

**WHETSTONE GOOD NEIGHOUR SCHEME**  
**Minutes of Management Group Meeting**  
**Parish Council Offices, Whetstone**

**24 April 2017, 7.00pm**

**Present:**

Barry Fisher (Chair)  
Rachel Hall  
Gail Frith (Minutes)

Monica-Jean Hoare  
Neale Bassford  
Jenny Hilton

Guest: Elizabeth Downs

**1. Pecuniary interests**

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

**2. Apologies for absence**

None

**3. Minutes of the last meeting**

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

**Action: Barry to upload to website**

**4. Volunteers' update**

a. Call Coordinators' update

Barry advised the group that Gail had agreed to take on the role of Lead Call Coordinator and that one of her tasks would be to manage the rota for the call coordinators. This at present consists of Barry, Jenny, Gail and, as an emergency back-up, Chris Carroll. It was agreed that the rota would be uploaded to the website.

Gail requested that all call coordinators advise her of any dates when they would not be available to enable her to prepare any future rotas as accurate as possible. It was also suggested that the volunteers also advise Gail of any dates they too would be unavailable and these could be noted in the diary. This would save trying to contact a volunteer who may be away.

Barry advised that there had been an increase in jobs during March which was thought to be due to the leaflet drop.

As at 31 March, 68 jobs had been completed with a majority breakdown as follows – 35% for transport and 31% shopping. Unfortunately, two jobs had to be declined owing to the lack of availability of drivers.

**Action: Gail to upload call coordinator rota to website**

b. Volunteer recruitment

The only volunteer enquiry we have received since the last meeting was from Elizabeth Downs who at 16 years old is not old enough to be able to carry out client work in her own right. However we do plan to use Elizabeth to assist registered volunteers and with this in mind, she was invited to attend this evening's meeting as a guest.

We have obtained further copies of the posters being used in Health Centres to be posted at various locations around the village.

The request for volunteers in the various 'spotted' sights on Facebook has been repeated but with no response.

c. DBS checks/Safeguarding

We have now signed up with uCheck as our DBS checking agency and as a result, we are now able to complete these online.

No safeguarding issues have arisen since our last meeting.

d. Website

i) *Technical*

Improvements and corrections have been made to the technical aspects of the website giving it new features and making it easier to organise data.

ii) *Content*

Various updates have taken place including:

- All forms and documents are now downloadable and/or printable from the site.
- All signed off Minutes are downloadable and/or printable from the site.
- We have included some photographs to give more interest to pages and will expand this.

Neale stated that it would be a good idea to add a brief line of text when adding a photo to the website. This not only makes it more interesting to the viewer but also increases the chances of our website being found by SEO (Search Engine Optimisation).

Gail now has access to carry out work on the content of the site.

e. Promotional activities and material

We have now carried out additional leaflet drops in the following areas:-

- Vicarage Lane
- College Road
- Main Health Centres in Narborough and Blaby, including a poster
- Brook Street, Bridge Way (from Wednesday 26<sup>th</sup>)

Chris has also distributed posters to:-

- Whetstone Coop (Dog & Gun Lane)
- Cosby Coop
- Cosby Library
- The Lime Tree pub
- Whetstone Chemist
- Parish Council for notice boards (7)
- Winterbourne Gardens and Grove Road area (**Action: Jean to distribute**)
- Chemists and Dentists (**Action: Jean to contact**)

It was also suggested to distribute to hairdressers and to look at the central part of the village over the next couple of months.

Targeting potential volunteers was also discussed and Barry suggested distributing to the newer parts of the village for this, say from The Lime Tree pub outwards, possibly in the form of a postcard type leaflet which is more practical than an actual postcard as no VAT would be due.

Barry advised Neale that he had not received an email from the person regarding the roller banners; Neale said he would send Barry the phone number for him to try and make contact again.

**Action: Neale to send phone number to Barry regarding roller banners**

## **5. Treasurer's report and finances**

### a. Finance status

Jean gave an update on the current state of the bank account which as at today stands at £1,151.51. In addition, she holds a small amount of petty cash and some donations to be banked. All expenditure since the last meeting has been in line with expectations although we have not yet incurred certain expenses we had expected.

### b. SHIRE Community Grant 2016/17

We are behind on expected expenditure which is primarily on promotional material and DBS checks.

### c. Fundraising

#### i) *WGNS Fundraising*

Thanks to the efforts of Chris with her Hawaiian Lunch, a total of £325 was raised towards our running costs. This was a fantastic effort and we would like to thank Chris and her guests for their generosity.

#### ii) *Blaby District Lottery*

BDC has taken the decision to form a local lottery to raise funds for community projects in the district. Whilst full information is not yet available, the meeting decided that they did wish to be part of this. Barry advised that it would not cost us anything and that we would need a page on the lottery website enabling people to review when deciding which good cause to support. However, he expected it to be a further 3 months before any more information is available and up to 6 months before it is up and running.

#### iii) *Leicestershire Funding Toolkit*

Barry has subscribed to this facility and receives a weekly update on what is happening in the funding market that may be of interest to us. He did advise that they do need to see that we are fundraising ourselves which, with Chris' Hawaiian event, we clearly are.

#### iv) *Blaby District Community Grant*

We have received notification that this scheme is open to applications for the new financial year.

## 6. Any other business

### a. AGM planning

The AGM will be held on 18 September at the Council Offices in Whetstone. Our financial year will end on 31 July 2017.

The guidelines document which Barry circulated on 9 April was accepted by the group and we would therefore plan on this basis. He also stated that the Management Group would be expected to attend.

### b) Befriending service

The following has taken place since our last meeting:-

- A random drop-in for a dementia sufferer who lives at home on his own whilst his son was away on holiday.
- Visiting a lady recently out of hospital who was unable to get about or meet with people.
- Social outing for two clients with two volunteers.

It was agreed that a distinction between befriending and voluntary help needs to be made clear. It was also noted that a request for befriending usually comes from family rather than the person requiring the help. It was emphasised that befriending can only work on a 1-1 basis.

### c) Meetings with other community projects

- i) *Community Network Blaby District (CNBD)*  
Barry is involved with this. They hold quarterly meetings and the next meeting is on fundraising and sponsorship. Barry asked if anyone would also like to attend.
- ii) *Rothley Good Neighbour Scheme (Rothley GNS)*  
Barry recently attended a meeting to assist them on planning to form a new group.

## 7. Next meeting

Monday, 26 June 2017; 7.00pm to 9.00pm at Whetstone Parish Council offices, Whetstone.