



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 Wednesday 9th November

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

- 1 Apologies for Absence: Sally Moyce, Sue Spencer
- 2 Minutes of previous meetings:
 - Management Group meeting held on 22nd June 2016. The minutes were agreed and signed.Action: Sue to put on website.
- 3 Matters arising from the minutes:
 - Gwen is working her way through WGNS paperwork. It was agreed that any documents considered by the management group to be sensitive should be kept separate to the archive in the Church.
- 4 External relations:
 - Good Neighbour Scheme - Networking event 14/11/16 Croft, Leicestershire has been cancelled**Action:** Jenny will review the prepared presentation and arrange with Sue for it to go onto our website
 - Leicester Rural Community Council requested information. Alison sent a presentation and photos recently taken of clients and volunteers at a Happy Circle meeting**Action:** Kate to email photos to Sue for the website
- 5 Transport subsidy: No outstanding money owing
- 6 Finance: funding, donations and expenses: Jeff reported
 - Our bank balance is increasing. The current balance of £1584.07 is due in part to the generous donations from drivers not claiming their travel subsidy. It was agreed that drivers should not be expected to donate these monies.**Action:** Alison will email all drivers emphasising that whilst the donation of travel subsidies is very generous, they were entitled to that money.
- 7 Stats/website: In Sue's absence Alison presented her statistics and notes.
 - There are 6-9 hours of administration tasks reported each month

- Administration tasks can be defined as anything that takes you away from what you would normally be doing
- 8 Update on current clients / volunteers:
- There is one new volunteer/driver who can help in afternoon and early evening. When DBS is complete, details will be in the phone holder's folder.
 - A driver is needed each Friday morning to collect medication from Empingham surgery for a client. There is a note on the front of the phone holder's folder. Drivers should take with them visual proof of their identity and address. i.e. their driving licence and WGNS ID card
- 9 DBS renewal:
- Maureen reported that the system is working well.
 - There is no need to renew CRB or DBS unless individuals want to. For more information contact Maureen.
 - There is no progress on the proposed digitalisation of the DBS system at RCC.
- 10 Christmas meal:
- Jean reported that 21 people are coming to the Christmas meal for volunteers and partners at the Jackson Stops. There are still a few places left, as the maximum number is 28.
- 11 Phone rota: Alison will complete and put on website.
- There are problems with the reception for the WGNS phone at various locations around Whissendine. This should be improved when the new transmitter goes onto the church but there is not a time scale for this. Finding a new service provider was discussed but it was agreed to wait and to top up the phone with existing provider for £50.
- 12 Any other business.
- Jeff asked that the committee consider ways to use WGNS money to the benefit of the village. The support of a village defibrillator was discussed. This will be on the agenda for the next meeting.
- 13 Date of next meeting: 2.30 on Wednesday 25th January at Jeff's