

Beach Wheelchairs

Minutes of the Meeting 8th February 2016



Present

Robin Black (Chair) RB, Jackie Tagg (Vice Chair) JT, Elizabeth Tomlinson (Treasurer) ET, Alison Brown (Secretary) AB, Bryony Capaldi BC, Sandra King SK and Katie Nevans KN.

Apologies

Mel Kay and Len Groom.

Minutes of last Meeting

Proposed by BC and Seconded by JT

Matters Arising

- **Charities Aid Foundation Bank Account** – we now have a bank account
- **Newsletter** – JT to forward to AB other email address for the Newsletter to be circulated to in future – ACTION JT - DONE.

Treasurer's report – Our new bank account and our money held in NBCC's account will run in parallel until the end of the financial year, at which point the funds will be transferred to the new account. ET and JT to get together with Jim Halley to do this ACTION ET and JT.

		ACTION
1	Financial Spend Policy Agreed to amend the limits within the FSP with regards to procurement. All procurement in excess of £2,000 must be approved by the Board. JT to amend and re-circulate.	JT - DONE
2	Finances and Accounts Our current financial position is that we have in the region of £10,800 in the bank. AB to complete response to the Big Lottery prior to 1 st March which includes reallocation of funds. Nicky Fox to sign. Discussion re: those raising funds through sponsored events and wearing something pinned to their t-shirt to show who they are raising funds for. JT informed the group that the beach wheelchair tyres are not suitable to be filled to prevent punctures as previously thought. Back up ideas sought.	AB AB
3	Action Plan JT and RB and AB to meet to discuss this.	AB + RB
4	Getting Ready for the season Discussion around volunteers and potential for paid seasonal staff. We agreed that we want to staff the hut at peak times and that we would look for more volunteers now. We have a volunteer event on the 1 st March to look at last year's successes and challenges. This event to be extended to include an add on event for new volunteers. The idea being an informal event people can find out more and chat to last year's volunteers. This event happens to tie in with International Wheelchair Day. The event to take place 1-3pm. BC to make posters and liaise with AB for images and input if necessary. AB to put up posters in STRIVE.	AB AB BC

	<p>AB to approach North Berwick High School for volunteers</p> <p>BC to look at volunteer availability for/ application form. AB to email last year's documents.</p> <p>KN to discuss with the Management committee of NBCC whether their temporary member of staff could look after our booking line and to clarify when they are to be employed.</p>	<p>AB</p> <p>BC</p> <p>KN</p>
5	<p>Operational Risk Assessment</p> <p>KN to take forward operational risk assessment</p>	KN
6	<p>VAT</p> <p>We are eligible for zero rated VAT on a range of goods as clarified by HMRC. However, this would exclude maintenance of equipment.</p> <p>Decided not to seek VAT refund from suppliers rather ensure that we receive this going forward.</p> <p>Brief discussion about potential to introduce very small charge for wheelchairs to allow us to be VAT exempt. The group was not keen. Please note the following is an excerpt from our constitution:</p> <p><i>'The provision of beach wheelchairs for hire at no cost will provide relief to those in need by reason of age, ill-health, disability, financial hardship or other disadvantage'.</i></p>	
7	<p>COSLA presentation and awards</p> <p>SK thanked RB for all his hard work on this.</p>	
8	<p>Hoist</p> <p>AB had met with Fast Aid who had suggested a powder coated aluminium hoist might be suitable for a marine environment. RB and ET disagreed with this.</p> <p>AB also raised potential to share a hoist with the East Lothian Special Needs Playscheme. The board advised we need a hoist that is permanently fixed at the harbour to minimise risk and to remove requirement for setting up equipment by our volunteers.</p> <p>RB confirmed that the crewlift can be operated by one trained volunteer. The training provided by the company is for 4 individuals, including one who in turn may become a trainer. This training would take place on the day of installation and is included in the cost.</p> <p>RB agreed to speak to our customers on Facebook of their requirements for hoisting. It was highlighted that people with complex needs that need lifting may need more support than is possible with the beach wheelchairs. However, it should also be remembered that a lot of carers are not allowed to lift without the use of a hoist.</p> <p>RB will speak to the Harbour Trust about the possibility of bolting in a hoist at the harbour.</p>	<p>RB</p> <p>RB</p>
9	<p>Date of Next Meeting</p> <p>Tuesday 8th March from 13.00 in North Berwick Community Centre. KN to book a room and advise.</p>	KN

Name _____ Signature _____ Date _____