



Chairman Alison Keal
Secretary Gwen Griffiths
Treasurer Jeff Eaves
Minutes Secretary Jean Penny
www.whissendinegns.org.uk

Holders of a Gold Award for Village
Achievement 2011

Minutes of the Meeting of the Management Group on Tuesday 25th April 2016

Present: Alison Keal, Jeff Eaves, Gwen Griffiths, Kate Hamilton, Marion Lawrie, Jenny Pearce and Jean Penny.

- 1 Apologies for Absence: Maureen Hodge, Sally Moyce, Sue Spencer.
- 2 Minutes of previous meetings:
 - Management Group meeting held on Tuesday February 2nd 2016. The minutes were agreed and signed.
Action: Jean to send to Sue to put on website.
- 3 Matters arising from the minutes:
 - Archiving WGNS paperwork: Gwen is sorting and recycling as necessary prior to archiving.
 - Gwen presented a summary of the work of WGNS to the AGM of the Parish Council in March.
Action: note date of Parish Council AGM beginning of March each year.
- 4 External relations: Nothing to report
- 5 Transport subsidy
 - RCC has allocated £1,200 for WGNS expenses in the next financial year. Looking at the figures for the last 10 months, it was agreed that £100/month was sufficient and it was good to have an budget and reference number.
 - There are two amounts of expenses still outstanding from RCC - total £129.
- 6 Finance: funding, donations and expenses: Jeff reported
 - The Lloyds account has now been closed.
 - The current balance is £1,363.48.
- 7 Stats/website: In Sue's absence Jeff presented her statistics
 - The data shows an increase in calls in the first quarter of 2016 compared to 2015.
- 8 Update on current clients / volunteers:
After discussion it was decided that
 - If a client regularly rings or texts outside agreed WGNS times, it should be reported to the Management Group and if necessary a letter will be sent from the Chair.
 - If a volunteer is asked to undertake a false assignment i.e. one that is completed but proves to be unnecessary, WGNS will reimburse the volunteer.
- 9 DBS renewal: Nothing to report.
- 10 Message in a bottle: Jean demonstrated the emergency information scheme sponsored by RCC. It was agreed that the bottles and information about how to use should be made available for clients at the summer tea party.

26th April 2016

- 11 Falls fete 2-4pm on Wednesday 13th July: This is being organised by Age UK with the Whissendine WI helping with refreshments. WGNS will help to provide transport for clients to attend the event.
Action: Kate will add the date and time of falls fete when she contacts volunteer drivers about their availability to drive for Age UK and Happy Circle meetings in May, June and July.
- 12 The recent Rutland County Council travel survey asked residents of Rutland about methods of travel used. WGNS was recognised and was the only Good Neighbours Scheme mentioned.
- 13 Phone rota: The rota is complete until the end of July 2016.
- 14 Any other business:
 - Alison will host a coffee morning for volunteers on Tuesday 7th June. More details to follow.
 - The date of the Clients and Volunteer tea party will be agreed at the next meeting.
- 15 Date of next meeting: 2pm Wednesday 22 June 2016