



Chairman Gwen Griffiths
Secretary Janet Jaconelli
Treasurer Jeff Eaves

www.whissendinegns.org.uk

Holders of a Gold Award for Village
Achievement 2011

Minutes of the Meeting of the Management Group at Monday May 11th 2015 at 28 Hall Close Whissendine 3pm

- 1 Present: Janet Jaconelli, Jeff Eaves, Alison Keal, Marion Lawrie, Sally Moyce, Sue Spencer, Jenny Pearce and Jean Penny
- 2 Apologies for Absence: Gwen Griffiths, Maureen Hodge
- 3 Minutes of the Management Group Monday 3 November 2014: The minutes were agreed and signed.
Action: Sue to put on website.
- 4 Matters arising from the minutes:
 - a. Volunteer's coffee morning Tuesday 17 March 2015 at the Red House: a good turnout with approximately 15 people. Thanks were given to Alison for her hospitality.
 - b. Vodaphone charity policy: Alison reported that making contact is proving difficult.
Action: Alison will continue to pursue.
 - c. Waitrose nominated charity: Alison reported that Waitrose has accepted WGNS as a nominated charity for the month of June. Waitrose will contact Alison in May for a brief description of our work.
Actions:
 - All WGNS volunteers are urged to shop at Waitrose in June and add a green token to our box to increase the amount we will receive.
 - Janet will put something about the scheme in the Grapevine
 - d. Dementia Friends: Jean reported that a joint WGNS and WI event has been arranged for Friday 15th June from 2.30 to 3.30pm. It has been advertised in the Grapevine.
Action: Jean will put up signs in June around the village. All volunteers are encouraged to attend
- 5 External relations
 - a. Red Cross/First call/First contact: On 1st April Jenny attended a meeting hosted by Rutland Community Agents (RCA) formerly Rutland Community Spirit. RCA is a new initiative that has been funded for three years. RCA will be working with Citizen's Advice Bureau (CAB), Age Concern, the Red Cross, First Contact and others to help to deliver a signposting role and ensure that there is no duplication of effort. RCA want to link Good Neighbour Schemes with the home-from-hospital worker and also to link us with our own Community Agent – each Community Agent will cover certain villages and

schemes. Part of the remit of the RCA is to be more supportive to GNSs e.g. training, guidance etc. They will be based at the Oakham Enterprise Park. Following discussion, it was agreed that this was potentially a good scheme which provides signposting between WGNS and other services and links for WGNS with other Good Neighbour Schemes.

Actions:

- Keep as an agenda item and review in 6 Months (November 2015) to assess impact and decide if our constitution needs to be reviewed
- Note any clients who have been helped or referred
- Jenny will attend next meeting on Thursday 2nd June along with one other preferably Gwen. Jenny will contact Gwen.

b. Invitation to join face book for GNS: Carol Brown of Rural Communities Council (RCC) has invited GNS leaders to join face book as an online discussion forum for the talking and sharing ideas.

Action : Sue will explore the website, report back and if appropriate help to set up Gwen on face book

c. Travel subsidy: Councillor Sam Asplin has been to meet with Gwen and Janet to see how he could help. As a result of his approach to RCC on our behalf, WGNS clients will now be entitled to the same concessions as VAR clients. This means that if a client has a bus pass, they would pay only 50% of the WGNs current fee on the day to the driver with the remaining 50% being claimed back from RCC.

However there are administration issues to be resolved.

- WGNs needs to establish if existing clients have a bus pass and if so the expiry date. This information should be available to the phone holders.
- For new clients phone holders need to ask for bus pass details and expiry date.
- Bus pass information is passed to the driver by the phone holder on the assignments sheets
- Monthly record sheets should be changed so that drivers record the bus pass details of their clients, the fee charged, the amount taken on the day and the amount due to the driver
- Jeff as treasurer will then reimburse the driver either by cheque or from petty cash. On-line banking was discussed but it was decided to wait and see the implication of the new system
- RCC will reimburse the WGNS account

Following discussion, it was agreed that while it was extra administration, it is good for our clients to reduce their costs. However it was recognised that reducing costs to clients might also increase demands on WGNS drivers.

Actions:

- When the process has been agreed, we should pilot for 3 months and review in august.
- Janet will write to all volunteers about the new process
- Keep as an agenda item

6 Finance and funding:

Jeff presented the accounts showing WGNS with a current balance of £1,046. As we will soon be paying insurance at approximately £300, the balance needs to be watched.

7 Stats/website:

Sue presented the statistics. This has been a quieter time but for no obvious reason.

8 Update on current clients / volunteers:

Ellen Prior has joined WGNS as a phone holder

9 DBS renewal: Ellen Prior has DBS clearance.

12 May 2015

10 Phone rota June July and August

June

1 Janet (1-4) Sally (4-8)
8 Cathy Billsdon
15 Cathy Billsdon
22 Jenny Pearce
29 Anna Clyde

July

6 Anna Clyde
13 Anne Gould
20 Anne Gould
27 Ellen Prior

August

3 Marion Lawrie
10 Sally Moyce

11 Any other business:

a. Sue asked about the summer clients tea party.

Action: as Allison had left, Janet will email her asking if she will again host the tea party at the Red House and if so available dates in August or September

b. Marion spoke of the need for phone holders to have access to previous records of assignments.

Action: all volunteers should leave the co-ordinators sheets in the folder. Sue will seek forms when required

c. Jean reported that she had given a resume of WGNS year at the 2015 AGM of the Parish Council as requested

12 Date of next meeting:

Monday 27 July 2015 3pm at Moat House, 1a Station Rd, Whissendine.

Minutes prepared by Jean Penny on behalf of Janet Jaconelli, Secretary.