

# MINUTES

## Whetstone Good Neighbours Scheme

*7pm Monday 14<sup>th</sup> October 2019*

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### In Attendance

Barry Fisher (Chair), Jenny Hilton, Monica-Jean Hoare, Susan Popham

Apologies for absence – Louise Hathaway

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### Pecuniary interests

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

The minutes from the last meeting, 2<sup>nd</sup> September 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

The Service Dashboard was distributed and reviewed.

Louise is now responsible for DBS and Safeguarding following the AGM and will be responsible for future update reporting. No events have occurred in the reporting period.

Louise is looking into possible recruiting ideas, and the possible costs relating to this.

We have registered 3 new Service Users in the reporting period but no new volunteers. We have also lost one Service User who passed away at the age of 99. The team express their condolences to the family.

Louise has been working on a new volunteer recruitment flyer which many reviewed and gave feedback on at the volunteers social evening. The plan is to get 5000 printed for distribution to all households in the village and to handout at events and specific locations such as Asda, for example. The printing costs for this will be in the order of £100, depending on the printers offers at the time of order, and will be taken from the Asda award reserve. Agreed.

Helen Caple has offered to take on the role of Deputy Safeguarding Lead.

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### Financials

Copies of the Accounts Dashboard and Actual Cashflow Dashboard were distributed prior to the meeting. The Treasurer gave an update on the current position. We have received the renewal notice from Merkel for the

Public Liability Insurance. This remains at the same premium as last year and will therefore be automatically renewed. The contact for this has now changed from the Chair to the Treasurer. The renewal of the Website hosting service has also been received and was paid automatically using the schemes Debit Card. This will also need to be reassigned to the Treasurer in readiness for next year's renewal.

The revisions to the Bank Mandate required following the AGM were posted to the bank on 1<sup>st</sup> October, the day after the AGM. We received a text on 8<sup>th</sup> October acknowledging that the bank was dealing with this and would update us once action has been completed.

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## AGM

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The AGM took place on 30<sup>th</sup> September 2019 as planned.

The Report and Accounts were accepted and new Principal Officers and Management Team were voted in effective from the end of the meeting.

The Chair confirmed that whilst he would take on the role for a fourth year it was essential that a new Chair was found for next year as he intended moving away from the area in the near future. He announced at this management meeting that he would be moving to North Wales before Christmas and would therefore not be in a position to take an active role in the scheme from roughly the end of November. He was prepared to remain as Chairman up to the next AGM and provide what support he could from a distance<sup>55</sup>.

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## Any Other Business

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- a) Volunteers Social Event took place on Tuesday 8<sup>th</sup> October 2019 at the The Lime Tree in the village. Thanks to Louise for organising this. All attending had an enjoyable meal together and an opportunity to meet and chat outside of the normal business of the scheme.
- b) One of the ideas floated at the AGM was the production of an Events Newsletter which we would distribute to our service users. Frequency could be monthly. Input was sought from all. A number of events were mentioned which Barry would discuss with Louise. Discussion around what should be included agreed that only events taking place within Whetstone would be included at this stage.
  - 2 Nov St Peter's Parish Centre Breakfast/Brunch 10:30am – 1:30pm - £5
  - 2 Nov St Peter's Parish Centre The Children Society Fund Raising – 10:30 -12:00 Noon
  - 3 Nov Whetstone Baptist Church, Afternoon Tea – 2:00pm to 4:00pm
  - 31 Nov St Peter's Church Christmas Tree Festival / Brigade Concert
  - 1 Dec Christmas Tree Festival
  - 1 Dec Drama group Christmas Concert
  - 1 Dec St Peter's Church Christmas Tree Festival / Brigade Concert
  - Wednesdays – St Peter's Parish Centre / Lunch 12:30pm
- c) The proposed meeting calendar for 2020 was discussed and agreed as follows, subject to availability of the room:
  - Monday 20<sup>th</sup> January 2020
  - Monday 30<sup>th</sup> March 2020
  - Monday 18<sup>th</sup> May 2020
  - Monday 20<sup>th</sup> July 2020

Monday 24<sup>th</sup> August 2020  
Monday 21<sup>st</sup> September 2020 - AGM  
Monday 19<sup>th</sup> October 2020  
Monday 23<sup>rd</sup> November 2020

Meetings will be between 7pm and 9pm. These will be reviewed with the Parish Council to see if the room is available for these dates before confirming.

- d) Christmas Party for service users will take place on 24<sup>th</sup> November so as to not clash with other local events.
- e) Barry presented to the Re-tyred group on Tuesday 17<sup>th</sup> September at the Baptist Church Whetstone. This was well received and a donation of £25 was received. It is felt unlikely that we will be able to recruit any volunteers from this audience but they are keen to support our activities and find ways of working together.
- f) Plans will be agreed to hand over areas where the chair will no longer be able to complete activities following his relocation to North Wales.

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 7:00pm on Monday 25<sup>th</sup> November 2019 to finish at 9:00pm