

Whetstone Good Neighbour Scheme

Minutes from a meeting held on: 12th May 2025

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

Item	Minutes	Actions
Welcome	Sally welcomed all to the meeting.	N/A
Pecuniary Interests	The meeting was reminded of their obligation to declare any pecuniary interests in the affairs of the scheme.	N/A
Apologies for Absence	Jenny Hilton	N/A
Minutes of last meeting	The minutes from the last meeting held on 18 th February 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.	Minutes to be uploaded to the scheme website.
Matters Arising	Memo boards for service users have been purchased. Driving assessment to be discussed at next meeting. New system for recording jobs has been discussed by Sally, Lyn and Jenny – generally working well. Points noted – Jobs do need a number. Photos of job sheets should be sent through after every job. Outline of how system works: Paper job sheets, where still being used, are collected from Chris monthly Lyn and Jenny then collate paper sheets and photos received onto spreadsheet which is forwarded to Sally. Volunteer insurance – self	Sally to bring to next meeting. Information re volunteer

	declaration by volunteers is sufficient – forms to be sent out and register of return kept – not yet completed. Reviewed forms for new volunteers and new service users are in place. Sally will keep ownership and send out as required to ensure they are used correctly.	insurance to be sent out with new form for confirmation that volunteers have cover. Richard to ensure all volunteers are aware of this requirement. Richard to send message to all volunteers about new forms. Jenny will take details of new volunteers and service users and pass details to Sally.
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Services Update	March figures – 120 jobs in total 44 of which were meals	
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Events	Louise has volunteered to organise the event at The Limetree – offer gratefully accepted by the committee. Voluntary contribution of £5 per attendee to be requested which will buy a raffle ticket. Separate meeting to be arranged to discuss Christmas event.	Louise to organise event at The Limetree. Helen to organise a raffle – message to be sent out for donations. Helen to contact Debbie at ASDA re funding for Christmas event. Richard to apply to BDC for grant
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DBS & Safeguarding Update	No update	None
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Financial Update	A report from the treasurer was received. Scheme bank balance remains healthy.	Richard to explore Everards Community grant
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Social Media and Publicity	Steve is now an admin of the Facebook page. Will receive alerts for new members requesting to join, Admin have to approve posts and settings have been changed to no longer accept anonymous posts.	Steve to look into – Setting up the need for 2 admins to approve posts Setting up criteria for approved posts (activity and events of WGNS, volunteer adverts, lottery reminders and issues directly affecting Whetstone residents)
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Any Other Business	Insurance policy only covers registered WGNS service users. Job sheets must not be completed for people who are not signed up with WGNS	Sally to add to volunteer handbook.
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	Sally and Lyn are attending a meeting at BDC on 10 th June for the Voluntary Community Sector.	Sally and Lyn to feedback from meeting. Outstanding actions: Explore entertainment options for Christmas events Review constitution
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Date of next meeting: 22/07/2025 @ 5.30pm

Meeting closed at 8.10pm