

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 Thursday September 23rd 2010.

Present:

Jeff Eaves, Gwen Griffiths (in the Chair), Janet Jaconelli, Sally Moyce, Kate Sharpe, Sue Spencer. Nathan Morley and Alison Keal attended as observers.

1. Apologies for Absence: Peter Towsey, Marion Lawrie

2. Declaration of Pecuniary Interests.

There were none.

3. Minutes of the meeting held on August 16th 2010

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

4. Matters arising.

Discussed elsewhere on the agenda

5. Management information

Janet presented a summary of calls and work records for the period June 14th to the end of August and asked for guidance on the form of information that should be released to the wider group of volunteers. It was agreed to send out a short summary rather than identify clients and volunteers by name. As some volunteers had not yet been used it was agreed to add a note to the volunteers indicating that if they wished to change the category of help offered they should contact the secretary. The end of month work records would soon be requested again.

6. Finance and funding

The current balance was in the region of £1800, several donations having balanced expenditure on stationery and a computer manual. Business cards would shortly be printed by Nathan and these would be left with our clients as a handy reminder of our phone number. The website domain had to be renewed; Nathan would change the nominated owner to the secretary and she would arrange to pay the invoice and reclaim the expense.

7. CRB

a. Jeff presented an update. Ann Edmunds had been cleared; so we now have 28 cleared volunteers. New forms are still awaited from RCC and the future of the ISA is now in doubt due to government cuts.

8. Operations

- a. Age concern lunch. Sally reported that Age Concern were having difficulty finding enough volunteers to serve the lunches and had asked for WGNS help. It was agreed to invite Sue Bamber to talk to the management group to clarify the need and explore to what extent we might be able to help, subject to the terms of our constitution and our respective funding. Food Hygiene certificates might be required.
- b. Oakham exercise class. Gwen had been contacted by Davina Bates from a group offering exercise classes who had a transport requirement. Gwen, Janet and Ann Edmunds were to meet them on Friday to explore the matter further.

- c. Mrs Hogg had died and Janet would send an email round to the volunteers, Gwen was to attend the funeral.
- d. Gwen reported difficulty in getting a client into her wheelchair, although Rosemary who normally did this managed well. The group discussed whether they should have lifting and handling training but decided that given the average age of the volunteers this would be unwise.
- e. As most of the requests were coming from elderly clients Gwen would contact the school and discuss with the Head Teacher whether or not there was a need among younger people.

9. Date of next meeting

Would be decided when Sue Bamber had indicated her availability

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.

C:\Users\Janet\Documents\Whissendine Good Neighbour Scheme\WGNS Minutes august 16th 2010.doc