

## WHETSTONE GOOD NEIGHBOURS SCHEME

Minutes of Meeting – 17 October 2016, 7.00pm

Edward Wright Room, Whetstone Parish Council

### Present:

Barry Fisher - Chair

Sara Fritz

Emma Lawrence

Neale Bassford

Rachel Hall

### 1. Pecuniary interests

Barry reminded the meeting of the obligations to declare any pecuniary interests in the affairs of the Scheme

### 2. Apologies for Absence

Gail Frith

Monica-Jean Hoare

Jeannine Nield

Robert Lincoln

Chris Carroll

Jo Ling (RCC – Project Officer)

It was agreed that future meetings would be for the Management Group rather than all volunteers, although they were welcome to attend if they wished. However, they did not need to send apologies if they did not attend.

### 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 were dealt with under respective agenda headings

### 4. Pilot Launch/Volunteers Update

#### a.) DBS Checks

It was confirmed that all volunteers except one had now received their DBS Certificates and that we therefore have a volunteer base cleared to undertake assignments. In addition, 'Volunteer Driver Registration Forms' have been received from all volunteers who indicated they would be a Volunteer Driver. Still awaiting hand over of DBS Register from RCC. **Action Jo Ling – hand over DBS Register to Rachel Hall**

#### b.) Volunteer Coordinators Update

The Induction Pack and other documents were updated and used during the Desk Trials on 29<sup>th</sup> September. These will be updated as a result of the trials and issued to all volunteers. **Action Sara/Emma – Update and issue as V1.0**

The Volunteer Matrix was updated with the September changes and issued. Barry will update with the October changes and pass on to the Volunteer Coordinators to manage and maintain for the future. **Action Barry – update and pass to Emma/Sara future management**

#### c.) Safeguarding

V1.0 of Safeguarding Policy has been issued to all volunteers. The Safeguarding section has been included into the Induction Pack. The Separate more detailed Safeguarding Booklet has been finalised as v1.0 and is ready to be issued to all volunteers along with the Induction Pack.

#### d.) Transport/Mileage Charges Policy

V1.0 of Transport/Driver Charging Policy has been issued to all volunteers. Updates to the Charges Sheet to clarify return journeys has been made but not reissued yet. **Action Barry – reissue Charges Sheet**

As a result of the meeting with CAP and their approach to charging for journeys, a discussion took place with reference to where we are working together. It was agreed that we did not want to make any changes at this time and would review this in 3 months.

e.) Website/Telephone

It was confirmed that we have purchased the rights to [www.whetstonegns.org.uk](http://www.whetstonegns.org.uk) for 2 years along with 12 months hosting service. A first pass at content has been passed to Neale who will get the site loaded so that it can be reviewed in situ. A temporary framework is in place. The plan will be to assign responsibility for different section to different people to maintain. **Action Neale – load website**

A SIM card has been purchased on EE to secure a phone number so that promotional material can be printed. The number is 07939 685537. At the moment, this is PAYG but will be converted to a contract once the service starts.

f.) Pilot Launch Go/No Go Decision

A discussion took place regarding our readiness to launch the pilot service as from 31<sup>st</sup> October as discussed at the last meeting. All at the meeting were in favour of commencing the pilot as planned and it was therefore agreed that we should go ahead as follows:

- Primary area covered is Avon Drive, Elizabeth Gardens, Fairview Avenue and Greenfields
- Secondary area will be the COMMBUS customers in Whetstone.
- Third area will be any other individuals who responded to the original questionnaire

g.) Promotional Material

The launch flyer was discussed and various changes discussed. It was agreed to make a change to the block colour used so that this is now Green. It was also decided to review the text on the reverse side to see if this could be improved. This needs to be completed by 20<sup>th</sup> October latest to enable printing. **Action Sara/Emma to review text, Barry to arrange printing as per quote from Blaby Printing**

Flyer will be posted through letter box of each residence in the primary area. **Action Emma.** Supplies will also be provided to COMMBUS to hand out to their Whetstone clients. **Action Barry.**

## 5. Treasures Report

a. Finance Status

The Treasurer had submitted a written report to be read out in her absence

- i. A cheque for £397.20 has been received from the RCC which has been banked and has cleared.
- ii. The invoice for the Domain Name and Hosting Service has been settled.
- iii. Barry has prepared a Cash Flow Forecast for the first 12 months which is acceptable.

b. SHIRE Community Grant

- i. Due to the funding available from the RCC being less than expected, we need to apply for a grant to top up the funds for year 1. A draft of the

application has been distributed, reviewed and the suggested changes included. The application must be submitted by the 24<sup>th</sup> October. This is a one-off application and we are unlikely to be able apply for this again.

**Action Barry – submit application**

c. Future Funding

The ongoing funding of the scheme will require us to raise funds. We will need to use a variety of techniques including:

- Sponsorship
- Donations
- Fund Raising Events
- Grants, if and when available

d. Insurance

We have completed negotiations with Merkel and have reached a satisfactory price/cover position. This has been checked against similar schemes in the area and is consistent with their cover and price. It was agreed that we would therefore put this in place effective 31<sup>st</sup> October. **ACTION Jean – Set up Insurance spreading the cost over 10 interest free payments**

**6. Any other business**

a. Launch Event

- i. It was agreed that we would take an alternative approach to the main launch, hopefully in early December.

b. Meetings with other Community Projects

i. Community Action Partnership

Barry met with Muriel Russell to discuss ways in which we could work together and be complementary to each other. The proposals put forward were agreed and we will contact them to confirm, although as discussed earlier this would not change our charging policy. **Action Barry**

ii. Community Companion Pet Support Scheme (CPSS)

Barry met with Keely Short and Sarah Moakes to discuss ways we could work together and be complementary to each other. The proposals put forward were agreed and we will contact them to confirm. **Action Barry**

iii. Lightbulb Project

Barry discussed this with Jill Stevenson and it was agreed that as they were attending the GNS Networking Workshop on 14<sup>th</sup> November this would be an ideal opportunity to have initial discussions. **Action Barry**

iv. The action to contact Gloria Hall is still outstanding **Action Barry**

v.

c. Photo identity cards can now be issued to all cleared volunteers. A format for this has been produced and have been issued to Barry and Emma. Photos were taken for other members and this will be issued in the next few days. **Action Barry**

d. RCC have organised a GNS Networking evening on 14<sup>th</sup> November in Croft. It was agreed that Barry and Rachel would attend as the two attendees for WGNS.

**7. Date of next meeting**

**Management Group meeting is Monday 21<sup>st</sup> November 2016 @ 7:00pm,  
Base Group, Ashville Way, Whetstone**