



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 28 Mill Grove, Whissendine, Monday 3 November 2014 2pm

1. Present: Gwen Griffiths, Janet Jaconelli, Jeff Eaves, Jenny Pearce, Sally Moyce, Sue Spencer and Jean Penny
2. Apologies for Absence: Maureen Hodge, Alison Keal, Marion Lawrie
3. Declaration of Pecuniary Interests
 - None
4. Minutes of the Management Group Monday 30 June and AGM Tuesday September 29th 2014
 - After revisions both sets of minutes were agreed and will be signed
 - Action: Sue to put revised versions on website
5. Matters arising from the minutes
 - a Wheelchair security:
 - Janet reported that a small engraved aluminium plate is now fixed to the wheelchair. Thanks to Chris Bamber for his help.
 - The security of the wheelchair is the responsibility of the user. This is stated in the paper work.
 - It was agreed that a bike lock was not necessary.
 - b Fridge magnets:
 - Jean reported that fridge magnets with a '*help yourself*' notice were again available in the shop and now in the village hall.
 - Action: Vicar Janet Tebby will be approached at the Happy Circle meeting on Wednesday about putting some in the church.
 - c Volunteer's coffee morning:
 - All volunteers are invited to the Christmas meal.
 - Decision: the next coffee morning will be in the spring.
 - d Summary for volunteers:
 - Decision: the summary for all volunteers will continue.
 - Action: Jean to prepare summary and send to Gwen who will send out with the phone rota.
 - e Update of folder:
 - Gwen has tidied the folder and ensured that the facts are correct e.g. costs to clients.

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- f Christmas meal:
- Janet reported that 18 people have currently accepted the invitation to the meal at Jackson Stops at Stretton on Friday 5th December. The restaurant needs the food to be pre-ordered and a £10 deposit per person to be paid.
 - Action: Janet to follow up those who have not replied and will send out a note about the pre-order and deposit.
6. Finance and funding
- Jeff presented the accounts. WGNS has a current balance of £1028.12.
 - Two cheques have not yet been presented.
7. Stats/website
- Sue presented the latest figures for June, July and August 2014.
 - The statistics show that calls are up, befriending is going down and the major demand for transport is for Happy Circle and Age UK meetings.
8. Update on current clients
- Clients needs were discussed.
 - Sally described the use of a plastic sheet on the car seat to help clients swivel and get into and out of the car.
 - Discussion: The risk and liability to clients and volunteers re manual handling.
 - Actions: Gwen to contact VAR to see if there are any courses on manual handling that WGNs volunteers could attend and to see if VAR has any written information for volunteers on the dos and don'ts of manual handling that we could use. Janet to contact phone holders to ensure they ask clients if they have mobility issues e.g. can they get into and out of cars.
9. Phone rota:
- Gwen asked for volunteers to hold the phone for January and February. Also that phone holders check to ensure the phone is topped up correctly with credit.
10. Any other business
- Maureen had reported by email that Anne Gould is now cleared by DBS.
 - Befriending: Sally said there was no need for her to be identified as the befriending co-ordinator. It was agreed that befriending tends to happen 'organically' and does not need co-ordinating.
 - Action: Janet to contact all volunteers and ask them to be aware of clients or others who may need help and bring to the attention of a member of the management group.
11. Date of next meeting
Next meeting: Monday January 12th 2015 2pm at 30 Hall Close, Whissendine

Minutes prepared by Jean Penny on behalf of Janet Jaconelli, Secretary.
4th November 2014