

# Whissendine Good Neighbour Scheme

Chairman Gwen Griffiths: Secretary Janet Jaconelli: Treasurer Jeff Eaves  
www.whissendinegns.org.uk

**Minutes of the Annual Meeting of the Whissendine Good Neighbour Scheme at Moat House 1a Station Road Whissendine, Tuesday September 3rd at 3.00pm.**

**Present: Gwen Griffiths (chair) Jean Penny (Deputy Secretary) Jeff Eaves (Treasurer), Sally Moyce, Sue Spencer, John Sims, Cathy Billsdon, Jenny Pearce and Ann Edmunds**

## 1. Opening Remarks

The Chair welcomed all to the second Annual Meeting of the Whissendine Good Neighbour Scheme and explained that there had been no AGM in 2012.

## 2. Apologies for Absence

Janet Jaconelli, Marion Lawrie, Alison Keal, Albert Pearce and Pam Montgomery .

## 3. Presentation of the Bi-annual Report including statistics and website

The chair presented a résumé of events since the last AGM

- 2011September: Judged and awarded the Gold Award and £100 at the Village Achievement Award at County Hall in Leicester
- 2011November: Volunteers provided refreshments in the village hall for the craft fair and raised £160
- 2011December: Volunteer's Christmas meal at Berkeley Arms at Wymondham
- 2012 February: Fair Trade coffee morning raffle raised £160.23
- 2012 February: Awareness training for volunteers working with older people at the White Lion
- 2012 March: Advice given to both Braunston and Greetham about setting up a Good Neighbours Scheme
- 2012 July: Participation and fund raising at the Whissendine 6 in Feast Week cancelled due to dreadful weather
- 2012 September: Tea party for volunteers and users of the scheme at the Pastures in Cow Lane
- 2012 November: Volunteers raised £100 from the treasure hunt and £160 from the raffle at village Craft Fair
- 2012 December: Volunteer's Christmas meal at Greetham Valley Golf club
- 2013 February: Wheelchair bought for use by villagers and their guests
- 2013 August: Tea party for volunteers and users of the scheme in glorious weather at the Red House in the Nook

Also

- **Wheelchair:** There was discussion about the use of the wheelchair. The wheelchair was displayed at the village Open Gardens which has resulted in an increased use. It is located in the church and padlocked.
- **Treasurer:** Peter has now moved from the village and therefore resigned as treasurer. Jeff has now taken on the role
- **Volunteers:** Over the two years since the last AGM, 3 volunteers have left and 4 joined.
- **Statistics:** Sue presented a graphical representation of activity (attachment 1). Data shows that although the assignments are about the same for the two years, calls have decreased in 2012 - 13. This may be due to users contacting volunteers directly. There was discussion about how to quantify 'befriending'. It was agreed that any contact however brief should be recorded.
- **Website:** Sue reported that 85% of hits on the website were for less than 1 minute with 44% hits coming from USA, 26% from UK and 7% from China

All agreed it has been a busy and successful 2 years

## 4. Adoption of the Bi-annual Report

Sue Spencer proposed that the report be accepted. Jeff Eaves seconded and all agreed.

## 5. Presentation of the Bi-annual Accounts

The treasurer presented his report and a breakdown of the accounts for 2012 and 2013 (attachment 2). At the end of May 2013 the balance stands at £1,207.54. The annual accounts are on the website.

## 6. Adoption of the Bi-annual Accounts

Sally Moyes proposed that the accounts be accepted. Jenny Pearce seconded and all agreed.

**7. Election of the management group**

All members of the committee have agreed to continue. Jenny Pearce has joined since the last AGM as well as Jean Penny who will support the current secretary. It was unanimously agreed that The Chair, Treasurer and Secretary would continue.

