

# Whissendine Good Neighbour Scheme

Chairman Gwen Griffiths Secretary Janet Jaconelli: Treasurer Peter Towsey

## **Minutes of the Meeting of the Steering group at Thursday May 11th 2010 at 2pm.**

### **Present:**

Jeff Eaves, Gwen Griffiths (in the Chair), Janet Jaconelli, Sally Moyce, Nathan Morley, Peter Towsey Kate Sharpe (Rural Community Council).

### **1. Apologies for Absence** Rosemary King

### **2. Declaration of Pecuniary Interests.**

There were none.

### **3. Minutes of the meeting held on April 12th 2010**

These were agreed to be a true record of the meeting.

### **4. Matters arising.**

#### **a. CRB policy**

The group discussed further the CRB policy suggested by Sue Renton of Rural Community Spirit. Having ascertained that Rutland County Council did not want to take action themselves if an individual was not cleared by CRB, the group voted unanimously that in such a case they would refer to Rural Community Council for advice and a decision would then be made by the Steering Group, after discussing the matter with the individual concerned. The CRB policy and process would be redrafted and circulated to the group. Gwen would phone Sue Renton and convey the decision of the group.

#### **b. Community Spirit Roadshow. The group agreed to provide a small stall at the Village Hall on Monday May 24<sup>th</sup> between 2pm and 7pm. A rota would be maintained as follows:**

1.45 – 2pm Janet would help set up the stand

2-3pm Sally Moyce

3-4pm Janet Jaconelli

4-5pm Jeff Eaves

5-6pm Peter Towsey

6-7pm Jeff Eaves

7pm Janet to take down stand

Kate would provide a stand and banner with the WGNS logo on it and more volunteer packs. Gwen would let Janet have more volunteer packs and flyers.

#### **5. Finance**

- a. Bank Balance remained at £404.65. Gwen produced an invoice for £50 for the printing of flyers which was agreed by the group.
- b. Insurance. Kate had sent an ANSVAR proposal to a broker and still awaited their quote. Since we needed the insurance before our launch date on June 14<sup>th</sup> and Kate undertook to stress the urgency to the broker.

#### **6. Funding**

- a. Grassroots funding. Janet went through the draft application with the group and Kate and others made useful comments and additions. Janet would finalise the application circulate to the group and submit by the deadline of June 1<sup>st</sup> 2010.

#### **7. New Constitution**

Once the Scheme was launched the Steering Group would reform into a Management Group. It was felt that this group should all come from the Whissendine Village Community but that meetings would be open to any volunteer or other interested parties. As Nathan had now left the village Peter Towsey agreed to take on the role of Treasurer. The Steering group would try to engage some others on the Management Group so that there would be a quorum available at all meetings. Janet would redraft the constitution and circulate for discussion at the next meeting.

#### **8. CRB/VBS checks**

- a. Update: Rutland County Council now has cleared 15 and has another 3. Jeff is continuing to chase up volunteers who have not yet submitted a form.
- b. Gwen and Janet were to attend a training course the following day and Jeff would undertake this later in the year.

#### **9. Afternoon Tea**

- a. A flyer for the Afternoon Tea was had been prepared by Gwen and was distributed to the group for delivering to volunteers. The tea would be from 2.30 to 4.30 pm and the group undertook to provide tea, coffee and cakes. They would take the opportunity to collect the various forms and photos from volunteers ready for the launch in June.
- b. Gwen produced a leaflet about the scheme which would be included in the Grapevine magazine. Janet would stuff these in the magazine for Bob Lake. She would also do an 'ad' for the magazine announcing the launch.

#### **Date of next meeting**

This would be held on Thursday June 3<sup>rd</sup> 2010 at 28 Hall Close at 2pm at Whissendine.