

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

21 August 2017, 7.00pm

Present:

Barry Fisher (Chair)
Rachel Hall
Jenny Hilton

Monica-Jean Hoare
Neale Bassford

1. Pecuniary interests

The meeting was reminded of their obligation to declare any pecuniary interests in the affairs of the Scheme. None were declared.

2. Apologies for absence

Gail Frith

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: Barry

4. Volunteers' update

a. Call Coordinator's update – Barry

Detailed statistics for June/July and since commencement of the scheme were reviewed. The total number of enquiries for June/July was 54 with 51.8% of requests being for transport and 20.7% for shopping. There was 1 request which we were unable to help with due to lack of/unavailability of volunteers.

Our latest job number assigned as at today was 177.

Call coordination is currently being handled by Jenny and Barry.

b. Volunteer recruitment – Barry

The Popham's are hoping to become more involved towards the end of September following a family bereavement. We have also been approached by one of the prospective GP team who would like to volunteer for WGNS. This request is being processed but due to an extended visit to Canada they will not come on stream until the new year.

A campaign is underway to secure more volunteers. A leaflet campaign is being targeted on the newer end of the village. The area is being split into a series of blocks with different volunteers taking the different areas. This will be phased over the coming weeks.

- c. DBS checks/Safeguarding – Rachel
No Safeguarding issues have arisen. The new DBS guide lines are being checked on the current application being progressed.
- d. Website
- i) Technical – Neale
No issues reported. No opportunity this period to look at changes discussed.
- ii) Content – Barry
Three refinements are being looked at as possible changes:
- Can we change the way the top level menu works so that it doesn't have a page behind it but selection causes the appearance of the drop down options?
 - How do we create a table on a page?
 - Develop the concept of the charge boxes to have another level behind them

Action: Neale/Barry

- e. Promotional activities and material
We have acquired several new marketing tools since the last meeting:
2 x Roller Banners (£78 each)
100 x Fridge Magnets (21p each)
1000 x Business Cards (3p each)
2000 x A6 Postcards biased towards recruitment (1p each)

The plan is to have a new general-purpose leaflet and a proposed design was reviewed.

BDC Outstanding Achievement Award 2017: 9 clients submitted nominations for the scheme. We have been advised that we have been selected as a finalist and invited to the awards Dinner on the 5th October. It was agreed that Barry and his wife, Jean Hoare, Jenny Hilton and Chris Carroll should use the tickets allocated. All 9 nominators have also received an invitation to the Dinner. All finalists will receive a share of the prize money, certificate, and glass plaque. As a finalist, we will not be eligible for this award for another 5 years.

Following difficulties at the LRI in finding wheelchairs and/or porters it was suggested that we should try to obtain our own scheme Wheelchair and that we should issue a challenge to the whole team to obtain one. Various thoughts and offers were made and these will be explored.

5. Treasurer's report and finances

a. Finance status – Jean

The bank balance as at today stood at £871.32.

Jean confirmed that the year-end accounts had been through a validation process by a third party and that she was waiting to hear back that the final checks were OK.

b. Financial Plans for 2017-18 - Barry

An outline Budget and Cash Flow for the coming year were reviewed and accepted as the basis for our 2017/18 plans

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

Marketing spends since the last meeting have come from the Shires Community Grant funding. The last major item of spend in this budget is for another print of leaflets. We still have budget left for some DBS checks and room hire for this year's AGM and management group meetings.

c. Fundraising

i) WGNS fundraising – Barry

The poems and pudding evening has been booked for 15 November. Chris will require assistance with organising and running this. We have booked the Edward Wright Room for three hours on the night. The event will only run for 2 hours but the room has been booked for 3 hours to allow for setup and clearing away afterwards.

6. AGM Preparation

a. Notice issued to:

- All volunteers
- All clients
- RCC – Lucy Smith
- Whetstone Parish Council – Lee Breckon and Sharon Coe
- Blaby District Council – Jill Stevenson and Zoe Coulson
- COMMBUS – Alan West
- Leicestershire Community Pet Scheme -
- Local Policing Unit – Uppal Kal and Biju Chandy
- Also published for general consumption on the Web Site

b. Accounts

Draft accounts reviewed and will be issued subject to final feedback on the verification process

c. Report

The first draft of the annual report was discussed and agreed that it contained all the key information that needs to be presented.

d. Motions

A single motion has so far been received to revise the Constitution to cater for the possibility of no Secretary being forthcoming. This will mean that the role of Safeguarding Lead will become a Principal Officer role as well as or instead of the Secretary. This was unanimously accepted by the Management group and will be put forward to the AGM for approval.

e. Nominations for Principal Officers and Management Group Members

Nominations have been received for Rachel Hall (Safeguarding Lead and Deputy Chair), Neale Bassford (Management Group Member), Jenny Hilton (Management Group Member).

f. Process on the night

Setup and seating plan: Single table at the front with Chair, Treasurer and Safeguarding Lead. All members of the audience will be set in rows facing the front table.

Copies of Agenda and Reports: These will be available for distribution at the start of the meeting

Register of attendees: Jenny agreed to manage this

Proposer for acceptance of Report and Finances: Jenny to be the proposer which will then result in a vote by show of hands

Counting of votes: Rachel and Neale agreed to be the hand counters during voting

Tidy up on completion: All volunteers are asked to assist in tidying up the room on completion of the meeting. We are due to vacate the building at 21:00. The meeting will finish no later than 20:45.

g. Lifts for clients

So far the only request for a lift is from Betty Tilston in Sanderson Close

7. Any other business

a. Glen Parva – Barry

Barry and Gail attended a meeting with the RCC and prospective GP volunteers on 3rd July. At this stage, insufficient volunteer availability exists within GP to make it viable, even with our input to provide assistance. No further effort is currently planned.

b. Meetings with other community projects – Barry

i) Community Network Blaby District (CNBD)

The last meeting was on 20 July 2017. The covered Generating Sustainable Income covering Trading and Business Planning. A spokesman on sponsorship was not available and so was not covered.

The next meeting is scheduled for 4th October and will cover Safeguarding and Risk Planning.

ii) Rural Community Council (Leicestershire & Rutland)

A Networking meeting took place on 5 July 2017. This covered 'starting a GNS' (given by Barry) and 'sustaining a GNS' (given by Whissendene GNS).

7. Next meetings

The next meeting will be the AGM on 18th September 2017, in the Edward Wright Room commencing at 7:15pm. All management group team are requested to arrive by 7:00pm to help set up.

The first Management Group meeting for the new management group is scheduled for 16th October 2017, 7.00pm in the Edward Wright Room.