**8. DBS checks**

Jeff explained that CRB (Criminal Records Bureau) checks have now been replaced with DBS (Disclosure and Barring Service) checks. The implications of revalidating DBS checks on volunteers and associated costs will be discussed at the next management meeting

**9. Any other business.**

There was no AOB

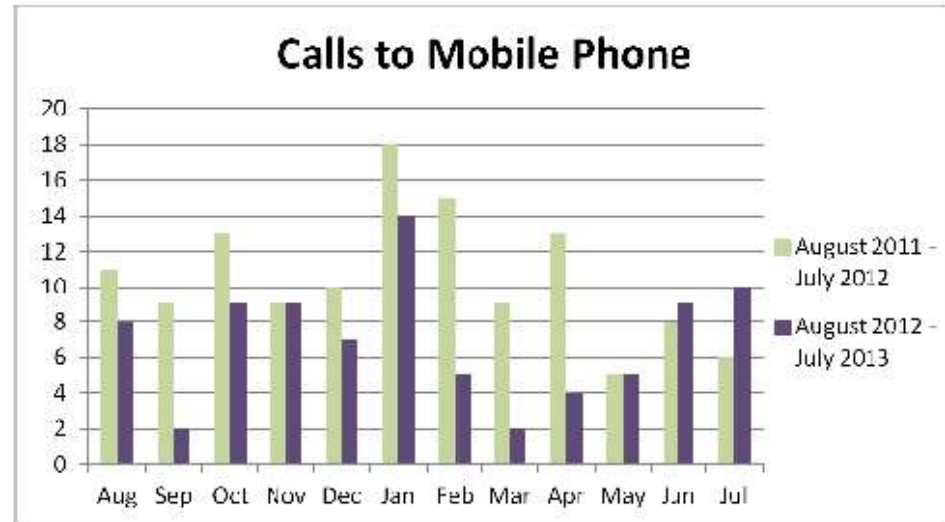
**10. Closing remarks**

The Chair thanked all for coming to the AGM and the contributions of all.

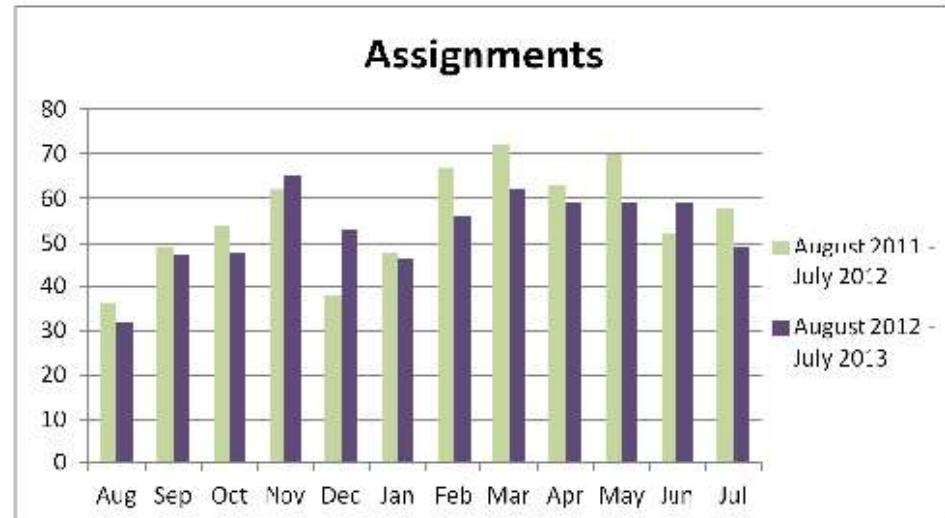
The next management meeting will be at 2pm on Monday 14 October at 68 Sherrard Close

**Attachment 1: Graphical representation of activity**

<u>August 2011 - July 2012</u>	<u>Calls</u>	<u>Assignments</u>
August	11	36
September	9	49
October	13	54
November	9	62
December	10	38
January	18	48
February	15	67
March	9	72
April	13	63
May	5	70
June	8	52
July	6	58
<b>2011/12 Totals</b>	<b>126</b>	<b>669</b>



<u>August 2012 - July 2013</u>	<u>Calls</u>	<u>Assignments</u>
August	8	32
September	2	47
October	9	48
November	9	65
December	7	53
January	14	46
February	5	56
March	2	62
April	4	59
May	5	59
June	9	59
July	10	49
<b>2012/13 Totals</b>	<b>84</b>	<b>635</b>



