

**WHISSENDINE GOOD NEIGHBOUR SCHEME
MINUTES OF MANAGEMENT GROUP
2.30 THURS 16TH NOV 2017. RED HOUSE, WHISSENDINE**

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

Apologies: None

Matters Arising from last meeting: Jeff has contacted Jean Penny re inclusion of details of WGNS in each parish magazine. Jean to contact magazine editor. Jeff has supplied a diary for co-ordinators' folder for recording wheelchair use. Alison had not found a volunteer prepared to act as Minutes Secretary. Marion agreed to undertake this job.

Lunch Expenses

Agreed if a drive lasts 4hrs or more, any driver can claim £5 for refreshment expenses from funds via Jeff .

Evaluating Recruitment Process

Have recently recruited 13 new volunteers. Agreed need for sub-committee to evaluate process. Sub Committee members Alison Keal, Gwen Griffiths, Maureen Hodge. First meeting Wed 10th Jan.

DBS Update

13 new volunteers have been entered, of which 7 have been returned by the Rutland County Council (RCC). 4 of the new volunteers now have ID cards. Currently there is no charge for the DBS process, only charge is £10 payable to RCC.

Gwen to ask new volunteers if they can help with drives to Happy Circle & Age Concern in the village.

Renewing DBS for Current Volunteers

There are no guidelines regarding the need to re-register for DBS.

Committee agreed to postpone a decision until next year.

Insurance

WGNS currently has 50 volunteers of which 40 are drivers. Insurance only covers 30 drivers.

Agreed Jeff to contact Insurance company in one month but to discuss with Parish Council the possibility of inclusion on their Insurance policy.

External Relations

Alison had received two emails requesting links to WGNS web site. Agreed these were not within the remit of WGNS and should be ignored. Northamptonshire have requested a member of the group attend a meeting at Molton Community Centre, 11.30 Tues 21st Nov. Meeting is to encourage formation of Good Neighbour schemes. Alison will attend and will request travel expenses from Northampton.

Job Descriptions

To ensure clarity and ease of allocating jobs, committee members agreed to write their own job descriptions by April 2018. Must include state of security of home computer. In particular, Gwen's role is complex and requires clarification.

First Aid Training

Jeff to contact PC to enquire if they have plans for a first aid course. Marion has found the most reasonable course is run for 3hrs by St Johns who will come out to the village if we decide to go ahead.

Parish Council Grant

Agreed need to apply for a grant for a specific purpose.

Welcome to Village Pack

Jeff to ask PC if they wish to become involved with this.

Recruitment to Management

Alison to ask volunteers to join the group.

Financial Update

Laminator and ink cartridges have been purchased circa £90.00. Agreed Alison to contact Sue Spencer to offer contribution towards her printing expenses.

Xmas Meal Update

23 definite, 2 not sure. 3 new volunteers are attending.

Work Records

Calls and assignments currently down compared with 2016. 3 ladies (formerly Whissendine residents) had been taken to Happy Circle by drivers who are now WGNS volunteers. It is unclear if the drivers will continue to treat this as a private arrangement.

Telephone Rota

Was circulated and dates completed.

Tackling Fraud

Meeting in village hall Weds 22nd Nov 2.30 – 3.30. All welcome.

AOB

Agreed WGNS wheelchair to continue to be locked when stored in the Church. Also to continue to complete the form when lending wheelchair to user. Jenny & Albert Pearce have more forms for the chair.

Gwen has collated the archives in a folder which will be placed in the filing cabinet in the Church.

Date of Next Meeting

Thursday Jan 25th 2.30pm at Jeff's