

# Whissendine Good Neighbour Scheme

Chairman Peter Towsey: Secretary Janet Jaconelli: Treasurer Nathan Morley

## **Minutes of the Meeting of the Steering group Tuesday January 19<sup>th</sup> 2010 at 6pm**

### **Present:**

Jeff Eaves, Gwen Griffiths (in the Chair), Janet Jaconelli, Rosemary King, Nathan Morley, Sally Moyce, Kate Sharpe (Rural Community Council).

### **1. Apologies for Absence** Jean and Peter Towsey

### **2. Declaration of Pecuniary Interests.**

There were none.

### **3. Minutes of the meeting held on December 2<sup>nd</sup> 2009.**

These were agreed to be a true record of the meeting. Gwen wished to make one amendment – that the note to volunteers should state that all were welcome to come. The minutes were therefore amended.

### **4. Matters arising**

- a. Funding had been received from the Parish Council. They had sent a cheque for £227 being £250 less the expense of printing the survey which had been borne by the council.
- b. Bank Accounts. Nathan had presented all the forms to the bank and Gwen and Janet had provided the necessary evidence and signatures to the bank. However Peter had not yet done so and we were prevented from depositing funds until this was done. It was agreed that Nathan would ask the bank if we could reduce the number of signatories to two; if not then Sally would be designated the third signatory. **NM**

### **5. Communication to Volunteers.**

Gwen had printed off some slips and Kate had brought some posters publicising the public meeting which the Steering Group took to circulate and fix to appropriate locations.

### **6. CRB/ISA checks**

Rutland County Council had agreed to be the umbrella organisation and so Jeff would contact them shortly. CRB forms were given to the group and they were asked to get them back to Jeff as soon as possible with the appropriate evidence of identity.<sup>1</sup> Kate would provide 50 forms for the public meeting and would ask one of her colleagues to explain the CRB process at the meeting.

### **7. Publicity**

The name of the organisation had been misquoted in the newspaper so Kate agreed to clarify this with the journalist – Gary Vyce. Nathan had provided copy to Grapevine.

### **8. Public meeting.** This would take the following format.

- 1) Welcome by Gwen
- 2) Purpose and scope of scheme by a member of the Rural Community Council
- 3) Survey results and legal aspects by Jeff Cont  
overleaf
- 4) Operational details by Janet (estimated start date of end of May but this would depend on number of completed CRB checks) Start date would be notified in the Grapevine.

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<sup>1</sup> Name of organisation WGNS, address 28 Hall Close, position applied for community volunteer.

- 5) Gwen would issue invitation to take tea and to join breakout groups.
  - a. Breakout groups would be Transport and Shopping (led by Gwen), Admin (Janet) CRB (Jeff) Household/DIY (Nathan) Befriending (Sally)

Janet and Nathan would put together a PowerPoint presentation and Kate would provide laptop and projector.

**NM/JJ**

**9. Date of next meeting**

This would be held on Friday 5<sup>th</sup> February 10am.

**Note to all potential volunteers – you are all welcome to attend any meeting of the Steering Group**

C:\Users\Janet\Documents\Whissendine Good Neighbour Scheme\WGNS Minutes january 19<sup>th</sup> 2010.doc