

MINUTES

Whetstone Good Neighbours Scheme

7pm 18 March 2019

In Attendance

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

Apologies for Absence: Louise Hathaway

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, 21 January 2019, having 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 issued in advance of the meeting to allow for review of key data on the service prior to the meeting. January and February have both been record months for bookings. To a large extent this has been due to supporting hospital visiting for 2 service users. This has impacted on the split of work with a higher percentage being PM due to visiting hours. Two incidents have occurred during the period involving falls of service users whilst we have been on a call with them. In both cases we were not physically with the service user at the time and therefore could do little to have prevented. In both instances no serious injury was sustained but needless to say both were somewhat shaken after the event. Both are recorded in the Incident Book
- b) 34 Service Users are now registered with the scheme using the new format. This leaves 11 people who have used the service this FY, but not since we introduced registration, who need attention. These will be contacted and progressed. In addition, we have 19 other people who have used the service but not this FY of these 8 will be progressed as a secondary activity the other 11 only if they request further service.
- c) All active volunteers have registered under the new format, one, currently inactive, still has to register. We still have two pending volunteers, neither of which are in a position to progress at this stage.
- d) Rachel updated the meeting on current DBS check status. A number are due to take place over the coming weeks. The two potential new volunteers are not currently in a position to proceed due to health issues.

Financial update

- a) The Financial Dashboards were issued prior to the meeting for review. Dashboards show a healthy position in terms of available funds, allocation of funds and reserves and Cashflow.

- b) The Treasurer gave an up to date report on the finances which confirmed the position and discussed the available funds as at the date of the meeting. Paperwork for Louise to become a signatory has been signed this evening for submission to the Bank.
- c) Blaby Lottery – The second of our 6 monthly reports was submitted on Thursday 14 March 2019. This has been acknowledged and received the following comment “You are raising a really good amount and glad to hear it’s helping with the group’s costs.” The Lottery has now been running for just over 12 months. It is currently raising £31k per annum for good causes in the Blaby area. We have had:
 - 38 Wins over 27 of 55 weeks
 - 12 of 20 Syndicate members have had a win
 - 6 of 9 non syndicate members have had a win
 - £125 in Cash Wins
 - 99 free tickets won
- d) BDC Community Grant End of project report – The drafted report was reviewed prior to its submission. This was agreed and will be submitted

Open discussion update/continuation on where we go with WGNS

Following an appeal for volunteers to join the management team some progress has been made as follows:

Treasurer – As a result of Jean having indicated that she wanted to reduce her involvement in all her interests, Susan Popham has stepped forward as the potential replacement at the AGM. It was agreed that Susan should be co-opted on to the management team with immediate effect as Deputy Treasurer. Initially she will pick up those areas Jean is not covering and will start taking over fully at the start of the new financial year. Barry will undertake training.

Service User Champion – Attempts to get one of the Service Users to join in this position have not been successful due to events occurring for potential candidates. It is therefore envisaged that Jean will pick up this role as her Treasurer Duties finish.

Safeguarding Lead/Volunteer Coordinator Lead – Louise has expressed an interest in getting involved in this area. Further discussions to take place. Rachel to involve Louise in DBS process for current renewals and new applications.

Any Other Business

a) External meetings attended feedback

i. CNBD Food Hygiene meeting 22/1/19 – Louise

Carried forward to next meeting

ii. CNBD Strengthening your organisation 5/2/19 - Barry

BDC issued a new VCS Health check tool which we have been asked to complete. This was distributed to the management team to complete and return for consolidation and discussion. This was reviewed and discussed and an agreed position that will be submitted to BDC.

BHIB Insurance Brokers covered two areas, Insurance and Assessing Risk

- Confirmed that our insurance is in line with what they would recommend and that we do not require Professional indemnity and that in their view the levels of cover we have are consistent with what they would expect for a GNS

- As effectively an employer of more than 5 people we should have a written down risk assessment. This is about identifying sensible measures to control the risks in the workplace, not creating huge amounts of paper. Therefore, we need to take some action on this.

iii. Whetstone Baptist Church Meetings

Met with Pam Bryant Community Pastor on 26 February 2019. New to her role and was interested in what we are doing and how we can work together. Each explained what goes on in our organisations. Pam wants to see the new church being used as a community hub which helps to bring different parts of the community together for both religious and non-religious events. She discussed some of their community activities over the recent period including monthly afternoon tea (free) events, Christmas hampers delivered to hot spots, i.e. Winterburn Gardens, College Road etc.

Met with Richard King on 5 March 2019 following an internal meeting which had taken place within the church following my meeting with Pam Bryant. Richard looks after a men's group called RE:TYRED.

Possible areas of collaboration:

- Promotion of each other's activities.
- Source of additional Volunteers
- Befriending
- Collaborative events
- Invite them to have a presence on the management team as an external agency
- Have a single focal point in each organisation to manage relationship

b. Forthcoming external meetings

i. CNBD All things online 10/4/19

No other business being raised the meeting was closed

Next Meeting

The next management meeting will take place in the Edward Wright Room at 7pm on Monday 20th May 2019

Future Meeting dates for 2019:

Monday 15th July

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