

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

16 October 2017, 7.00pm

Present:

Barry Fisher (Chair)

Monica-Jean Hoare

Rachel Hall

Jenny Hilton

Guest Attendees:

Chris Carroll

Louise Hathaway

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

Neale Bassford

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

The statistics for August/September and since commencement of the scheme were reviewed. The total number of enquiries for August/September was 77 with 60.5% of requests being for transport and 26.3% for shopping. We were able to assist with all requests. Our latest job number assigned was 246.

Call coordination is currently being handled by Jenny and Barry.

b. Volunteer recruitment – Barry

The David and Susan Popham's are now actively involved in volunteering. We have received a further four enquiries to become volunteers of which two have now cleared DBS checking (Kris Riley and Jacqueline Bray) and two more are in the early stages. We still have one further potential recruit but is not available until the new year.

We are continuing to leaflet drop the village in stages. The next three areas will be the area off Wychwood Road by the Co-op, Springwell Lane area and the new estate opposite the old GEC site.

c. DBS checks/Safeguarding – Rachel

No Safeguarding issues have arisen. The new DBS guide lines are being refined on the experience from the current application being progressed.

- d. Website
No significant changes since last meeting
- e. Promotional activities and material
A new general leaflet has been produced and is available for use when required. No other material is currently planned.

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

- a. Finance status – Jean
The bank balance as at today stood at £1403.92. Taking account of cheques issued but not banked and Petty Cash we currently have £1311.76 of available funds.

Jean reported that the Public Liability Insurance had been renewed for the coming year with a slight increase in premium. Also, the Web site hosting has been renewed for the next year and although the cost had increased a donation to cover the total cost had been received. It was further reported that client donations had already exceeded the level achieved in our first annual reporting period.

- b. SHIRE Community Grant (2016/17) – Barry
This grant finishes this month and we are due to submit a report on how much and on what we have used it for. In addition, we need to report on the outcomes from the project. We are currently underspent and may have to repay this although we will look to justify this against a couple of delayed expenditure items.

- c. Fundraising
WGNS fundraising – Chris Carroll
The poems and pudding evening booked for 15 November is going well. So far 27 out of 40 tickets have been booked. Chris has arranged the support she wants for the kitchen and waiting. Assistance is required on the night to man the door and sell raffle tickets and manage the door – Rachel and Jenny offered to do this. Barry will introduce the evening and be the time keeper and will manage drawing the raffle at the end of the evening. Assistance will also be required in setup and take down of the room and for transport of any WGNS clients requiring lifts (at least 2 already). Chris gave an outline of how the evening will go and what she is doing about raffle prizes. All seems to be going well.

6. AGM Outcomes

a. Constitution:

The Constitution has been changed and re-issued in accordance with the vote taken at the AGM. The latest version now needs to be signed by the Principal Officers

b. Management Group:

The Management Group was re-elected at AGM to serve for a further 12 months. It is planned to grow the group to eight or nine people before the next AGM to give a wider discussion group and to fulfil some vacant roles. For this year additional members will be co-opted on to the group and then be up for election at the next AGM. It would be good to have the following covered:

- Secretary
- Volunteer Coordinator Lead
- Deputy Treasurer
- Website content Lead

7. Any other business

a. Outstanding Achievement Award

The 2017 Blaby District Council Outstanding Achievement Awards evening took place on 5th October. A great evening was capped off with the announcement that WGNS won the Best Community Group/Community Achievement category.

A discussion on how to use prize money took place. It was agreed that the scheme should invest in a wheelchair and a budget of £80 to £100 was agreed.

Action - Barry

b. Meetings with other community projects – Barry

i) Community Network Blaby District (CNBD)

Dates for the next meetings are being scheduled and will be reported when known.

ii) Stoney Stanton GNS

Stoney Stanton are trying to launch a scheme and the RCC have requested that Barry attend a meeting towards the end of the month with them to discuss the start-up process.

iii) Croft GNS

Planning to relaunch following changes in the team. May be looking for some guidance.

- iv) GNS Networking Event
BDC are considering organising a thank you event for GNS schemes in the District on 5th December. This will also be an opportunity for schemes to exchange ideas and possibly for a few partners and maybe even users to join in.

- v) Blaby Lottery Briefing
A briefing meeting is scheduled at BDC for them to announce their plans for how the lottery to be launched next year will work. This will be one of the main methods of BDC contributing towards schemes such as ours in the future. We therefore need to understand how this will work and what we need to do to benefit. Barry will be attending the meeting on 1st November

7. Next meetings

The next Management Group meeting is scheduled for 27th November 2017, 7.00pm in the Edward Wright Room.

The dates for the coming year are as follows:

Monday 22nd January 2018

Monday 19th March 2018 (tbc)

Monday 14th May 2018

Monday 9th July 2018

Monday 20th August 2018

Monday 17th September 2018 – Annual General Meeting

Monday 15th October 2018

Monday 26th November 2018