

WHETSTONE GOOD NEIGHBOUR SCHEME
Minutes of the Meeting – 15 August 2016, 7.00pm
Parish Council Offices, Whetstone

Present:

Barry Fisher, Chair
Rachel Hall
Emma Lawrence
Robert Lincoln
Gail Frith, Secretary (Minutes)

Monica-Jean Hoare, Treasurer
Neale Bassford
Sara Fritz
Jo Ling, Delivery Officer, RCC

1. Pecuniary Interests

Barry reminded the meeting of their obligation to declare any pecuniary interest in the affairs of the Scheme.

2. Apologies for Absence

Sarah Catherall
Chris Carroll

Jeannine Nield
Linda Maguire

Linda has withdrawn from the Scheme for personal reasons.

If you are unable to attend any of the meetings, could you please send your apologies to Gail at (rosy-gael@sky.com).

3. Minutes of last meeting

a. The Minutes of the last meeting were agreed as a true and accurate record and were signed off by the Chair.

b. Matters arising

Barry announced that as Linda would not now be attending the Safeguarding event, there was a space available. As no-one was free to attend, Barry will go on his own.

Logo update – Neale agreed to look at the logo in relation to sizing and its appropriateness for the different applications it will be used for, e.g. website, flyers, and posters.

Action: Barry to email Rachel/Neale the logo

Strap line – the meeting agreed the following: “When you’re in need, we’re friends in deed!”.

4. **Volunteers update**

a. Volunteer Co-ordinator

Sara Fritz & Emma Lawrence agreed to share the role.

Action: Barry to meet with Sara and Emma to hand over

b. Database/Matrix update

Rachel Hall agreed to continue with this. Barry mentioned that out of the 14 volunteers, 7 of them were missing necessary information. This information is required urgently so that we can complete the analysis of the services we are in a position to offer. Volunteer information forms have been distributed to those for whom information is not available.

Jo stated that we may be able to link with Animal Aid who may be able to assist with any pet request, e.g. walking.

c. DBS checks

Jo confirmed that DBS applications at this stage have to be vetted by her to validate the forms and evidence before she submits for Blaby District Council to submit. As Blaby District Council has now increased their administration charge, an alternative online system is to be reviewed by Rachel to see if we would prefer this option longer term.

**Action: Barry to set up a procedure
Jo to liaise with Rachel**

d. Safeguarding

Following sending out a Safeguarding Policy, Barry stated that he had not received any feedback and after doing some small edits, he will distribute as a final copy.

A Lone Worker Policy was also discussed and it was agreed that this needs to be covered in the Volunteer's Induction booklet.

Action: Barry to edit Safeguarding Policy and distribute

e. Transport/Mileage Charges Policy

After some discussion, it was agreed that there would be no charge within the village of Whetstone and set charges for hospitals; charges would be determined within zones and any ad hoc mileage should be capped at 45p per mile.

It was emphasised that we need to ensure we obtain as much information as possible regarding any trips, including any potential waiting time, e.g. if patient has to have blood tests, x-rays etc. If any waiting time could be longer than 2 hours, then 2 volunteers may be required (one to take and another one to collect).

It was agreed that payment should be taken at the start of the journey and that anyone requiring a volunteer for transportation purposes, say for a hospital appointment, should give as much notice as possible to ensure a driver would be available.

Action: Barry to draft a Policy

5. Treasurer's report & finances

a. Bank account

Jean stated that she had approached Nationwide but had been informed that they no longer operate the type of account we require. Furthermore, she had set up two appointments with HSBC but they had been cancelled by HSBC. She is now looking at setting up an account with Lloyds, which can be done online, and she will keep us updated.

b. Running costs

Jo explained the background to the initial seeding of the Scheme and that funds can be transferred once the bank account is in place. She agreed to forward further details on this to Barry to help with planning.

Action: Jo to provide Barry with initial details

c. Future funding

There was also the possibility of applying for grants (Awards for All, Leicestershire County Council), fundraising, and acquiring services free of charge.

Jean then went on to speak about Chris Carroll. She stated that she is an excellent fundraiser and has raised much funding in the past for many different causes. She had spoken with Chris who has stated that she would be willing to take this on.

d. Insurance

Barry confirmed that he had received a quote from Markel. Jo advised that Sue Renton had been doing some work with Market on this to achieve a standard for GNS's.

Action: Barry to contact Sue for details

6. Forthcoming events and promotional activity

a. Launch event

This has not been identified as yet.

b. Go live/limited trial run

Barry stated that he would like to try a 'trial run' within a small area of Whetstone during October. Robert suggested that around Avon Drive might be a good idea as there are quite a few elderly people in that area.

c. Website

Neale has looked into the cost of setting up the website and advised that it would cost £14 for 2 years with the hosting costing £30 a year. This was thought to be quite reasonable.

d. & e. Publicity and Promotional material

Barry advised that he has a meeting with Commbus next week and will ask whether they would be willing to hand out our cards to their service users.

Jean has spoken with the churches who were agreeable to having leaflets on the pews and flyers on their noticeboard. She also attends a group in Whetstone (used to be WI) and has advised them of the scheme.

Rachel has contacted The Limes Medical Practice who thought it was a good idea and are willing to have leaflets/posters in their reception area. She advised that the 2 surgeries in Blaby had yet not replied. It was mentioned that sometimes they need to know what's in it for them – it could lower their DNA rate.

Warden assisted housing – Jo will ask Jill.

Action: Jo to liaise with Jill regarding the Warden assisted housing

Light Bulb Project – Jill is apparently ready to set up with Barry.

Action: Barry to liaise with Jill

Barry stated he will contact the Community Police and advise them of the service.

Action: Barry to contact the Community Police

7. Any other business

Mobile phone – it was agreed that the mobile phone number will be required for publicity purposes and for the trial run in October.

8. Date of next meeting

Monday 12 September, 7.00pm – 8.30pm at the Whetstone Parish Council offices