

# MINUTES

## Whetstone Good Neighbours Scheme

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7pm 20 May 2019

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### In Attendance

Barry Fisher (Chair), Neale Bassford, Rachel Hall, Louise Hathaway, Jenny Hilton, Monica-Jean Hoare, Susan Popham **GUESTS** Tracy Gaskin (BDC)

### Pecuniary interests

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

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### Approval of Minutes

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The minutes from the last meeting, 18 March 2019, 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.

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### Feedback from Health Check Document

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Tracy Gaskin – Community Development Officer from Blaby District Council (BDC) thanked WGNS for responding to the initiative and highlighted four areas where it was felt they could offer support.

- Volunteer Policy-setting out boundaries
- Complaints procedure
- Risk assessments
- Recruitment/Retention

These were discussed and it was agreed that Tracy would assist in these areas and would furnish Barry with the documents to aid WGNS to move forward with this. We would like to extend our thanks to Tracy for attending the meeting, and for her helpful feedback.

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### Services Update

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- a) The Services Dashboard, which was issued in advance of the meeting to allow for review of key data prior to the meeting, were discussed and it was felt that the positive results show the scheme is much appreciated and needed with over 543 jobs being completed this financial year.
- b) A discussion took place regarding a new volunteer's policy to be considered based on information provided by and with the assistance of BDC.
- c) Risk assessments are in progress based on the details already set out in the Induction and information pack. The Driving and Diving Lifts assessment is most advanced.
- d) A look into recruitment for new volunteers, possible advertisements in local café's, doctors and notice boards at the local supermarkets. Also plans to explore the VAL option and to attend the "Speed dating" event they have coming up on 4<sup>th</sup> June.
- e) The draft complaints procedure to be completed and put into place, and loaded on the website.

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## Financial update

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The Financial Dashboards, which were issued in advance of the meeting to allow for review of key data prior to the meeting, were discussed and confirmed that the scheme is in a strong financial position. Jean gave an updated report on the current financial position.

A review of the 1<sup>st</sup> draft of the budget for 2019/20 took place. No objections or feedback were given on the forecast which and so this will be used unless anyone raises a request for other consideration.

This shows a healthy projection for the continuation of WGNS to run smoothly financially.

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## Any Other Business

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- a) The Newsletter for the Spring/Summer is about to be printed and will be distributed as part of BDC's Community Volunteer Week during the period 3<sup>rd</sup> to 14<sup>th</sup> June. The extra copies will be distributed around local businesses in the Blaby/Whetstone/Cosby area.
  
- b) An update on the CNBD Food Hygiene meeting was given, with a suggestion that Chris and Jenny would like to attend the Food hygiene course.  
The CNBD All things online meeting was cancelled due to low take up.
  
- c) Forthcoming External meetings:-  
Whetstone Baptist Church have invited us to talk to their re-tyred group in October.  
Contact has been received from a National Charity "Contact the Elderly" ([www.contact-the-elderly.org.uk](http://www.contact-the-elderly.org.uk)) who have various volunteers across the country. They organize the monthly Sunday Tea's at Whetstone Baptist Church. We will explore this organization further to see if there are areas where we could work together.
  
- d) Connect Blaby Together – It is understood that their Chair has stood down.
  
- e) Xmas Party – The possibility of putting on a Whetstone Good Neighbours Service User Christmas Party to be discussed with Chris C to see if possible.

No other business being raised the meeting was closed

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## Next Meeting

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The next management meeting will take place in the Edward Wright Room at 7pm on Monday 15<sup>th</sup> July 2019

Monday 2nd September (last meeting of current management team/AGM launch)

Monday 30th September (AGM)

Monday 14th October (1st Meeting of new management team)

Monday 25th November