

# MINUTES

## Whetstone Good Neighbours Scheme

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7pm 15 July 2019

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### In Attendance

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

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Apologies for absence – Susan Popham

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### 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, 20 May 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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### Services Update

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The Services Dashboard, which was issued in advance of the meeting to allow for review of key data prior to the meeting, were discussed.

Bookings remain on the same level leading to a total of 966 jobs this financial year to date.

We now have 43 registered users and 7 users from earlier in the financial year, who have not yet been registered. In addition, we have 20 other names who have not used the service during the current financial year, and therefore are not seen as current users until they use our services again.

All volunteers are registered, and we would like to welcome Mick Pugh as a new volunteer, who joined us as a result of the Newsletter. There have been a number of other enquiries, but none that have proceeded to the next stage.

The aim is to appoint someone who will be responsible for driving a recruitment campaign with the objective of trying to achieve an average of one new volunteer per month. Priority is

4 x call co-ordinators – for rota on call co-ordinators so this will cover 1 week per month

Lead volunteer co-ordinator

Volunteer Drivers

Service Volunteers – for aiding in general odd jobs other than driving

Befriending Lead – to have someone lead and run this service

Back office volunteers – web content/Facebook/PR etc

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## Financial update

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- a) The financial dashboards, which were issued in advance of the meeting to allow for review of key data prior to the meeting, showing a healthy cash and cashflow position.
- b) Treasurers Report was given by Jean with an update on the figures.
- c) The budget for the year for 2019/20 was agreed.

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## AGM Preparation

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Timetable for end of financial year.

31 July 2019 – End of financial year

11 August 2019 – End of year figures to be completed

30 August 2019 – Independent examination of Books by Accountant Dave Berry

2 September 2019 – Review of final accounts at the management meeting

2 September 2019 – Publish invite/request nominations/request motions

16 September 2019 – Close for receipt of request for motions

23 September 2019 – Close of nominations to principal officers and management team

30 September 2019 – AGM/Presentation of Accounts/Election of new principals and management team/departure of existing principals and management team at the end of the meeting.

2019-20 Timetable

11 August 2019 – Handover of cheque book and paying in book to deputy treasurer – no changes to the bank details at this stage

30 September – New Treasurer elected/bank paperwork to be signed with the change of signatories following the AGM

In accordance with the constitution and agreed AGM procedures all current principal officers and management team members term of office finishes at the end of the AGM. All are eligible for re-election. All positions are therefore open to nominations. A number of the existing position holders will not be offering themselves for re-election. The principal officer roles are:

Chair

Treasurer

Secretary

Safeguarding Lead

In addition, we are looking to have a number of other members of the management team, with or without formal roles including a Service user Champion, Lead Volunteer Coordinator and Befriending Lead.

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## Any Other Business

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- a) The Newsletter for the Spring/Summer was distributed to the village during June, the bulk of which were completed by volunteers under the community volunteer week organized by BDC. Thank you to all those volunteers for their assistance. However due to poor weather conditions they were unable to complete, therefore we would also like to say thank you to all the WGNS volunteers who helped to complete this exercise.
- b) We have now utilized the funds advanced by BDC to cover costs. We managed to use these funds to produce and distribute 3 editions of the Newsletters. As a result we are no longer under obligation to acknowledge the support of BDC or Westleigh homes in future editions.
- c) The Newsletter for the Autumn/Winter edition will be completed by Louise with a target date of availability late November to coincide with distribution of the Duckpaddle News by the Scouts
- d) Risk Analysis and Complaints procedure have been updated and agreed. These will now loaded on to the website as a links, and will be included as part of the volunteer induction training. A copy will be distributed to all volunteers. Risk Analysis, as agreed, will be reviewed at approximately 2 year intervals.
- e) Christmas Party for service users was further discussed and a budget agreed. This will be organized so as not to clash with the Baptist Church event on 1<sup>st</sup> December and has been agreed to go ahead within the budget set and Christine Carroll will take the lead on this.
- f) Volunteers yearly get together - a date of 8<sup>th</sup> October 2019 at The Lime Tree in Whetstone has been suggested Louise to organize, and send invites.

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 2<sup>nd</sup> September 2019

Monday 30th September (AGM)

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

Monday 25th November