

# MINUTES

## Whetstone Good Neighbours Scheme

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3.30pm 25 June 2020

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### In Attendance

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The meeting was held within the social distancing guidelines in the open air. Barry Fisher (Chairman), who has moved to North Wales, joined the meeting throughout via telephone.

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Barry Fisher (Chair), Louise Hathaway, Jenny Hilton, Monica-Jean Hoare,

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Apologies for absence – None

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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 January 2020, have been read and were declared to be a true and accurate record and signed off by the Deputy Chair. These will now be uploaded to the website.

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### Services Update

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We currently have 74 registered users which is an increase of 27 since December, and the number jobs booked in January to May 2020 is 645.

There was a significant increase in jobs during April and May 2020 due to proactive telephone befriending to cope with the emergency situation with COVID 19. These figures are conservatively estimated at 120 calls per month for April and May. Each service user was contacted at least twice a month, some on a weekly basis, to ensure all their shopping and prescription collection needs were met. This clearly demonstrates the way the scheme has adapted and transformed from primarily transportation needs, to help minimize the impact of loneliness and isolation, and obtaining food/shopping supplies and prescriptions during the lock down.

Thanks to Blaby District Council, for the information passed on to us regarding possible new volunteers and food hampers from Samworth Bros at a greatly reduced rate, and we would like to thank them both for the assistance provided. 25 of these hampers were taken up by our service users.

WGNS has gained 6 new volunteers to the scheme since the lock down and 9 since the end of December 2019 and would like to say a warm welcome to all those who have joined the scheme and look forward to continuing to working with them all. Thanks go to them, and all volunteers, for all their hard work.

We are looking at producing a newsletter in the near future, to show what we are doing and how we can help residents of Whetstone should they need the help.

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## Financial update

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The financial position is strong and looks good for the foreseeable future, monies are shown going in and out of the bank in relation to the hampers purchased on behalf of the service users and upon distribution the costs were reimbursed to the bank.

We received a small donation from Rob Lincoln's sister, who sadly passed away recently, for our assistance, which was gratefully received.

Following the decision by the Treasurer to resign earlier in the year, Richard Caple kindly stepped forward with an offer to take over. It was therefore proposed and agreed that Richard be co-opted in to the position of Deputy Treasurer with effect from the date of this meeting. It was further agreed that as a result of him being the only candidate to come forward for the vacant Treasurer's role (an elected position at the AGM), we would start the process of getting him registered as an account signatory without delay to ease the problem of having signatories available in Whetstone.

Thanks to Richard for taking on the role.

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## AGM

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Barry Fisher (Chairman)

### **AGM Process 2020 for the 4<sup>th</sup> AGM**

It was proposed and agreed that:

Due to the uncertainties and restrictions resulting from the lockdown regulations as a result of the Coronavirus pandemic, the schemes 4<sup>th</sup> AGM will be held as a virtual AGM with all voting being by Voting slips returned to the Secretary. An online video conference call will be held at 7:15 pm on 21<sup>st</sup> September 2020 to review and confirm the results of the voting and to conduct the formal business of the AGM. It will not be a requirement that a quorum is on the call but a quorum of the Management Team must have cast valid votes for the vote to be considered valid and meet with the requirements of the Constitution in this unusual set of circumstances. As a result, the following timetable will be followed:

3 <sup>rd</sup> August 2020	Formal notification of AGM will be issued to all Volunteers along with a Nomination Form for Principal Officers and Management Team Members. This will also be published on the Web site for a wider consumption
17 <sup>th</sup> August 2020	Date by which Nomination forms for Principal Officers and Management Team Members to be submitted to the Secretary
24 <sup>th</sup> August 2020	Date by which any proposed motions for change to the Constitution at the AGM must be submitted to the Secretary for review by the Management Team prior to the AGM
24 <sup>th</sup> August 2020	Issue of Annual Report and Annual Accounts along with AGM Voting papers

7 <sup>th</sup> September 2020	Any queries on Annual Report or Annual Accounts to be raised with the Chair prior to AGM Conference Call
14 <sup>th</sup> September 2020	Volunteers to submit completed voting papers to the Secretary
21 <sup>st</sup> September 2020	A virtual AGM Conference Call will take place to confirm the results of the voting. Anyone wishing to join should notify the Secretary and/or Chair in advance so that they can receive details of how to join the call.
21 <sup>st</sup> September 2020	On completion of the AGM Conference Call the newly elected Principal Officers and Management Team will assume responsibility and the previous team will have stood down,

For the year 2020/21 the role of Safeguarding Lead will not be considered as that of a Principal Officer providing that the role of Secretary has been filled. As a result, they will not have signatory entitlement on the schemes Bank Accounts.

This above process will apply only to the special circumstances of this 4<sup>th</sup> AGM unless it becomes necessary to instigate similar arrangements again.

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### Any Other Business

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A decision was made to invest in a second hand phone which accepts data so we can receive emails, and to make life easier for the call co-ordinator.

Jenny Hilton and Chris Carroll, has done a great job with the befriending, arranging volunteers for sending out the food hampers, and the volunteers have been amazing shopping and collecting prescriptions on request. Thank you to all the volunteers for helping through this difficult time.

We are offering to collect orders for the service users from the local fish bar in Whetstone on a short-term basis until the lunch clubs are up and running again, this will be every Wednesday lunchtime, as long as the service is wanted. A small menu has been put together for the service users to choose from at an agreed cost of £3 this is for the lunch only and not to raise funds but to help service users in these uncertain times.

Transportation for residents is limited to protect the volunteers and the service users, masks and gloves are to be worn at all times whilst transporting people, the scheme will be investing in this to provide the volunteers with equipment needed.

The scheme will continue to change and to adapt to the circumstances arising and needs of our service users.

No other business being raised the meeting was closed

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### Next Meeting

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The next meeting will take place Monday 24<sup>th</sup> August 2020 (Venues to be agreed)

Monday 21<sup>st</sup> September 2020 – AGM (see minutes above for revised process for 2020)

Monday 19<sup>th</sup> October 2020 Monday 23<sup>rd</sup> November 2020 (Venues to be agreed)