

Whetstone Good Neighbour Scheme

Minutes from a meeting held on: 17th March 2026

In attendance: Sally Batham (Chair), Veronica Rye (Secretary), Jenny Hilton (Call coordinator), Norman Batham (Volunteer representative), Richard Caple (Treasurer), Steve Webb (Communication coordinator) 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	None	N/A
Minutes of last meeting	The minutes from the last meeting held on 19 th January 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 been added to website. Committee made decision not to request any further support from Whetstone Parish Council as they already donate the room for meetings and events. Expansion of befriending An admin on the Facebook page cannot be removed. Job sheet books have been purchased.	Jenny to continue to explore demand for this service. See later note under social media agenda item.
Services Update	2 new possible service users. There has been an increase in the number of requests for advice and support with form filling. Currently 12 volunteers in total.	Sally to visit with registration forms.

Events	Easter egg drop – cards all written and eggs have been purchased. Helen to buy flowers. Deliveries will take place on Friday 27th March. Meal at The Limetree for service users and volunteers to be planned for July.	Sally to visit Limetree and check availability.
DBS & Safeguarding Update	No updates.	Helen to use update service from now on as new certificates are issued.
Financial Update	Accounts are up to date and show no significant changes to previous months. The management committee record their thanks for all donations received from clients.	
Social Media and Publicity	Members of the management committee have made the decision that the admin of the Facebook page should be members of the committee to ensure that shared information is appropriate and up to date.	A letter to be written to Facebook admin to request that she removes herself by a given date.
Any Other Business	Whetstone lunch club low on numbers. Good idea to have a WGNS stamp (for card envelopes etc)	Revised constitution approved. Job / Role descriptions reviewed and produced electronically for: Chair, Secretary, Volunteer representative and Call coordinator Richard to review and produce electronic role description for treasurer. Steve to produce electronic role description for communication coordinator. Helen to review DBS policy and procedures. Helen to review Adult Safeguarding policy. Steve to advertise lunch club on Facebook page

Date of next meeting: Monday 11th May 2026

Meeting closed at 6.56pm