

Whissendine Good Neighbour Scheme

Chairman Gwen Griffiths Secretary Janet Jaconelli: Treasurer Nathan Morley

Minutes of the Meeting of the Steering group Monday March 21st 2010 at 10am

Present:

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

1. Apologies for Absence Nathan Morley

2. Declaration of Pecuniary Interests.

There were none.

3. Minutes of the meeting held on March 8th 2010

These were agreed to be a true record of the meeting.

4. Matters arising

- a. Funding. Kate was seeking clarification from her colleague Dave Sharpe on the eligibility of WGNS to access Grassroots funding
- b. LETS scheme. Gwen would provide the name and address of the person who had suggested this and Janet would write to her.
- c. No insurance quotes had yet been received.
- d. Information pack – Janet was compiling this
- e. Parish meeting – WGNS was well represented and following the meeting 2 new volunteers came forward.

5. Finance

- a. **Insurance.** Kate had attended a meeting of the Association of Parish councils where inexpensive insurance was discussed, in particular a policy provided by AVIVA. She would email the details to Nathan. Gwen had seen one on the internet that seemed appropriate and would pass the name on to Nathan. It was agreed to seek several quotes so as to obtain value for money.

6. Communications

It was seen to be important to market the group as positively and professionally way as possible. Members of the steering group and volunteers were asked to ensure that any written communication should be sent out, or at least first signed off, by the Chair or Secretary. This was agreed by the group.

7. Website

Nathan had made some helpful suggestions for putting some of the administration on the website. It was agreed that:

- a. having a downloadable mileage form would be useful
- b. the group were agreeable to putting outline accounts on
- c. the other forms like the list of volunteers and record request would be best in paper form in a ring binder that could be passed to each volunteer as they took the mobile phone.

8. CRB/ISA checks

Rutland County Council now has 11 forms and Jeff is chasing up volunteers who have not yet submitted a form. The group stressed the urgency of the situation as if the CRB forms were not passed by July we would have to register under ISA/VBS. The group did

not want to have to substantially amend the operation of the scheme to avoid the potential requirements of the ISA and felt that there was something to be gained by conferring with other similar groups. Janet would write to Val Bowler of Billesdon and invite her to a future meeting.

9. Other activities

- a. It was agreed to hold a tea and cakes afternoon at Cow Lane on May 20th for volunteers to meet and learn a little more about the scheme. Janet would draft an ad for the Grapevine (deadline April 15th) and ask Nathan to do a flyer for all volunteers.

10. Date of next meeting

This would be held on Monday 12 April 10am.

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

C:\Users\Janet\Documents\Whissendine Good Neighbour Scheme\WGNS Minutes march 21st 2010.doc