

## **AGM WHISSENDINE GOOD NEIGHBOUR SCHEME**

### **12<sup>th</sup> October 2017**

**Apologies:** Kate Hamilton

**Present:** Alison Keal, Gwen Griffiths, Jeff Eaves, Sally Moyce, Maureen Hodge, Marion Lawrie

#### **Opening Remarks & Annual Report: Chairman, Alison Keal.**

Topics covered: changes in management committee, outside presentations, funds, recruitment, tea party, web site and statistics.

Full copy of report attached.

Jeff proposed adoption of report, seconded by Maureen.

#### **Presentation of Financial Report: Treasurer, Jeff Eaves**

Balance carried forward 2017 – 2018 £1285.94

Full copy Annual Accounts 1<sup>st</sup> June 2016 to 31<sup>st</sup> May 2017.

Adoption of accounts proposed by Gwen and seconded by Sally.

Jeff presented his Treasurer's Report covering insurance, possibility of insurance increase and cost of DBS checks.

Full copy of Treasurer's Report attached.

#### **Election of Management Group**

All present agreed to remain on the management committee.

Alison to approach two couples to invite them to join the committee and to share the role of one committee member between each couple.

Alison to approach one other volunteer as potential new committee member.

#### **AOB**

Subjects for next meeting – discuss provision of expenses for meal for drivers who travel longer distances or spend above average time on assignment.

Jeff to liaise with Jean Penny regarding lack of WGNS contact details in Grapevine.

Jeff to supply a year's diary sheet for inclusion in co-ordinator's folder for recording wheelchair bookings.

Need to re-evaluate recruitment process.

#### **Date of Next Meeting**

Thurs 9<sup>th</sup> November 2.30 pm

Meeting closed at 3.30pm

## WGNS ANNUAL REPORT OCTOBER 2017 from the Chair

Due to circumstances beyond our control and resignations from the management committee our AGM has been slightly delayed by one month.

The resignation I sadly received were from

Jean Penny

Sue Spencer

Jenny Pearce

All three will remain as volunteers. Jean has said she will return to her post as Minutes Secretary when her circumstances allow.

Sue will still receive and collate work records and create statistics for management meetings. She will also remain as website manager.

On behalf of the committee I would like to thank all three for their invaluable support and help they have provided throughout their terms of office, particularly Jean who has personally supported me.

I would also like to personally thank Gwen who is also passing over her duties as secretary. Gwen and I have discussed how her various and many jobs can be shared more equally between other committee members. However she will remain as travel subsidy coordinator along with Jeff Eaves, and has agreed to write instructions for this role.

### **Outside presentations**

In July Jeff and I attended as representatives from WGNS to present to new good neighbour schemes in Leicester and districts. This was held in Leicester and organised by the Rural Community Council. We shared knowledge of our procedures and practices and heard new ideas from other groups.

Also in July, Gwen and I attended a meeting of parish councils run by Rutland County Council in their chambers. We explained how our scheme was first established and how it is run and maintained. We then answered questions from the floor. It was a well-received presentation.

Both these invitations from outside organisations illustrate how successful our organisations is. We have also been invited to attend a similar meeting in November run by Northamptonshire county council.

### **Funds**

In spite of not receiving a grant from the parish council our bank balance has been healthy this financial year. This is mainly due to the RCC travel subsidy scheme and many drivers kindly donating their share of the repayment back to our scheme. We became aware that the parish council were considering buying a defibrillator for the village. We discussed helping towards this purchase using our funds, but after careful consideration and much discussion we decided against it, instead it was suggested to use it to provide First Aid training. This has yet to be explored but will remain active on future management meeting agendas.

### **Recruitment**

It became apparent throughout the year that although our volunteers were always meeting the demands of our clients we needed to boost our numbers.

Jean Penny ran a village recruitment drive with posters throughout the village and a short presentation to WI members. This resulted in an excellent response with 14 people attending an introductory session at The Red House in September. Of those 8 attended an induction course in October and completing their DBS forms. Five more should be attending a second induction course also in October.

By the end of November they should all be in place as volunteers for the scheme.

### **Tea Party**

This year we were unable to hold the event in the garden of the Red House due to bad weather. Instead it was in the Village Hall in September. It was attended by 20 clients with refreshments and raffle prizes all kindly donated by volunteers. Thank you to everyone who help make this event possible. As usual it was a free event for clients but £100 was raised for our funds through a raffle and donations.

**Website and Statistics**

Our website has been, well managed and maintained by Sue Spencer this year. Enquiries to the website have been driven to my email. Volunteers access it for news, forms and the telephone rota.

Work returns enable Sue to collate information. Despite a slight decrease in telephone calls received our jobs completed remain constant. Rotas for village driving jobs and prescription collection prevent the need for phone calls to be made by clients although they're still recorded as work done.

**Conclusion**

A successful and eventful year that we should be able to build on for the future.