

**WHETSTONE GOOD NEIGHBOUR SCHEME**  
**Minutes of the Meeting – 18 July 2016, 7.00pm**  
**Council Offices, Narborough**

**Present:**

Barry Fisher	Monica-Jean Hoare
Rachel Hall	Neale Bassford
Chris Carroll	Jeannine Nield
Linda McGuire	Robert Lincoln
Jo Lowe (RCC, Leics & Rutland)	Jill Stevenson, Blaby District Council
Gail Frith (Minutes)	

**1. Welcome & Apologies**

Emma Lawrence (on holiday)  
Carol Whitfield (no longer able to participate)

In total, there were 7 people who sent their apologies. However, the details of the remaining 5 were sent to Jo Ling and have not been passed on.

In future, if you are unable to attend any of the meetings, could you please send your apologies to Gail ([rosy-gael@sky.com](mailto:rosy-gael@sky.com)).

Barry started the meeting by confirming that all persons present were volunteers and receiving no reward for attending. He also asked that if anyone had any pecuniary interests in the affairs of the scheme, they must declare it. Everyone stated that they did not.

**2. Minutes of last meeting**

The Minutes of the last meeting were agreed as a true and accurate record.

**3. Constitution update**

Barry advised that he had received an initial draft constitution from Jo Ling. He then looked at other constitutions and incorporated anything he felt was relevant. The meeting agreed with the final version (Version 1) thus it was signed off by all 3 Principal Officers. Barry stated that he would ensure that everyone received a copy of the constitution (either electronically or via post).

**Action: Barry to circulate the Constitution to all members**

**4. Bank account update**

Jean stated that if everyone agreed, she would like to open an account with Nationwide. This would be a Deposit account with Instant Access. Everyone agreed with this so Jean will feed back at the next meeting. Jo confirmed that funds were readily available to transfer into the account once it is set up.

**Action: Jean to approach Nationwide**

**5. Safeguarding and DBS checks**

Barry has collated some policies around safeguarding which he will circulate.

Barry has secured two places on a forthcoming Safeguarding training course, and it was agreed that as Rachel would be unable to attend due to her full time job, Barry and Linda would attend the course on 23 August, 10am – 1pm. at the RCC Offices, Loughborough Road, Leicester. Barry stated that he thought it would be useful to meet members of other Good Neighbour Schemes who might also be attending.

**Action: Barry to circulate policies**

**Barry & Linda to attend training course on 23 August**

**Barry to feedback to Sue Renton that he and Linda will be attending**

Regarding the DBS, Jo had bought application forms for DBS checks to the meeting and these were handed out to those who required them. The meeting was requested to complete the forms as soon as possible. They should then hand them in to Jill at Blaby District Council offices or post them (1<sup>st</sup> Class) to the following:-

Suzanne Smith, HR  
Blaby District Council  
Desford Road  
Narborough  
Leicester  
LE19 2EP

As there was some question as to what documentation would be required to accompany the form, Barry agreed to find out what was needed and let everyone know.

**Action: Barry to advise on required documentation for DBS forms**

If anyone had any other queries, they should contact Rachel.

**6. Logo update**

Jeannine bought along 5 draft versions of a proposed logo. Logo no. 3 was finally agreed upon but with Jeannine changing the font of the text to make it clearer. She also made a suggestion for a possible strap line, and it was suggested that everyone put forward their thoughts at the next meeting.

**Action: Jeannine to edit logo 3**

**Everyone to consider a strap line for the scheme.**

**7. Matrix update**

Rachel had produced a matrix and handed it round the meeting requesting everyone to complete with when they would be available and what they would be interested in helping out with. This was completed during the meeting and given back to Rachel.

**8. Linking with existing groups and services - update**

Barry advised that he had met with the local Parish Council and whilst they were not particularly supportive of the scheme, they did wish the scheme good luck. Barry said that he would try and work with them in the coming months, including sending them the Minutes. He did state also that he thought we should be able to use the Parish Council rooms at no charge, but will verify this.

