

MINUTES

Whetstone Good Neighbours Scheme

7pm 19 March 2018

In Attendance

Barry Fisher (Chair), Rachel Hall, Monica-Jean Hoare, Jenny Hilton, Kris Riley, Neale Bassford

Apologies for Absence: Louise Hathaway

Approval of Minutes

The minutes from the last meeting, 22 January 2018, have been read and were declared to be a true and accurate record and signed off by the Chair. These will now be uploaded to the website.

Pecuniary interests

The Meeting was reminded of their obligation to declare any pecuniary interests in the affairs of the scheme – None were declared

Action taken since the last meeting

Confirmed that the November 2017 minutes had been uploaded to the website.

Request for confirmation of car details and confirmation of current availability/role profiles has been issued. To date only 2 responses received.

Services Update

A new Services Dashboard was issued prior to the meeting to allow the team to be aware of key data on the service prior to the meeting. This will be provided prior to each future meeting.

Call Coordinators Rota being worked on by Kris who has now assumed the role of Volunteer Coordinator.

Kris is also to put a campaign in progress to recruit more Drivers with Monday to Friday availability and Call Coordinators. To consider both local adverts and setting up a Facebook page.

Rachel has issued the first version of her guide to using the uCheck system for new DBS applications. Rachel will keep this updated in the light of changes and experience.

Rachel led a discussion on handling Health and Social Care issues and the difference between them and Safeguarding. As with Safeguarding, our role in Health and Social Care issues is to report on and then step back. Rachel will produce a similar guide to the Safeguarding one with the main pointers we should be giving to people to seek the correct assistance.

One client had a fall when coming to the door to let a volunteer in. After some discussion it was agreed that we would set up a special fund using some of the OA award money and purchase and install a key safe for this client, if she agrees, from this fund. The Special Fund will be used for such special circumstances. Any use of this fund must be approved by the management team with a limit of £20 for any award given.

Financial update

A series of new Financial Dashboards were issued prior to the meeting to allow the team to be aware of key financial data prior to the meeting. These comprise Accounts Status, Actual Cashflow Year-to-date, Lottery Fundraising and available fund allocation. These will be provided prior to each future meeting.

The Treasurer reported the current bank balance indicating that client donations continued to be ahead of forecast. We have now received the first payment from Blaby Lottery and these will continue to be received monthly.

The Treasurer will be on holiday for approximately one month from 21 March. Although advertised internally no one has come forward to train up as Deputy Treasurer. Barry will therefore take over the role of Treasurer during Jean's period of absence.

An application was submitted to Blaby District Council for a grant under the Community Revenue scheme to finance the production of 2 Newsletters this Calendar Year. We have been awarded the requested amount of £428 which is due to be paid on 21st March. These funds are ring fenced and cannot be used for any other purpose.

Blaby Lottery has now started and we have received our first payment from them.

We have a fund raiser taking place at The Bull's Head, Whetstone for up to 25 people on Sunday 25th March. Chris has selected the theme as "Back to the 40's". Assistance on the day will be appreciated.

The green token scheme at Asda Fosse Park is on-going. We seem to be collecting more tokens than either of the other two schemes. It would appear that this is run as a competition based on weight of tokens. The winner receiving £500 the two runners up £200 each. We believe this will end on 31 March.

Marketing and Promotional activities

A press release has been issued by Blaby District Council announcing our reaching 500 job bookings. This has been picked up by one social media feed at least. Any details seen please report back to Barry

Phil has agreed to take on the project of producing the Spring/Summer Newsletter but will appreciate ideas and rough content contributions from all. We have also submitted a proposal for support under the Community Volunteer Week (4-15 June) to help distribute this. A decision on this from BDC is still awaited. A discussion on the possible themes for the newsletter took place and these will be fed through to Phil.

It is understood that WPC get the Scouts to distribute the Duckpaddle News. Jenny to explore the costs of getting the Scouts to assist with this for the Autumn/Winter Edition of our Newsletter.

Barry floated the idea of a Welcome Pack concept as an idea for new clients. This would take the form of a pocketed folder which would take A5 brochures/information and have space for either a fridge magnet or business card. It is also an ideal item for sponsorship. Agreed as a good idea if we can get someone to sponsor.

Any Other Business

Diary Dates

- 21 March 2018 2pm to 4pm CNBD – Boost your volunteer power
- 25 March 2018 3pm – Back to the 40's Fund Raiser, The Bulls Head, Whetstone

Whetstone Parish Council have confirmed that the price for hire of the Edward Wright Room will not increase in their financial year starting April 2018. It was therefore agreed that we should go ahead and book the dates for the management meetings and the AGM in September.

VASL Support for Carers contacted Barry for a meeting which has taken place. They had heard good reports about what we are doing and would like us to consider doing a presentation at one of their future meetings in Whetstone. Agreed this would be a good idea and that working together offered another opening for providing assistance within the parish.

Details have been received from the RCC about their 2018 Rural Achievement Awards. Deadline for nominations 30th April 2018. We could enter for the Rural Service Award. Following discussion, it was agreed that we did not see that the costs of entering could be justified and that we would therefore not pursue this.

It was agreed that we would organize a Volunteers Social Event. We have been specifically given £40 towards this and will make sum funds available from the Outstanding Achievement Awards money.

Susan Popham is a busy crafter making lots of items including greeting cards. She would like these to raise funds for WGNS. She believes that the Parish Centre has a craft event in November and wondered if we could have a stall selling makes from volunteers/users and publicizing the group? We need to find out who organises it so we can contact find out details and assess possibility. Jean to look into this.

No other business being raised the meeting was closed

Next Meeting

Monday 21st May 2018 (changed date due room availability) Edward Wright Room, Whetstone Parish Council – 7pm to 9pm.

The following management meetings and AGM will also take place in the Edward Wright Room:

Monday 9th July 2018

Monday 20th August 2018

Monday 17 September 2018 – Annual General Meeting

Monday 15th October 2018

Monday 26th November 2018