

Whetstone Good Neighbour Scheme

Minutes from a meeting held on: 19th January 2026

In attendance: Sally Batham (Chair), Veronica Rye (Secretary), Jenny Hilton (Call coordinator), Norman Batham (Volunteer representative), Richard Caple (Treasurer) and Helen Caple (Safeguarding lead)

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	Steve Webb	N/A
Minutes of last meeting	The minutes from the last meeting held on 4 th November 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	"I am human" filter has not been added to website as spam emails still being received. Grant from Whetstone Parish Council to be applied for now. DBS renewed for Jenny.	Richard to check "I am human" filter is on website contact form. Veronica to apply for grant towards Easter egg drop.
Services Update	September – 59 jobs in total October – 75 jobs in total November – 54 jobs in total December – 52 jobs in total	Sally and Jenny to identify service users looking for befriending.
Events	23rd – 27th March Easter egg and flowers to be dropped off to service users. Volunteers meal to be held in March @ Whetstone Golf Club	Sally and Jenny to draw up list for deliveries. Helen to purchase eggs and flowers. Richard to message on WhatsApp group with date and book table once numbers known.

DBS & Safeguarding Update	DBS approved for new volunteer.	
Financial Update	Accounts presented. Sally has spoken to Debbie from Asda and apologised for error in not inviting her to the Christmas party.	Sally to invite Debbie to Limetree meal in summer.
Social Media and Publicity	No updates.	Veronica to ask Steve if it is possible to remove admin from Facebook page.
Any Other Business	Constitution to be circulated for review. Job descriptions need updating and saving electronically. Policies need reviewing. Job sheets need replenishing.	Sally to email constitution to all committee members. Everyone to send suggested updates to Sally by 10th March. Everyone to update job description for their role and send electronic version to Sally by 10th March. Helen to review DBS policy and procedures. Helen to review Adult Safeguarding policy. Sally to order new books.

Date of next meeting: Tuesday 17th March 2026

Meeting closed at 8:02pm