### Assignment Breakdown August 2012 - July 2013

Category	2012					2013							Totals per year
	August	September	October	November	December	January	February	March	April	May	June	July	
Transport	14	18	17	27	17	17	24	23	21	25	26	19	248
Befriending	9	14	12	12	12	11	10	15	13	10	7	6	131
Shopping						4		1	1				6
Gardening		1							1	4	6	3	15
Miscellaneous	3		2	8	1	3		1	2				20
Transport Arrangements	2	10	12	14	18	7	18	18	16	16	16	16	163
WGNS Co-ordination	4	4	5	4	5	4	4	4	5	4	4	5	52
No of asmnts per month	32	47	48	65	53	46	56	62	59	59	59	49	635

### Calls to Mobile Phone August 2012 - July 2013

Category	2012					2013							Totals per year
	August	September	October	November	December	January	February	March	April	May	June	July	
Transport	5	2	8	9	6	11	4	1	2	4	6	9	67
Shopping						1	1						2
Information			1		1	1					2		5
Befriending									1		1		2
Miscellaneous	3					1		1	1	1			7
Wheelchair												1	1
No of calls per month	8	2	9	9	7	14	5	2	4	5	9	10	84

**Year: 1<sup>st</sup> June 2011 to 31<sup>st</sup> May 2012**

<u>Receipts</u>		<u>Payments</u>	
Brought Forward from 2010-2011	£1095-97		
* Fund Raising:		Secretarial	£44-80
Raised by ourselves	93-00	Website & Computer set up	20-16
Grants applied for/received	704-82	Mobile 'phone	100-00
Voluntary donations	102-50	C.R.B.	Nil
Uncashed cheque (now expired)	<u>£950-32</u> 50-00	Insurance for year 2012-13	285-04
		Printing, Stationery etc	43-50
		Volunteers expenses	13-50
		Promotion/Social etc	<u>£507-00</u> Nil
		Carry forward to 2012-2013	1539-29
	<u>2046-29</u>		<u>2046-29</u>

*Bank Account balance at 1<sup>st</sup> June 20112 £1539-29*

Note 1:

Potential Creditor from the year 2010-2011 for **£377-10**:

As at the 31<sup>st</sup> May 2012 no request for re-imburement has been received.

We believe this creditor has now ceased to trade, so this item now falls from our accounts.

**Year: 1<sup>st</sup> June 2012 to 31<sup>st</sup> May 2013**

**Receipts**

Brought Forward from 2011-2012 £1539-29

\* Fund Raising:

Raised by ourselves (1) 292-20  
 Grants applied for/received (2) 22-00  
 Voluntary donations 74-00

**Payments**

Secretarial £50-98  
 Website & Computer set up 20-16  
 Mobile 'phone 70-00  
 C.R.B. / D.B.S. (one application) (3) 10-00  
 Insurance for year 2013-14 298-63  
 Printing, Stationery etc Nil  
 Volunteers expenses 1-90  
 Promotion/Social etc Nil  
 Presentation Item 36-49  
 Wheelchair and Lock 231-79

Carry forward to 2013 – 2014 (4) 1207-54

1927-49

1927-49

(4) *Bank Account balance at 31<sup>st</sup> May 2013* £1203-58  
*Cash held at 31<sup>st</sup> May 2013* 3-96  
1207-54

Notes: (1). Treasure Hunt £110-00  
 Craft Fayre Sales 132-20  
 Other sales 50-00

(3) Criminal Record Bureau checks ceased and were replaced by Disclosure and Barring Service checking during this year.

(2). 'Made in Rutland' donation £22-00

*Jeffrey R. Eaves,* (Treasurer) 11<sup>th</sup> June, 2013

\* Raised by ourselves = Funds solely raised by our in house efforts

Grants etc = Funds given freely or by application to third parties

Voluntary etc = (Usually) small sums given without request.