

Whetstone Good Neighbour Scheme

Minutes from a meeting held on: 1st September 2025

In attendance: Sally Batham (Chair), Veronica Rye (Minutes), 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	Richard Caple Jenny Hilton	N/A
Minutes of last meeting	The minutes from the last meeting held on 22 nd July 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	Driving assessments have all been updated. All volunteers and service users are aware of new charges for jobs within Whetstone. Decisions about Christmas event recorded under Events. Chip shop run will not operate this year as shop is not open at lunchtimes. Website contact forms are now being directed to Sally's email for action. However, lots of spam emails being received so need to explore "I am human" filter to reduce these. Permission for photos to be used in publicity has now been added as a tick box on both the service user and volunteer registration forms. Current service users and volunteers to be asked individually at events.	Norman and Sally to inform service users. Richard to explore inputting "I am human" filter on website contact form. Sally to ensure permission to use photos in publicity is asked of all attendees at Christmas event.

Services Update	June figures – 62 jobs in total 26 of which were meals The system of job sheet collation is working well with Lyn and Jenny holding monthly meetings.	
Events	Christmas event – 2 – 4pm on 6/12/2025 Cosby Village Hall is not available, and The Lions have not responded to enquiries so Christmas event will be held at Whetstone Parish Council rooms. A venue for future events has been identified – Mosaic in Whetstone. Entertainment has been booked – Elvis tribute 2 x 45 minute performances (£150) Sausage roll and cake drop will take place on Friday 7th November. Volunteers to collect food from Helen's @10.30am and drop off between 10.30 and 11.30am.	Veronica to confirm booking. Planning meeting for Christmas event 23/10/25 7pm @ Sally's Veronica to ask Chris if she is willing to organise the raffle. Helen and Sally will make the cakes Helen and Richard will bake sausage rolls and pack food up Jenny and Sally to draw up list of service users who wish to receive delivery.
DBS & Safeguarding Update	All up to date except Danuta and Chris.	Helen to contact Danuta re updating DBS. Veronica to contact Chris re updating DBS.
Financial Update	A text message update from the treasurer was received. Scheme bank balance remains healthy although lower than same time last year - possibly due to less client donations. End of the financial year accounts are being prepared. Blaby District Council grant cannot be applied for until 2026. Everards Community fund is more suitable for a single large project so WGNS unlikely to meet criteria. Whetstone Parish Council to be approached for grant in January 2026 to be used for another food parcel drop to service users.	Richard to present annual accounts at the next meeting. Veronica to apply to Whetstone Parish Council.

	ASDA grant available from September.	Helen to apply for ASDA grant for Christmas event.
Social Media and Publicity	Steve is keeping on top of posts on social media.	
Any Other Business	A request was received from Chris to hold a 1940s themed afternoon tea in October. The management committee thought this was a good idea but not enough notice to organise successfully and due to other commitments, the availability of committee members to help is very limited. The management committee discussed the use of volunteers to provide transport to coffee mornings and the lunch club. Need to ensure jobs are being requested and recorded in agreed way through the coordinator and charges made. Next meetings – AGM 12th or 19th January 2026 @ 6.30pm followed by management meeting <u>Tuesday 17th March</u> at Helen and Richard's	Veronica to write letter detailing expectations. Veronica to confirm availability of committee members and Parish room and date to be set. Outstanding action: Review constitution

Date of next meeting: Christmas event planning 23/10/2025 @ 7pm Sally and Norman's
04/11/2025 @ 5.30pm Helen and Richard's

Meeting closed at 7.23pm