

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

26 June 2017, 7.00pm

Present:

Barry Fisher (Chair)

Monica-Jean Hoare

Rachel Hall

Neale Bassford

Gail Frith (Minutes)

1. Pecuniary interests

The meeting was reminded of their obligation to declare any pecuniary interests in the affairs of the Scheme. Non were declared.

2. Apologies for absence

Jenny Hilton

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. These will now be uploaded to the website.

Action: Gail / Barry

4. Volunteers' update

a. Call Coordinator's update – Gail

Detailed statistics of calls since commencement of the scheme where issued. The total number of enquiries for April/May was 37 with the majority of requests being for transport and shopping. There were 2 requests which we were unable to help with due to lack of/unavailability of volunteers.

Our latest job number is 120, and Barry indicated that we continue to receive good feedback.

A new call coordinator rota has been circulated which takes us up to the beginning of October 2017. This will be uploaded to the website.

Action: Gail / Barry

b. Volunteer recruitment – Barry

We have 2 new volunteers, Susan and David Popham. They are both drivers and have some availability during the week. However, due to a family

bereavement, their induction training has been postponed until they are ready.

There is a potential volunteer who lives in the Glen Parva area who is keen to get involved with a GNS. He has limited availability but could bring some useful skills to the team.

Elizabeth D remains keen to be involved and has been out with Barry and Jenny on jobs. She has also carried out a leaflet drop in East Avenue.

RCC having been doing their end of funding report and requested statistics and any case studies for inclusion in their Shires Grant end of project report. This may mean the end of their funding for new GNS scheme. Details have been provided and it was suggested to the meeting that case studies may a useful resource for our marketing purposes.

c. DBS checks/Safeguarding – Rachel

Rachel has drafted a guide to outline the process for applying for the DBS checks online. She will prove this on the next application before issuing the document for use by other authorised members of the group.

Despite some frustrations with the first use, it was agreed that the online service was a better option as provides more control so that we can see at a glance what is happening. However, it is vital to use the right wording for applications to go through smoothly and this will be covered in the guide.

d. Website

i) Technical – Neale

Neale advised that the IP address no longer shows where the website address should be.

ii) Content – Barry

A request was made for content to come from other members of the team as it is a struggle to do it without some input from others. Some 'newsflashes' have been added in the last few days.

Neale suggested uploading more photos, in particular for a job which showed a 'before' and 'after'.

Barry requested Neale's help to develop an idea based on the charge boxes he had created.

Action : Barry/Neale

e. Promotional activities and material

Indications are that leaflets drops, either letterbox or lunch clubs, seem to work best for attracting new clients. An idea was discussed for increasing the level of leafletting to 3 or 4 times per annum to all the village and trying to sell sponsorship space to cover the cost.

No response had been received from Neale's contact regarding the roller banners. It was agreed that we would pursue an alternative sourcing.

Business cards were discussed as an alternative to fridge magnets, although it might be worth exploring the cost of a small quantity to distribute to existing customers.

A leaflet drop, using the new format was agreed, this time around the new estates in Whetstone and focused more on volunteers. Also, the use of a roller banner and handing out leaflets at the Co-op was considered a good idea.

Jean advised she would hand out some leaflets at the Summer Fete at St Peter's on 8 July.

5. Treasurer's report and finances

a. Finance status – Jean

The bank balance at the end of May stood at £1,104.07.

Jean stated that she was awaiting a decision from her contact for validating accounts at year end. Barry stated that we do need someone in place before the next meeting (August). Rachel agreed to approach a contact that she knows.

b. SHIRE Community Grant (2016/17) – Barry

Everything was going okay but we need to spend the grant by the end of October or potentially pay back any remainder.

c. Fundraising

i) WGNS fundraising – Barry

Chris Carroll is keen to hold a poems/pudding evening as a fundraiser. A date of 15 November has been agreed and Barry asked that as

many of the team as possible support the event in both the build-up and on the night. Chris has spoken to someone who lives in Blaby who will come and read the poems.

Chris has donated £30 to pay for the cost of hiring the room. A ticket will be required to attend the event (price to be confirmed) which will be held at the Council Offices in Whetstone.

Assistance will be required with design and printing tickets and leaflets, as well as at the event. It was envisaged that the room would be comfortable with about 40 participants. The room will be booked from 6.30pm-9.30pm, with the event taking place 7-9 pm.

6. Any other business

a. Glen Parva – Barry

Following a debate on the proposition floated by the RCC, it was agreed that we should explore further to establish the information required to make a decision.

The RCC has arranged a meeting on Monday 3rd July with the prospective volunteers, to which we have been invited. It was agreed Barry and Gail will attend.

Action: Barry and Gail

b. AGM dates – Barry

21 August – Issue Notice of AGM and request Nominations for Principal Officers and Management Group Members. Also, request any Motions that are to be put forward to the AGM.

4 September – Final date for submission of Motions to be put forward to AGM.

11 September – Final date for submission of Nominations for Principal Officers and Management Group Members.

18 September – AGM

Notice to be issued to all volunteers and clients.

Barry stated that it would be a good idea for the Principal Officers to have deputies and he would like to put Rachel forward as Deputy Chair person.

c. Meetings with other community projects – Barry

i) Community Network Blaby District (CNBD)

The next meeting is 20 July, 6-9pm. The main topic will be Generating Sustainable Income, with headings of Corporate Sponsorship; Trading; Business Planning.

ii) Rural Community Council (Leicestershire & Rutland)

The next Networking meeting is on 5 July, 5.30-9pm. The main topics are 'starting a GNS' (Barry will be giving this presentation) and 'sustaining a GNS'.

Anyone wishing to attend either of these meetings, please contact Barry.

7. Next meeting

Monday 21 August 2017, 7.00pm in the Edward Wright Room.

N.B. This is the last Management Meeting before the AGM, please try to attend.