



Chairman Gwen Griffiths  
Secretary Janet Jaconelli  
Treasurer Jeff Eaves

[www.whissendinegns.org.uk](http://www.whissendinegns.org.uk)

Holders of a Gold Award for Village  
Achievement 2011

### **Minutes of management group meeting held at 28 Mill Grove, Whissendine at 3pm on 8<sup>th</sup> April 2013.**

**Present:** Gwen Griffiths, Jeff Eaves, Jenny Pearce, Sally Moyce, Sue Spencer, Marion Lawrie

**Apologies** – Janet Jaconelli, Alison Keal

**Declaration of Pecuniary Interests** – none

### **Minutes of meeting held March 11<sup>th</sup>**

Bank balance for end of Feb was amended to figure of £1740.44. Date of AGM was added being Tues 3<sup>rd</sup> Sept 2013. Minutes were signed as correct.

### **Matters Arising**

Wheelchair has now been purchased and is locked to radiator in back of church near the book stall.

The following arrangements for use to be written in phone co-ordinator's folder:-

- Lock keys, booking forms and instruction booklets to be held by both Gwen Griffiths and Sally Moyce.
- Phone co-ordinator takes bookings (to include the period of time the wheelchair is required) and records the information on the record sheet as usual.
- They then check the Bookings Diary for that period and if available note down details in the diary.
- Co-ordinator informs user that they will be contacted later to arrange collection of chair from Church.
- Co-ordinator contacts Sally/ Gwen to ask them to contact the client to arrange to meet them in the Church.
- At meeting Sally/Gwen hand over wheelchair and instruction booklet stressing that user should read & understand safety instructions before using the wheelchair.
- Printed duplicated hire form to be completed at the meeting and copy given to user. (Form records user's details plus agreed date for return of chair).
- In the event of both Sally and Gwen being unavailable, another management group member will be asked to take over this task. This will be noted in the phone holder's information folder.
- If chair needed for use at church service, Vicar can contact Sally/Gwen.

Wheelchair security – Jeff to source Smart Water for marking chair. Chair already has written notice stating it belongs to WGNS.

Gwen has suggested that Ram in Village Shop contact Rural Community Council for help/ideas re starting coffee shop at rear of the village shop.

### **Finance**

As at 28.3.13 funds stand at £1724.00. Insurance is due to be renewed on June 14<sup>th</sup> 2013.

Peter's name has now been removed from banking details as treasurer. Treasurer is now recorded as "Treasurer, 28 Hall Close, Whissendine."

**Statistics & Website**

Sue distributed comparative graph of work records over last 3 years.

Accounts now on website for first 2 years. Agreed to put future accounts on yearly.

Agreed Gwen would record all telephone calls made when arranging Age Concern and Happy Circle meeting transport and all would be included under "co-ordination" work record.

Agreed to include volunteer phone holders within co-ordination work record.

**AOB**

Gwen has laminated copies of WGNS details. Jeff will put these in bus shelters and notice boards.

Phone rota was arranged up to and including first week in July.

**Date of Next Meeting**

10<sup>th</sup> May 3pm 26 Hall Close.