

Whissendine Good Neighbour Scheme

Chairman Gwen Griffiths Secretary Janet Jaconelli: Treasurer Peter Towsey

www.whissendinegns.co.uk

Minutes of the Meeting of the Steering group on Monday August 16th 2010.

Present:

Jeff Eaves, Gwen Griffiths (in the Chair), Janet Jaconelli, Marion Lawrie, Sally Moyce, Peter Towsey

1. Apologies for Absence Nathan Morley, Sue Spencer. Rosemary King has resigned from the management group but remains a volunteer.

2. Declaration of Pecuniary Interests.

There were none.

3. Minutes of the meeting held on June 23rd 2010

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

4. Matters arising.

- a. The constitution would be revised in accordance with the advice received from Kate Sharpe and sent to the chair for signature.

5. Finance and funding

- a. The current balance was £1868.80
- b. Invoices were produced for MSaccess software and website maintenance and agreed by the group. Nathan had recommended free software for editing PDF files and Janet and Gwen would try this out.
- c. Peter would send a summary of the finances to Nathan to put on the website.

6. CRB

- a. Jeff presented an update. One form was still awaited from a volunteer. 3 forms were with RCC and a decision expected shortly.

7. Operations

The group discussed a few recent requests for help and exchanged information on both volunteers and clients.

- a. Phone log and rota. A rota for August was in operation and Janet would shortly prepare one for September. Those co-ordinators who had taken a turn with the phone had reported that it was less onerous than they had anticipated. It was suggested that a diary of assignments be inserted into the co-ordinators file and Janet would undertake to do this.
- b. Volunteer meetings. A meeting of the client group (those helped by the scheme) was discussed but it was decided that enough opportunities existed for them to meet and not all would want to be identified as receiving help.
- c. Management information. Janet produced a table of figures to the end of July. The details were confidential to the group as clients were listed by name but it was noted that there had been 45 occurrences during the 6 weeks from the launch to the end of July, involving 14 volunteers, helping 13 clients. There had been 35 calls to the mobile. The group's expectation was that transport would form the bulk of the Scheme's work, and this had proved to be the case but befriending (companionship) was taking a higher profile than expected. It was acknowledged that many villagers had been active in befriending their neighbours for years and the Scheme hoped to build on their good work.

- d. Publicity. Janet would write a piece for the September grapevine. Gwen would prepare some laminated sheets for the village notice boards.

8. Website

Janet would ask Nathan to incorporate the list of organisations shown on the Rutland Carers 'Bookmark' into the front page of the website.

9. Date of next meeting September 23rd 2pm.

Note to all volunteers – you are all welcome to attend any meeting of the Management Group. These usually take place in private homes. Phone the Secretary on 01664 474840 to find out who is hosting the next meeting.

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