

MINUTES

Whetstone Good Neighbours Scheme

7pm 15 October 2018

In Attendance

Barry Fisher (Chair), Neale Bassford, Rachel Hall, Louise Hathaway, Jenny Hilton, Monica-Jean Hoare.

Guest :- Chris Carroll

Pecuniary interests

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

Approval of Minutes

The minutes from the last meeting, 20 August 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.

Services Update

- a) The Services Dashboard was reviewed showing on average there is currently 50 jobs per month
 - b) Rachel review of DBS & Safeguarding – nothing to report
 - c) Volunteer Base Review
 - a. 3 new volunteers on stream as of this week
 - b. We have had no response from 3 of our volunteers after various forms of communications have been exhausted, therefore the decision has been made to remove the volunteers from the register unless they re-approach us whilst their DBS certificates are in force.
 - c. One of the administrators for our Blaby Lottery Account has been removed and we need to appoint a replacement.
 - d. An updated Volunteer Information Sheet will be distributed to the volunteers for completion.
 - e. The client sheet has been updated, this will be used to gain additional information that would be necessary in the event of an emergency.
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Carried Over from last meeting

Training from BDC - Jill Stevenson is interested in our views on training they may be able to source for GNS volunteers. We are currently in discussions as to what training will be of benefit to any of our volunteers.

A web site exists managed by LCC which can be helpful in establishing responsibilities within the County. <http://www.firstcontactplus.org.uk> working with BDC and other bodies it would be useful to build up a reference document of “signposts” that we can use as part of our support to vulnerable persons in directing them or their next of kin to appropriate help, such as Age Concern, Citizens Advice etc, and a general directory of services within the area.

Financial update

- a) Review of the financial Dashboards and the current position as being healthy for the running of the scheme.
- b) Jean gave an update on the latest figures, which confirmed the above.
- c) Fundraising Update
 - a. Blaby Lottery update – Numbers of active registered supporters with active tickets continues to slowly drop along with active tickets. This will result in lower income from this source but is still within budget. We are currently looking for someone to take over the role to promote this.
 - b. Future Events – Christmas event is being held at the Bulls Head Whetstone on the 2nd December, Chris and Louise are delivering invitations for this event.
- d) Insurance Review – Renewal has been confirmed and policy details have been received, it has been decided not to include Professional Liability in our insurance policy.

Marketing and Promotional update

- a) **Autumn/Winter Newsletter Update:** This is currently being finalised by Louise with Barry to review.
- b) **Welcome Pack Update:** We have now obtained a usable template for this. A draft of the proposed document was shown in the meeting

Any Other Business

- a) AGM Review and Feedback – An overview of what took place.
 - b) Volunteers Social Event Update – Took place at The Lime Tree on 2 October due to insufficient numbers for skittle evening planned for Bulls Head. Thanks to Louise for organizing what everybody agreed was a good social event for the team. We are looking to do this again, on a six-monthly basis, as it was felt to be a productive evening and promotes good working relationships.
 - c) Any Other Business
 - CNBD Meeting 24 October BDC – Barry/Louise will be attending and have indicated an interest in GDPR, Licensing – guidance on holding events and fundraising, and Support for vulnerable residents in the district
 - Meeting with Stoke Golding GNS was called off due to Barry’s unavailability. Further contact with new Blaby Group who are carrying out induction sessions with their volunteers this evening.
 - 2019 meetings – proposed dates
 - Monday 21st January
 - Monday 18th March
 - Monday 13th May
 - Monday 15th July
 - Monday 19th August
 - Monday 16th September – AGM
 - Monday 14th October
 - Monday 25th November
- No other business being raised the meeting was closed

Next Meeting 26th November 2018

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