



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 11th April 2017 2.30pm.

Present: Alison Keal, Jeff Eaves, Maureen Hodge, Marion Lawrie, Sally Moyce, Sue Spencer, and Jean Penny

- 1 **Apologies for Absence:** Gwen Griffiths, Kate Hamilton and Jenny Pearce
- 2 **Minutes of previous meetings:**
 - Management Group meeting minutes held on Wednesday 25 January were accepted.
Action: Sue to put on website.
- 3 **Matters arising from the minutes:**
 - Will all phone co-ordinators ensure pre-booked assignments are recorded in the appropriate week and highlighted in red.
Action: All phone co-ordinators
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- 4 **External relations:**
 - Jean gave a brief annual report on WGNS to the AGM of the PCC on 22 March 2017
 - Alison gave a verbal reply to a telephone survey in January undertaken on behalf of RCC. They were particularly interested in the transport service provided by WGNS.
- 5 **Finance:** Jeff reported that
 - Our bank balance is £1423.21.
 - RCC has budgeted for £1,200 for WGNS for the year 2017 /18
 - It was agreed to keep the insurance as last year
 - The giver of a large donation has been verbally thanked by Jeff. The donor wants to remain anonymous.
- 7 **Statistics / website:** Sue presented the statistics
 - Telephone activity is down compared to last year.
 - Activity due to the two regular and pre-arranged rotas is not recorded in telephone activity.
 - There are more drives for fewer clients.
 - We need to ensure all Happy Circle and Age UK assignments are recorded.
 - The last time the wheelchair was used was at Christmas 2016.

Action: Jean will place a ½ page advert in the Whissendine Grapevine to promote our services including the wheelchair and ask for volunteers. She will also investigate a regular ½ page in the Grapevine for 2018.

8 Update on current clients and volunteers: Discussion included:

- Clients considered to be over using the scheme.
- Volunteers not available for driving for various reasons.
- Clients with increasing disabilities. Alternative forms of support and transportation will be investigated. It was stressed that the priority must be that no harm comes to the volunteer and the client.

9 DBS renewal: Maureen reported that Alison Gorman now has DBS clearance

Action: Maureen to ask Ali Gorman to provide photo to enable Gwen to create an ID card.

10 Use of WGNS funds: Discussion included

- Presentation at PCC AGM about the PCC supporting two defibrillators for the village.
- The cost of supplying and maintaining a defibrillator.
- The problems associated in accessing a defibrillator in an emergency.
- The benefits of CPR training within the village.
- It was agreed that WGNS could support CPR training for volunteers with the possibility of extending the offer to the village.

Action: Marion will contact the St John's Ambulance Service and investigate costs and numbers.

11 Phone rota:

- The rota will be put on website.
- The phone should be on from 8am to 8pm, seven days per week i.e. including Saturdays and Sundays.

12 Any other business.

- It was agreed not to reply to the two emails re a helpline called Rehab 4 Addiction
- Tea party: 3pm on Wednesday 13th September 2017 at the Red House

13 Date of next meeting: 2.30pm on Tuesday 13 June.