

Whissendine Good Neighbour Scheme

Chairman Gwen Griffiths: Treasurer Jeff Eaves
www.whissendinegns.org.uk

Minutes of the Annual Meeting of the Whissendine Good Neighbour Scheme at The Red House, The Nook, Whissendine, Wednesday September 30th 2015 at 3pm

Present: Gwen Griffiths (chair) Jean Penny (Minutes Secretary) Jeff Eaves (Treasurer), Cathy Billsdon, Tom Digby, Sally Moyce, Anna Clyde, Ann Rushton, Ann Edmunds, Sue Spencer, Kate Hamilton, Geoff Griffiths, Alison Keal, Jenny Pearce, Ellen Pryor and Marion Lawrie

1. Opening Remarks

The Chair welcomed all, especially new volunteer Tom Digby, to the Annual Meeting of the Whissendine Good Neighbour Scheme.

2. Apologies for Absence

Janet Jaconelli, Maureen Hodge, Forbes Hodge, Sue Griffin, David Penny and Albert Pearce

3. Presentation of the Report including statistics and website

The Chair presented a résumé of events since the last AGM

- a. Advice and support on setting up a GNS had been given to representatives from Ketton, Market Harborough and Lincolnshire.
- b. A short presentation on WGNS was given at the Annual Parish meeting in March.
- c. Various organisations had contacted WGNS. As a result:
 - A meeting was arranged jointly with the WI in March with a speaker from Dementia friends It was opened to the village and was well attended.
 - The Red Cross spoke to the Happy Circle.
 - Rutland Community Agents talked to the Management Group about their work and wanting to be put into contact with anyone not able to cope.
- d. Donations have been received from the Parish Council, villagers, clients and drivers. Also £380 had been received from Waitrose as part of their monthly Local Charity Donation Scheme. This will come in the 2015/16 accounting year. Alison was thanked for organising this.
- e. The annual Christmas meal for volunteers, partners and friends had been held at The Jackson Stops. It was enjoyed so much that a booking was made for 2015.
- f. The annual tea party for clients, volunteers and villagers was held in perfect weather on Tuesday August 11th at the Red House. Five new volunteers were recruited. Thanks were given to Alison for her hospitality.
- g. A volunteer coffee morning was held in March at the Red House giving new and old volunteers the chance to chat and get to know one another. Thanks again to Alison for her hospitality.
- h. New Volunteers: David Penny joined in April and Ellen Pryor joined in June. Catherine Hopla, Lynne Jones, Michael and Elaine McSweeney and Tom Digby joined in August after the tea party.
Action: Gwen will arrange a meeting with the new volunteer drivers in October.
- i.

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- j. Retiring volunteers: Anne Gould and Tony Lochery left for various reasons. Janet Jaconelli has also retired after being the secretary for 5 years. Gwen said how Janet's expertise and organisational skills have been invaluable in setting up WGNS. Everyone expressed their thanks and best wishes to Janet and hoped she would continue to feel part of the scheme. The present and card signed by all present at the AGM will be taken to her.
- k. It was agreed that mobile phone numbers of volunteer drivers should be available in the co-ordinators folder to enable speedier contact.
Action: Gwen to write to drivers asking if they would be willing to share their mobile phone numbers.
- l. The travel subsidy had come about following a meeting with ward councillor Sam Asplin. This means that clients pay half the charge of a journey with the other half being claimed back from RCC. This has been piloted for 3 months and has resulted in considerable savings for our clients. Gwen explained how the process and paper work has taken a time to sort but it was agreed that the travel subsidy scheme should continue.
- m. Sue tabled the statistics for the year. The number of calls to WGNS are similar, but the number of assignments are down with a 15% decrease in transport. This is considered to be due to less people needing transport to Happy Circle and Age UK lunch. However transport requests have increased over the summer due to a few people needing multiple hospital trips. New villagers need to know about WGNS.
Action: Sue to ensure that WGNS details are under 'Contacts' not 'Groups' in the Grapevine and we will put an article in the Whissendine Grapevine when it returns in November.
- n. The Disclosure and Barring Scheme is working well.

All agreed it has been another busy and successful year.

4. Adoption of the annual report

Sally Moyce proposed that the report be accepted. Jenny Pearce seconded and all agreed.

5. Presentation of the annual Accounts

Jeff presented his report and a breakdown of the accounts for 2014 - 2015. At the end of May 2015 the balance stood at £785.73. The treasurer pointed out that payments out are more than money coming in. However the bank balance of September 2015 is more healthy mainly due to the Waitrose contribution (See item 3d). Discussion followed about reapplying to Waitrose and applications to other organisations e.g. Co-op and Aldi.

Action: Alison to apply to Wilkinsons asking for £300 to cover our insurance.

It was also agreed that

- The registered address for all bank correspondence should be changed from Janet to Jeff.
- Jenny Pearce should replace Janet as a signatory on the cheques.
- Jeff should have a petty cash of £50.

Jeff spoke more about the travel subsidy scheme (see item 3k) which is calculated from the co-ordinators lists. He proposed that subsidies for £20 or less are paid from petty cash and £20.01 and more is paid by cheque.

Action: If any drive is cancelled for whatever reason, drivers must let the co-ordinator know so their work sheet can be amended.

Jeff explained problems with current bank. It was agreed that we should look for another bank.

Action: Jeff will explore alternative banks and meet with Gwen to take appropriate actions.

6. Adoption of the annual accounts

Sue Spencer proposed that the accounts be accepted. Ann Rushton seconded and all agreed.

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7. Election of the management group

All members of the management group have agreed to continue and Kate Hamilton has agreed to join. With Janet leaving the management group and Gwen wishing to do less, it was agreed at that at the next meeting a discussion should take place of how to share the tasks. In the meantime Gwen as Chair and Jeff as Treasurer would continue with Jean in the role of minutes secretary. The Secretary's position will remain vacant until our next Management Group meeting.

8. Any other business.

a. Telephone rota: Gwen completed the rota until the end of December 2015.

b. The Christmas meal for volunteers and partners is to be on Friday December 4th at Jackson Stops. Gwen distributed menus and will email them to all volunteers.

Action: Anyone wishing to go, to let Gwen have £10 deposit and menu choice by November 7th.

c. Sally advised the AGM that Pam Montgomery has left the village and will no longer be part of WGNS.

9. Closing remarks

The Chair thanked all for coming to the AGM and the contributions of all.

The next Management Group meeting will be at 2pm November 23rd at Moat House 1a Station Road.