Commbus – need to emphasise that we are not in competition with them; however they do keep to a certain schedule and seem more geared up for the elderly/disabled.

**Action: Barry to set up a contact with them**

Church links – As Jean is in contact with all three churches, she volunteered to have a word with Chris Allen, the Vicar of St Peter's. Jo agreed to post a generic poster to Jean for her to use as an overview.

**Action: Jean to approach the Vicar of St Peter's  
Jo post a poster**

Rachel agreed to contact the Practice Managers in GP surgeries with a view to obtaining support.

**Action: Rachel to contact GP Surgeries**

Jean said she would approach the Dentist Surgery in Grove Road with a view to displaying a flyer in their waiting room.

**Action: Jean to contact Dentist Surgery**

Light Bulb Project – this is a project that helps people to get back into their homes once discharged from hospital. Jill spoke about this and said that she would look into it.

**Action: Jill to look into the Light Bulb Project and feedback**

Warden-assisted housing was also mentioned through East Midlands Housing with Roy Swann being the contact. Jill to look into this as Jo said she would like to meet with Roy.

**Action: Jill to look into the warden-assisted housing through East Midlands Housing**

Community groups, coffee clubs.

**Action: Jill agreed to get some information to Barry**

Jeannine volunteered that she would like to do some 'door-to-door' visiting explaining about the Scheme. The meeting agreed that it would be a good idea as some people would prefer to talk to someone rather than just receiving a flyer through the door.

## **9. Next steps**

Website – very important for uploading the Notices, Minutes, appropriate contact details etc.

**This must not include any personal phone numbers or addresses of any members of the scheme.**

Neale stated that the first thing to do was to agree a domain name for the website. He suggested the following -

[www.whetstonegns.org.uk](http://www.whetstonegns.org.uk)

The meeting all agreed this was ideal as it was short and easy to remember, although as Neale pointed out, with SEO (Search Engine Optimisation), keying in any variation on the name (e.g. good neighbour scheme, whetstone good neighbour) should bring it up anyway.

It was agreed that the overall design should be simple but with accurate facts.

**Action: Neale to check domain name availability and cost, and feed back**

Insurance – Public Liability insurance generally runs at £150-£200. However whilst she was not able to actually endorse it, Jo quoted Markel at £80 as being a good price.

Launch event in the village – it was felt that this would be the best way to advertise the ‘live’ date of the scheme with the latter part of the year being a favourite time, e.g. around Christmas. It was agreed that we would need promotional material such as flyers, posters, badges and key fobs, with a promotional campaign involving Radio Leicester and press releases.

The need for a Volunteer Coordinator was also raised by Barry and, as he is keen for everyone to get involved, he asked whether anyone would be interested. This would involve, amongst other things, overseeing new volunteers. If you are interested, please contact Barry.

Also a dedicated fundraiser as although we have money now, we still have to raise funds for the future of the scheme. Again, if you would like to get involved in fundraising, please get in touch with Barry.

## **10. AOB**

Car insurance – it was noted that if you have access to more than one car, and are intending to offer transportation, you must advise your insurance company(ies) in respect of each vehicle. You will also need to register each vehicle with the scheme and provide a copy of an acknowledgement from your insurer. Forms will be distributed shortly.

This should not have any impact on the cost of your insurance but will be a requirement of the scheme’s Public Liability Insurance that this is all in place.

Please also remember that when changing your car, this process must be repeated.

**Action: Barry to prepare and distribute forms based on templates provided by RCC**

Jo advised that there would be a networking event some time in the future. However, she had no details of this yet but would keep us informed.

Finally, Barry advised that he is happy to give anyone a lift to any of the meetings/events if they require it. Just contact him.

The meeting closed at 8.30 pm.

**Date of next meeting: Monday 15 August, 7.00pm      Venue: to be confirmed**