

**WHISSENDINE GOOD NEIGHBOUR SCHEME
MINUTES OF MANAGEMENT GROUP
2.30pm THURS 26TH APRIL, 2018.**

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

Matters Arising from minutes of last meeting: Lanyards for volunteers' identification cards. Agreed to buy 50 @ £2.99 each, for drivers plus 10 clip on holders @ £4.99 for 5.

Statistics. Sue Spencer had provided analysis of last 3 months' telephone calls and assignments. Calls had increased but assignments had marginally decreased. On average, each client uses WGNS 2 to 3 times each month.

Job Descriptions Agreed need to send to Sue Spencer with copy to Alison. All committee members need to complete their own job description. These will then be displayed on the website.

First Aid Training

Alison to contact Barbara Crellin who may have contacts who can provide training.

Coffee Morning for Volunteers

10.30am Thurs 24th May at the White Lion. Subject to confirmation with venue. Alison to arrange

WGNS Tea Party

3-5pm Thurs 9th August at Red House.

Kate to provisionally book hall in case of bad weather.

Finances

HSBC bank changing its name to HSBCUK bank. Our account to remain unchanged.

Travel subsidy monies were up but donations from drivers had reduced.

New budget number for travel subsidy due out soon.

Insurance: Jeff (Treasurer) had spent time analysing current insurance policy and found that it covered items we did not need eg pensions. The policy cost £358. Agreed to change to a policy offered by Norris & Fisher which provides cover for Good Neighbour Schemes at cost of £173.12 per year. At end of financial year, approx. £1000 will be available for future expenditure. Treasurer considered this a suitable sum.

AOB

Following a request for a very long drive to and from a hospital out of our area, Marion secured £460 charity funding (Rutland Trust and Whissendine Feast Week Committee) to cover the cost of arranging a private taxi for the first trip and then to have sufficient funds for a follow up visit.

Treasurer has arranged to keep these funds in a restricted account for use when needed by the client for transport costs associated with the hospital visits. Currently approximately £400 has been allocated to cover necessary trips.

The committee thanked Marion for her work in securing the alternative funding for the Whissendine client.

Maureen reported the DBS system is changing – volunteers will be asked to complete their own details on line. Maureen will help any volunteer if they have difficulty with this. RCC will remain the overseeing body. When change is operational, Maureen will ask Sue Spencer to alter details on the website to reflect the changes to the DBS process.

Date of AGM

Thurs 6th Sept 2.30pm. Venue t.b.a.

Date of Next Meeting

Thurs 28th June 2.30.

Meeting closed at 3.55pm

WGNSmins26.4.18