

WHETSTONE GOOD NEIGHBOURS SCHEME
Minutes of Management Group Meeting – 23 January 2017, 7:00pm
Bulls Head, Victoria Road, Whetstone, Leicester LE8 6JX

Present:

Barry Fisher - Chair
Rachel Hall

Monica-Jean Hoare

Guest:

Jenny Hilton

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 Neale Bassford Emma Lawrence Jo Ling (RCC)

Sara Fritz has stood down from the management team due to work pressures but remains on the volunteers register.

3. Minutes of last meeting

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

4. Pilot Launch Update

As at 20th January we have received over 30 requests for assistance and 1 request to become a volunteer. We have been able to refer one of our clients to COMMBUS and one enquiry, which was out of area, to the CAP Social Car Scheme. We have still only had to turn down one request.

A service which appears to be popular and provides a potentially regular demand is Escorted Shopping. Whilst we had envisaged that regular shopping outside the village would be something we referred to COMMBUS, an Escorted Shopping service, which COMMBUS do not provide, is a service we can offer as a variant.

We need to increase the number of volunteers, especially mid-week, to be able to cope with the likely increase in requests based on results from the pilot. Whilst the front page of the flyer was reproduced in the Duckpaddle News, the item submitted for publication, which also included requests for volunteers, was not used. Thus, it will almost certainly be necessary to target areas with a leaflet drop to get our message out. We also need to review where we may be able to use posters as a more general means of publicising the scheme or events that we may be present at.

5. Volunteers Update

a) Volunteer Recruitment

Barry welcomed Jenny Hilton to the meeting. Jenny will be joining the scheme with a wealth of experience as soon as her DBS check is complete.

A discussion took place about recruiting volunteers and if Social Media had a place to play in this. It was agreed that we would try an entry on the Spotted Whetstone page.

Action: Rachel will take the lead on this.

We need to implement a wider campaign of recruitment using a combination of posters and leaflets.

Action: Barry to seek a volunteer to take on this role.

Jean has taken some additional flyers with a view to distributing at a number of locations where we may pick up volunteers and/or clients including Winterbourne Gardens.

Action: Jean to distribute flyers.

b) DBS checks/Safeguarding

Rachel gave an update on her further investigations and presented her recommendation for consideration. It was agreed that we would use uCheck as our preferred agency for administering DBS checks. The online nature of this means we can be in control of the process and monitor. Whilst initially more expensive due to the one-off registration fee the cost per application is cheaper and we will relatively quickly recover the initial fee as well as have a better service. However, to make this work properly we need to have a Debit Card on the Bank Account which we do not currently have.

Action: Jean to progress Debit Card with bank

Action: Rachel to put in place agreement with uCheck once we have resolved the Debit Card.

c) Website/Use of Social Media

Barry reported one problem with the Web Site. On the Home Page the previous month's messages appear with the wrong dates.

Action: Rachel will feed this back to Neale to look at

d) Promotional Material

Roller Banner – **Action: Neale to obtain a quote from his contact**

A4 Poster for Volunteers – **Action: Barry to approach Jeannine to ask her to develop some ideas.**

6. Treasures Report

a. Finance Status

Jean gave an update on the current state of the Bank account which as at today stands at £327.38. Outgoings of £19.20 to EE (2 months phone @ £9.60 pm) and £17.20 for Insurance (2 months @ £8.80 pm). In addition, we have banked £30 from donations.

It was agreed that a cheque for £16.99 be raised to reimburse Barry for cash he has paid out on behalf of the Scheme. Receipts have been provided for:

EE – Initial PAYG Sim Card loading	£10.00
WH Smith – Envelopes for donations	£2.99
The Works – Coordinators Diary	£4.00

b. SHIRE Community Grant (Project #1333)

The SHIRE Community Grant is normally paid out in arrears with an option of applying for a 50% advance. Discussions with the LCC have resulted in an offer to pay the whole amount in advance subject us to providing copies of quotes for the three main items on the application. These are:

- DBS Checks (£100)
- Roller Banner and Art Work (£167)
- Room Hire (£162)

Action: Rachel and Neale to provide copies of quotes for DBS Checks and Roller Banner and Art Work respectively. Barry to forward these with the Room Hire quote to Noel Singh at LCC.

7. Any other business

a. Launch Event

- i. Now that we are secure in our funding for Year 1 we can go ahead and organise a launch event. This was deferred at this time and was felt better to arrange for January rather than December.

b. Meetings with other Community Projects

i. College House Warden Assisted Coordinator

Barry met with Gloria Hall on 5th December for what was a very positive meeting which has already resulted in several jobs for one resident.

ii. Blaby Community Network

Barry attended a meeting of this group on 16th January. It was agreed that we should continue our involvement with this group and that it would be good for attendance to be spread around the team. It was also agreed that we should explore a relationship with Agewise. This could include attendance at their meetings, providing transportation of Whetstone residents to meetings and promotion on WGNS web site.

iii. Lightbulb Project

Awaiting details to progress

Action Jo Ling to advise on contacts and Barry to follow up

c. Dates for future meetings and AGM

The following dates were agreed for management group meetings for 2017 subject to agreeing venue availability. If any interim meetings are needed these will be arranged as required with the Bulls Head being the reserve venue:

Monday 27th February

Monday 24th April

Monday 26th June

Monday 21st August

Monday 16th October

Monday 27th November

Additionally, a provisional date was set for the first AGM of Monday 18th September 2017, venue to be confirmed.

8. Date of next meeting

Provisional date for next Management Group meeting is Monday 27th February 2017 @ 7:00pm. Subject to confirmation once venue is confirmed.