulted in confirmation that all volunteers of WBS are covered by the policy when they are performing their volunteer role. Therefore, supervisors who are no longer working professionally do not need to take out separate insurance for their work with us.

6. **Report from Referrals:** Diana confirmed she has now been joined on the team by Helen McQuarrie and Helen Moss. They have both held the phone now and experienced quiet periods. Diana, in contrast, received 8 referrals in two weeks. She advised there have been 63 this calendar year which is about the same as last year. This is not a reflection of the amount of work involved because there are emails and phone calls that do not result in a recorded case. Generally, any waiting list is small but there are ten BVs not available to take clients at the moment. There are some clients who have been receiving visits for more than two years. Ann Marshall continues to be very helpful to the team. They await a decision on the retention of client records.

7. **Reports from Teams**

Hospice: Adela reported that the July meeting was sparsely attended but those who did attend were most grateful. There were thirteen people at the August meeting which was very successful. One has provided lovely feedback (unsolicited) and become a client. Ann J will be facilitating the meeting this month. The team still wish to ask for feedback more formally and will discuss this further. They did not have their planned supervision with Pip and that meeting will now take place in early October.

Leonie was able to advise them of the planned celebration for the five-year association of the two charities. She has received an enthusiastic response from Donna, the Matron, at the Hospice to our offer to purchase a bench, similar to the one in Abbey Gardens: the cost will be higher than previously. Consideration will have to be given to an appropriate design. It is important that this be regarded as a publicity opportunity and there will, of course, be a plaque highlighting WBS. (We are only authorised to use our funds to further the aims of the charity). Extra publicity can be aligned to this that will recognise forty-five years of WBS. Carmel will be asked to be involved in this. The Committee formally agreed to the funding required for this.

Outreach: Ann J confirmed there has been very little change and she feels our approach should perhaps be reviewed. Tesco are still supportive but she has been unable to make any headway with approaching The Winchester Islamic Centre. It has been suggested that Fridays might be a better time to contact them. The Committee agreed that more of a focus on nursing homes, care homes and care agencies might be fruitful. **(Action: AJo)**

Marketing and Fundraising: In advance of the meeting, Jane sent a very comprehensive report of a recent meeting of the team. The golf club have now completed their fundraising on our behalf. Nikki will be attending the cheque presentation on October 17th. As yet we do not know how much we can expect to receive!

Nikki is going to put us forward to benefit from the Mayor's Charity in 2027/2028.
(Action: NF)

As usual we will be represented at one of the water stations for the Clarendon Marathon on 4th October. Adela has two helpers and hopes that will be sufficient.

Nikki had forwarded a paper for circulation in advance of the meeting discussing the possibility of producing short film clips to be posted on our website/Facebook page as appropriate. The committee likes the idea but realise it need a lot more thought. It was decided that it should be put on hold until we have a new Chair in place. A clip of a BV being interviewed might be helpful to the forthcoming training course recruitment. **(Action: NF/AJa to carry forward)**

It was agreed that the idea of a six-monthly newsletter to GP surgeries, solicitors, funeral directors, nursing homes etc. was a good one and should be proposed to the new Chair. **(Action: LM)**

A timetable has been drawn up for regular postings on Facebook. Jane also has the recent feedback quotes which will also be posted from time to time. **(Action: JB)**

Carmel continues to build relationships with local media for press releases etc. We have a further ad in the Southern Evening Echo, covering the southern part of our area, for a cost of £95. It was agreed we will also take advantage of an opportunity to post something in the Winchester Magazine at a cost of £250. It was hoped this could be a photo of the cheque presentation at the golf club accompanied by our usual ad. **(Action: CG/NF)**

Andrea has been unable to obtain any response to an email to BVs asking whether the small credit card sized cards or the postcards with blank banks were useful. The committee agreed she should order 50 of each when she next orders more printing of publicity. **(Action: AJa)**

Training: The Training Day on 31st October will consist of two sessions. The first will concern Men and Bereavement. The second will be safeguarding training led by Chris Washington Sare. As soon as timings have been confirmed, Andrea will send out formal invitations asking everyone to RSVP. **(Action: AJa)**

The next training course will take place March-May 2027. Vanessa with Gabrielle and Ann J has produced a training manual that will be used. It was agreed we will use both Facebook and the press to advertise (probably HC and RA December, January

and February). In the interim Beverly will be asked to advise those people on the waiting list of the dates for the course to ascertain which of them is still interested. **(Action AJa/BT)** (Both Winchester and Andover Hospices have already been advised of the dates of the course and offered one training place each).

8. **Client Adviser:** Leonie asked the committee whether it thought it was a good idea to have an adviser who was also a former client who might give a different perspective. Barry Preedy formerly took this role. Andrea mentioned that one of our BVs Micky Gates is a former client. Someone might also be found in Gail and Ruth's social group. The committee were in agreement that this should be taken forward. **(Action: LM)**

9. **AOB**

It was agreed that we will continue to send Christmas cards to our volunteers and life members. Either Margaret or Beverly will do this.

Leonie reiterated Nikki's suggestion to give small gifts to the captains of the golf club to thank them for all their efforts on our behalf. This was agreed and flowers and golf balls were suggested as suitable gifts. **(Action: LM)**

Leonie queried whether we still have some pens and badges. Adela agreed to bring a supply to the Training Day. **(Action: AE)**

There being no other business the meeting closed at 6pm.

Signed**Date.....**

