



Chairman Gwen Griffiths
Secretary Janet Jaconelli
Treasurer Jeff Eaves

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Holders of a Gold Award for Village
Achievement 2011

Minutes of the Meeting of the Management Group at on **Monday 30 June 2014 at 3pm**

Present: Gwen Griffiths, Janet Jaconelli, Jeff Eaves, Alison Keal, Marion Lawrie, Jenny Pearce, Sue Spencer and Jean Penny

Apologies for Absence: Maureen Hodge

1. Declaration of Pecuniary Interests

- None

2. Minutes of the Management Group meeting of 28 April 2014

- Agreed and signed

3. Matters arising from the minutes

- Insurance for wheelchair: after discussion it was agreed that WGNS should accept the risk as the added premium would be too high.

Actions:

- Jeff to look into security systems. Janet to arrange phone number to be etched onto metal part and stencilled onto the back.
- Fridge magnets: Jean had researched and sourced fridge magnets for a total price of £118.20 including post and VAT.
Actions:
 - Fridge magnets to be distributed at Feast Week events: afternoon tea at White Lodge, WI puddings evening (Jean) and Talent show (Marion). After Feast Week distribution to shop, pubs and church.
 - Jean to produce brief flier to accompany distribution.
- Volunteers' coffee morning: considered a good way to share information with 2 new and 6 established volunteers there.
 - WGNS to have similar event twice a year - spring and autumn trying different times of the day.

4. Finance and funding

- Jeff presented three statements of accounts:
- The Summary of Accounts show WGNS has a current balance of £982.57. This includes a £100 donation from the Parish Council, a £100 anonymous donation and a donation of £20. Another £10 donation has also been received. Some cheques have not been presented.
- The 2013/2014 annual accounts summary showing a balance of £951.65 on 31st May 2014.
- Financial comparisons over 3 years 2012, 2013 and 2014 shows that WGNS has an income (£834) less than expenditure (£876).

Discussion:

- WGNS does not currently have an surplus. Expenditure is slightly more than income
Actions:
Janet will write a thank you letter to the Parish Council.
- All should submit claim forms at regular intervals and cash any WGNS cheques promptly.

5. Stats/website

- Sue presented the latest figures.
Discussion: The reasons why there is an increase in phone calls, assignments and miscellaneous requests over last few months. There is an increase in requests for hospital trips and WGNS would find it difficult to cope with requests for frequent visits for treatment.
Action:
- Janet to write an item for Whissendine Grapevine regarding activity and include details about garden party.

6. Summer tea party

To be held on Wednesday 27th August at the Red House.

Discussion Back up plan for the location if the Red House not available due to building work e.g. 28 Hall Close or The Pastures, Cow Lane. It was decided to keep the cost of raffle tickets at the same price as people like to contribute at this level.

Action: Meeting arranged for August 11th 3pm at the Red House to discuss the tea party arrangements.

7. Feast week July 7th

Action : Use Feast week events to distribute fridge magnets (see item 3).

8. Talk to the Parish Councillors Working Group

A request has been received for WGNS to talk to a group of parish councils on 24 July 2014 at 7pm on the transport aspect of the scheme. Janet has sent a précis and will attend along with Jean.

Discussion: We should ask for a donation when we give talks.

9. Update on current clients

Discussion: How to keep an up to date record of all clients and how to ensure no one is abusing the service? It was decided that a definition of the service WGNS offers is '*something you would ask your neighbour to help you with*'.

Actions:

- Details to be added to list in phonebook when a request is made by a new client.
- Sue to look out for new clients on monthly reports and report to Janet who keeps the database.
- *Update on current clients* to be a regular agenda item.
- If it is felt an individual is abusing WGNS, a letter will be sent from the management group.

10. Keeping volunteers in touch with what is happening

Gwen suggested that volunteers should know more about what is happening, key decisions and dates for the diary.

Action: Jean will prepare a summary with highlights of the management meeting and key dates. This will be sent to Gwen who will add phone rota details and distribute.

11. AGM

The AGM will be held on Monday 29 September 2pm.

Action:

- Janet to put a notice about the AGM in Whissendine Grapevine by 14th August.

12. Phone rota:

Discussed and agreed

13.Any other business

- Sue reported that Long Clawson Good Neighbours Scheme is closing due to lack of demand even though they have volunteers.
- Jeff reported that Maureen now has all the DBS records.
- Jeff shared a leaflet he had picked up relating to the Market Overton Good Neighbour Scheme.
- Gwen reported that the First Contact Rutland Scheme is now available to help people live independently. She has leaflets if anyone sees a need.

14.Date of next meeting

Next meeting: August 11th 3pm to discuss the tea party.

Minutes prepared by Jean Penny on behalf of Janet Jaconelli, Secretary.