

Whetstone Good Neighbour Scheme

Minutes from a meeting held on: 14th January 2025

In attendance: Sally Batham (Chair), Veronica Rye (Minutes), Jenny Hilton (Volunteer coordinator), Richard Caple (Treasurer), Steve Webb (Social media coordinator), Helen Caple (Safeguarding) **Guest:** Norman Batham

Item	Minutes	Actions
Welcome	Sally welcomed all to the meeting.	N/A
Pecuniary Interests	<p>The meeting was reminded of their obligation to declare any pecuniary interests in the affairs of the scheme.</p> <p>None were declared although Jenny declared that she was receiving payment from a service user for doing their washing during a period of difficulty.</p>	N/A
Apologies for Absence	All present	N/A
Minutes of last meeting	<p>The minutes from the last meeting held on 10th October have been read and declared to be a true and accurate record. The minutes will now be signed off by the Chair and uploaded to the website.</p>	Minutes to be uploaded to the scheme website.
Matters Arising	<p>The direct debit payment for the insurance policy has been cancelled and a new policy with Markel set up.</p> <p>Sally has spoken to Community Action and residents in Whetstone can be supported with transport – each service user needs to complete their own form.</p> <p>Work still ongoing to change bank account signatories and allow electronic transfers.</p> <p>The bookings manager from</p>	<p>Committee to decide how to share information with service users.</p> <p>Richard to continue work on changing bank account permissions.</p>

	<p>Whetstone Parish Council has been in touch with Veronica about room bookings for 2025. Committee are happy for Veronica to continue as link contact with Parish Council. Constitution still to be reviewed.</p>	<p>Veronica to be link committee member for Whetstone Parish Council.</p> <p>Review constitution as necessary.</p>
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<p>Services Update</p>	<p>Befriending – Veronica and Richard happy to help with befriending as needed. Job sheets – current system: volunteers complete job sheets and pass to Chris. Jenny and Chris collate all jobs and Lyn records on a spread sheet. Discussion was held around reviewing the system to ensure it is efficient and effective. WGNS will offer support to service users affected by the recent floods and ensure they access all available help from BDC and LCC. Chip run – proposed to run until 28/03/2025</p>	<p>Richard and Helen to draw up a new procedure and present to the management committee.</p> <p>Volunteers and service users to be told chip run ends on 28/03</p>
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<p>Events</p>	<p>The Christmas event held on the 15th December 2024 was well attended and enjoyed by all. Some key points to consider for this year's event were discussed- food options, entertainment, venue and organisation of roles. It was agreed to draw up a calendar of events throughout the year. Cream teas to be distributed to service users unable to attend the summer Limetree meal. Consider applying to Whetstone Parish Council for a grant towards an event later in the year.</p>	<p>Sally to visit Springwell Church as possible venue for future events.</p> <p>Veronica to draw up a calendar.</p> <p>Grant from Whetstone Parish Council to be applied for later in 2025.</p>
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<p>DBS & Safeguarding Update</p>	<p>No update</p>	<p>None</p>
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<p>Financial Update</p>	<p>A report from the treasurer was received and bank account balance remains healthy. Consider spending more on entertainment at Christmas event.</p> <p>Blaby Lottery – WGNS continues to benefit from ticket sales but will receive even more if we increase the number of players nominating WGNS as chosen beneficiary. Need to identify named person with Blaby Lottery.</p> <p>Discussion was held around accountability of volunteers when donations made by service users. Currently, payment for jobs is recorded on the job sheet so no receipt needed, but donations need to be recorded by issuing a receipt.</p>	<p>Richard to explore how to move to bank transfers.</p> <p>Richard to change signatories. Explore entertainment options for Christmas event.</p> <p>Steve to promote Blaby Lottery on social media.</p> <p>Richard to promote Blaby Lottery on website.</p> <p>Helen to find out who admin person is on Blaby Lottery account and change to Norman.</p> <p>Receipt to be issued for all donations given by service users.</p>
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<p>Social Media and Publicity</p>	<p>Website continues to be updated and security has been improved. Ideas shared of content to be included.</p> <p>Steve has still not been added as an admin on the Facebook page. Message to be added on Facebook informing service users to ask for support after flooding if required.</p>	<p>Richard supporting with updates.</p> <p>Steve to contact Danuta and ask again to be added as admin.</p> <p>Steve to add agreed posts to Facebook page.</p>
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<p>Any Other Business</p>	<p>A concern was raised that some vulnerable service users are asking for more and more support from WGNS volunteers. The committee agreed that it is important that only recorded support should be given to ensure that other services have an accurate picture of how much help is needed.</p> <p>A particular family requiring intensive support at the current time – committee agreed.</p> <p>While discussing information to be shared on the website it was agreed that not all service users have IT accessibility or</p>	<p>Sally to share message with volunteers.</p> <p>Helen to shop weekly for family.</p>
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	<p>knowledge to access the website. Alternative ways of sharing important numbers and information to be explored eg: magnetic memo for fridge. Future meetings – lots of changes and information at the moment making meetings longer than desired so decision made to hold more regular meetings for time being.</p>	<p>Helen to explore magnetic printed memo boards.</p> <p>Monthly meetings to be arranged for next 4 months – held at Parish Council offices and private residences. Veronica to book room and share dates.</p>
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Date of next meeting: 18/02/2025 @ 6pm (date to be confirmed after the meeting).

Meeting closed at 8.20pm