

Whissendine Good Neighbour Scheme

Chairman Peter Towsey: Secretary Janet Jaconelli: Treasurer Nathan Morley

Minutes of the Meeting of the Steering group Wednesday 2nd December 2009 at 2pm

Present:

Jeff Eaves, Gwen Griffiths (in the Chair), Janet Jaconelli, Rosemary King, Nathan Morley, Sally Moyce, Kate Sharpe (Rutland Community Council).

1. Apologies for Absence Jean and Peter Towsey

2. Declaration of Pecuniary Interests.

Janet explained the need for accountability where public funds are being used and the use of a declaration of pecuniary interests within a voluntary organisation. Kate advised that to be classed as a voluntary organisation, time and resources have to be given on a voluntary basis, although some expenses such as mileage and stationery might be met, subject to the committee agreeing these. Janet agreed to provide a form on which volunteers might claim such expenses. Nathan clarified that the invoice in respect of the website was for registering the domain and that his time had been given free of charge.

JJ

3. Minutes of the meeting held on November 19th

These were agreed to be a true record of the meeting. Kate advised that setting up the scheme should be dealt in a procedural way with actions being agreed at the meetings and duly recorded as this was the best way to avoid confusion. Minutes would be put on the website and sent to all the volunteers, after being agreed with the Chair, with a note to say that all were welcome to attend meetings of the steering group as observers. Janet agreed to update Barbara Bamber on progress and obtain her email address.

JJ

4. Matters arising

- a. Presentation to the Parish Council. The meeting would take place in the small room at the back of the village hall at 7.15 pm on December 7th. The group felt that 3 or 4 representatives would be sufficient and they would be Peter if he was available, Gwen, Janet and Nathan. These would have 10 minutes to present the proposal and leave a brief paper. A draft briefing paper was discussed and subject to a few amendments was agreed. It was decided to ask for £250, this being the sum originally signalled to the parish council and Kate thought that Sue Renton of the Rutland Community Council would match this sum. Janet would produce copies of the amended paper. **JJ**
- b. Public meeting. This would take place on Monday February 8 at 7pm. Kate would be away but a colleague would attend. It was hoped that all potential volunteers would come.
- c. Publicity. Nathan presented designs for a logo and suggestions for amendments made and a final design agreed. He would send a version of this to the editor of Grapevine. **NM** Kate agreed to produce 12 laminated posters for distribution around the village by mid January. **KS** Gwen would email a personal invitation to all the volunteers. **GG** Kate had approached the local newspapers and a journalist rang during the meeting for more details. He will probably attend the public meeting. Nathan to email him the amended logo. **NM** It was felt that using a range of media would be most effective.
- d. Bank Accounts. Nathan had investigated bank accounts and it was decided to use Lloyds in Oakham. The groups address would be that of the

secretary (JJ) Nathan would finalise arrangement with the bank

NM

- e. Signatories. These would be Peter, Gwen and Janet, with 2 signatures needed. Nathan would hold the cheque books and bring forward invoices/claims to be paid.

5. CRB checks

Kate confirmed that as we are volunteers the checks would be performed free of fee or admin charge. CRB checks are now role specific and are no longer portable. It was necessary to route them through a registered umbrella organisation. Rutland County Council had been asked to be the umbrella; Kate would chase up. Completed forms would be sent from and to Jeff.

6. Next steps

The business plan, renamed the proposal, would be amended to include a dissolution clause and to include the numbers from Jeff's analysis of the replies to the survey

7. Date of next meeting

This would be held on January 6th at 2pm.