

# **EDZELL COMMUNITY HEALTH TRANSPORT**

## **ANNUAL GENERAL MEETING**

### **Minutes of Annual General Meeting on 6<sup>th</sup> August 2026 at the Edzell Health Centre**

#### **1. Welcome & Introductions**

##### **Present**

Dr. Marc Jacobs, Sarah Turner, David Pucci, Janet Fowlie, Janice Hamilton, Mary Fraser, Mike Sim, David Albiston, Sue Anderson, Fiona Speed, Sean Smith and Tim Legge.

#### **2. Apologies**

Alistair Mould and Marya Burgess.

#### **3. Minutes of the last AGM**

Copies of the Minutes of the AGM held on 14<sup>th</sup> August 2025 were approved by Dr. Marc Jacobs and seconded by Janet Fowlie.

#### **4. Chairman's Report - Dr. Marc Jacobs**

Dr Jacobs welcomed and thanked everyone for their commitment to ECHT. It is now **13** years since the first meeting was held with NHS Tayside and Carnoustie Health Transport and Edzell Community Health Transport was established.

## 5. Co-ordinator's Report - Sarah Turner

Sarah thanked all the volunteer drivers for their contribution to the success of carrying out the requested journeys.

During the previous financial year there were over 150 journeys requested. This year the number recorded was considerably lower (74).

## ECHT JOURNEYS - 1st June 2025 to 31st May 2026

### Journeys Requested

|                             |           |
|-----------------------------|-----------|
| <b>Aberdeen</b>             | <b>0</b>  |
| <b>Arbroath</b>             | <b>4</b>  |
| <b>Brechin (Various)</b>    | <b>8</b>  |
| <b>Dundee (DH)</b>          | <b>2</b>  |
| <b>Dundee (Ninewells)</b>   | <b>29</b> |
| <b>Edzell Health Centre</b> | <b>5</b>  |
| <b>Forfar</b>               | <b>0</b>  |
| <b>Montrose</b>             | <b>12</b> |
| <b>Perth</b>                | <b>1</b>  |
| <b>Stonehaven</b>           | <b>1</b>  |
| <b>Stracathro</b>           | <b>12</b> |
| <b>TOTAL ARRANGED</b>       | <b>74</b> |

## Notes

|                                                 |           |
|-------------------------------------------------|-----------|
| <b>Mileage not Claimed or Journey Cancelled</b> | <b>3</b>  |
| <b>Mileage Paid</b>                             | <b>71</b> |

Sarah notified that that there are requests for regular short distance journeys. For example - there are already ongoing weekly trips to the Montrose Stroke Group and the Montrose Dementia Group and a lady has requested transport from Balmamoon to Montrose every Friday, starting on 11th September 2026. The question was asked - whether a friends of each person could be asked to help whenever possible.

## 6. Financial Report - David Pucci

Eileen Thompson thanked for auditing the accounts.

### Financial Summary

The Opening Balance on 1<sup>st</sup> June 2025 was **£3,562.47** and the Closing Balance on 31<sup>st</sup> May 2026 was **£3,440.00**, which is decrease of **£122.47** for the year.

### Income

- This year, we did not have a fund-raising event, and we did not apply for funds from EVIS.
- Our main source of income was from patient donations, which totalled **£877.00** and a very generous **£1,000.00** bequest from Derek Forbes, who died last September 2025.

### Costs

- Mileage Payments to volunteer drivers totalled **£1,474.20**.
- The approved payment of 0.45p/mile was paid throughout the financial year. However, from 7<sup>th</sup> April 2026 the milage payments were increased from 0.45p to 55p per Mile. Because the decision to increase the mileage rate was made after the financial year end, payment increases from 7<sup>th</sup> April to 31<sup>st</sup> May 2026 were made after 1<sup>st</sup> June 2026.
- The annual insurance cost was **£395.27**. It is now payable to the Broker - Clear Insurance.
- The telephone costs have not been paid this year. They will be paid August 2026. Action DP

### Summary

For the year, our total income was **£1,877.00** and our total cost was **£1,999.47**. Donations covered 94% of our mileage claims, which is excellent.

Because we are a Registered Charity, Dr. Jacobs will submit report and our accounts to OSCR.

## **7. Election of Chairperson, Co-ordinator and Treasurer/Secretary**

|                         |              |           |
|-------------------------|--------------|-----------|
| • Chairperson           | Dr. Jacobs   | Confirmed |
| • Daily Co-ordinator    | Sarah Turner | Confirmed |
| • Daily Co-ordinator    | Janet Fowlie | Confirmed |
| • Secretary & Treasurer | David Pucci  | Confirmed |

Note - All Drivers are Members of the ECHT Committee.

## **8. Discussion Items**

### **a. Appointment of Trustees**

Confirmed - Dr. Marc Jacobs, Sarah Turner, Janet Fowlie and David Pucci.

### **b. Driver Recruitment**

EVIS was asked to notify everyone, via their Facebook page, of our need for additional drivers. Peter Walls also posted our requirement on the Edzell Facebook page. Two villagers applied.

Fee Speed, suggested setting up a WhatsApp Group to make communication easier, especially for arranging drivers. Fee offered to help set it up

Further requests will be made this year. Action DP/JF

### **c. Driver's Documentation**

All drivers were asked to make sure that David has a copy of their up-to-date insurance/licence documents. Remember to inform your insurance company that you are a volunteer driver. If there is an additional cost, we will reimburse you. After the meeting, David will check and contact anyone whose documents are currently out of date.

### **d. Hospital Parking/Procedures/Permits etc.**

Sarah expressed her concern regarding the specific difficulties experienced when taking patients to Ninewells.

It was agreed by all, that hospital parking/procedures were often very difficult - especially at Ninewells.

A single volunteer driver's parking space has been allocated on James Arnott Drive. However, it was noted that the chance of it being available was 50/50. It was agreed that we should ask for at least 3 spaces.

It was agreed that a further meeting with the Ninewells Management Team should be requested. Action DP/ST.

The ECHT Card does not entitle a driver to park in a disabled place (Blue Badge Required). If you manage to find a place to park, you will still have to obtain a zero-charge parking ticket and place it on the dashboard with the ECHT Card and Disability Badge. Failure to do so, will result in a Penalty Charge Warning or possibly an actual Penalty Charge.

Always ask a patient if they have a Blue Badge and if so, ask them to bring it with them.

Several drivers said that they did not have a ECHT Volunteer Driver's card. David Pucci to provide copies, which will be available for collection at the Health Centre. Action DP

#### **e. Ninewells Wheelchair Procedures**

It was explained that if you know you need a wheelchair for a patient, you can telephone the NHS Tayside organisation **SABA** in advance and make a booking.

|                  |                                   |
|------------------|-----------------------------------|
| *Telephone:      | 01382 645030                      |
| *SABA Contact:   | Mac                               |
| *Name:           | Edzell Community Health Transport |
| *Membership ID:  | 4838                              |
| *Membership Exp: | October 2026                      |

#### **f. Fund Raising**

An application will be made to E.V.I.S. - Action DP

**g. Any Other Business**

Kings Award Update – Result expected November 2026

If required, a Heartstart Training Session to be arranged - Action JF

Everyone thanked Sarah for providing tea, coffee, biscuits and cakes.

Dr. Jacobs closed the meeting at 6pm