

WHETSTONE GOOD NEIGHBOURS SCHEME
Minutes of Management Group Meeting – 27 February 2017, 7:00pm
Edward Wright Room, Whetstone Parish Council,
Cemetery Road, Whetstone LE8 6LL

Present:

Barry Fisher - Chair
Rachel Hall

Monica-Jean Hoare
Jenny Hilton

1. Pecuniary interests

Barry reminded the meeting of the obligations to declare any pecuniary interests in the affairs of the Scheme

2. Apologies for Absence

Gail Frith Neale Bassford

Emma Lawrence has stood down from the management team due to work pressures but remains on the volunteers register. Jenny Hilton has now joined the management team.

3. Minutes of last meeting

The minutes of the last meeting were agreed as a true and accurate record and were signed off by the Chair

4. Pilot Launch Update

As at the end of January we have received 39 enquiries of which 35 had been completed. The range of tasks covered includes:

- Transport to Doctors, Hospital and Dental appointments
- Escorted and unescorted shopping trips
- Assistance with non-financial form completion
- Assistance with how to use IT Equipment
- Food preparation for a resident after leaving hospital

During February momentum has been maintained, but is likely to be slightly down on previous months. The service continues to be well received by clients and we have received encouraging written and verbal feedback. We are now ready to start further rolling the service out and it is recommended that we concentrate on the areas of the village like the Avon Drive area.

5. Volunteers Update

a) Volunteer Recruitment

We have now received Jenny Hiltons DBS certificate and welcome her as a volunteer and as a new member of the committee

Rachel placed a post on the Facebook pages for:

- Spotted Whetstone
- Spotted Cosby
- Spotted Blaby

No responses to date

No one came forward in response to Barry's request for a volunteer to take on the role of driving forward a wider and focused volunteer recruitment campaign.

It was agreed that further leaflet drops would take place as follows:

- College Road area, **Jeannine to be approached to distribute**
- Woodyard Lane and Vicarage Lane areas, **Sarah to be approached to distribute**
- Winterbourne Gardens and Grove Road area, **Jean to distribute**
- Chemists and Dentists, **Jean to contact**
- Blaby and Narborough Medical Centres, **Rachel to contact**

Jenny offered assistance with distribution if required.

It was agreed that most of our clients are likely to come from the older part of the village whilst volunteers are most likely to come from the newer parts of the village. As a result, we should concentrate letterbox drops accordingly with the initial leaflet and consider a new one focused on volunteers for the newer areas.

b) DBS checks/Safeguarding

Rachel has been unable to progress the uCheck registration whilst we have been awaiting the Debit Cards. These arrived 24th February and this can now be processed.

Action: Rachel to put in place agreement with uCheck.

c) Website/Use of Social Media

Due to Neale being unwell no update was available.

Action: Neale and Barry to get together to review next actions

d) Promotional Material

Neale obtained the Quote from his contact for Roller Banners. WE are now in a position to proceed with this.

Action: Neale and Barry to discuss and get this moving

Barry has spoken to Jeannine about developing ideas for A4 Poster for Volunteers which she has agreed to do once she feels well enough.

Action: Barry to pursue this with Jeannine and ask her to additionally look at a possible leaflet for letterbox drop

6. Treasures Report

a. Finance Status

Jean gave an update on the current state of the Bank account which as at today stands at £912.98. In addition, she holds a small amount of Petty Cash. WE have been advised that the charges for the Mobile contract will increase as per the contract from next month.

Debit Cards have now been received and are held by Jean and Barry.

b. SHIRE Community Grant (Project #1333)

Having submitted the various quotes requested by the grant administrators, we have now received a full pay out of the £614 grant. We still need to follow all the rules and use the funds for the items agreed within 12 months of the award. Funds not used as agreed are repayable.

7. Any other business

a. Befriending Service

The briefing notes on the possible WGNS Befriending offer were discussed and the following was agreed:

- That we would offer the service largely in line with the briefing notes
- It would at this stage be a one to one service which would offer meetings normally in the client's home. It would not be a telephone service and volunteers were not to invite clients into their own homes.
- That we would consider offering outings in the future on a one to many basis but that this was not part of the initial offering. To do this we need a volunteer who will take over all lead and coordinate this activity.
- Befriending clients should be interviewed before a Befriender is assigned to ensure that a good match is achieved.
- The service would be kept under review and developed gradually.

b. Launch Event

No progress was made on this. The discussion with the Parish Clerk could not take place as he was on holiday.

c. Meetings with other Community Projects

a. Community Network Blaby District

Barry is now attending the planning meetings for this. The next is a Dragons Den style event to allow organisations to explore funding opportunities. BDC are hoping to aid community groups later in the year with resource from the council staff on a voluntary basis.

b. Leicestershire Funding Toolkit

Barry has signed up to this web site which publishes information on grants which are available or becoming available to organisations in the Leicestershire area.

d. Any other business

a. RCC Contact

We have heard from Jo Ling and she is to leave the RCC on 15th March to take up a new role. Our new RCC contact will therefore be Jo Lowe on 0116 2689713, jlowe@ruralcc.org.uk.

b. Whetstone Parish Council

We have agreed a deal with the Parish Council for all scheduled dates, as per our last meeting, to take place in the Edward Wright Room at the Parish Council Offices this year. If any interim meetings are needed these will be arranged on an ad-hoc basis to discuss specific issues and will probably take place at the Bulls Head, Whetstone.

We also submitted a progress report to the Council which was distributed to the Council Members and discussed at their meeting towards the end of February.

8. Date of next meeting

Next Management Group meeting is Monday 24th April 2017, 19:00 to 21:00 at Edward Wright Room, Whetstone Parish Council. Cemetery Road, Whetstone, Leicester LE8 6LL.