



Chairman Alison Keal
Secretary Gwen Griffiths
Treasurer Jeff Eaves
Minutes Secretary Jean Penny
www.whissendinegns.org.uk

Holders of a Gold Award for Village
Achievement 2011

Minutes of the Meeting of the Management Group on Monday November 23th 2015 3pm.

- 1 Present: Gwen Griffiths, Jeff Eaves, Alison Keal, Sally Moyce, Sue Spencer and Jean Penny. Kate Hamilton was welcomed to the Management Group
 - 2 Apologies for Absence: Maureen Hodge
 - 3 Minutes of previous meetings
 - Management Group meeting held on Monday 13th July 2015. The minutes were agreed and signed.
Action: Jean to send to Sue to put on website.
 - Minutes of AGM held on Wednesday Sept.30th 2015. The minutes were agreed and signed.
Action: Jean to send to Sue to put on website.
 - 4 Matters arising from the minutes:
 - Janet Jaconelli: Many of the Management Group had been to Janet Jaconelli's funeral and Gwen shared photos of the flowers that were sent on behalf of WGNS. Any donations, in excess of the cost of the flowers, will go to Macmillan Care.
Action: Jean will draft a piece for the Whissendine Grapevine in recognition of Janet's tireless work for WGNS since the beginning of the scheme.
 - The role of secretary/or change of roles: There was much discussion about how to cover the all the work that Janet did for WGNS. Responsibilities were shared amongst the Management Group members present (see annex 1) and new roles agreed.
 - Christmas dinner: 26 volunteers and partners are coming on Friday 4th December to the Jackson Stops.
 - Changing our bank account:
 - a. Following the resignation (and death on 9th November) of our secretary, Mrs Janet Jaconelli, the following changes of our officers are:
 - Chair: Mrs Alison Keal
 - Secretary: Mrs Gwen Griffiths
 - Treasurer: (remaining) Jeffrey R. Eaves
 - Minute secretary: (remaining) Mrs Jean Penny
 - The scheme's address for correspondence should be 68 Sherrard Close, Whissendine, Oakham, Rutland LE157HE with immediate effect.
 - b. On the recommendation of the finance sub-committee it was agreed (nem.con) that we should change bankers to H.S.B.C Bank at a convenient date, by opening a new account with them and closing our existing account with Lloyds Bank after a period to ensure all existing credits and debits have been cleared.
 - c. Further as Mrs jaconelli is no longer available to sign cheques, that the treasurer (Mr Jeffrey R. Eaves) is authorised to do so in her place (agreed nem.con).
- 5 External relations: there have been no meetings with external organisations.

- 6 Travel subsidy:
Jeff reported that it is not known if RCC have paid for the travel subsidy for August, September or October.
Action: Gwen will phone and ask for clarification and for an electronic remittance note to be sent.
- 7 Finance and funding:
Jeff reported that RCC charge £10 per DBS checks however the RCC will not be cashing their outstanding cheques and erroneously have not claimed for two later DBS checks. The current balance is £1354.24 if RCC pays what is owing - see item 6
- 8 Stats/website:
Sue presented the statistics. Transport continues to be the major activity.
- 9 Update on current clients / volunteers:
The committee discussed issues relevant to volunteers and clients.
Gwen told of a thank you card from the relatives of a past client
- 10 DBS renewal: There are three new volunteers currently in the DBS process.
- 11 Phone rota: Gwen has completed the rota until the end of December 2015.
- 12 Any other business:
 - The location and contents of the WGNS filing cabinet was discussed. It was agreed that Gwen would continue to keep it. The need for keeping paper copies of minutes etc was questioned as most paperwork was now kept electronically. It was agreed that the records from early years should be archived.
Action: Gwen will sort out and rationalise the contents.
 - Following a request to Wilko, Alison has received £5 donation for WGNS.
Action: Jean to draft out a thank you letter.
- 13 Date of next meeting:
2pm Tuesday 2nd February 2016

Re-assigned responsibilities

| Task | Management Group member |
|---|---|
| Contact with volunteers e.g. contact information, work records, coffee mornings | Kate with relevant information to Sue for database |
| Updating data base of volunteers and clients | Sue |
| Updating of documentation e.g. constitution, policies, induction pack, content of website | Management Group discussion for Sue to action |
| Submitting WGNS items into Whissendine Grapevine | Jean |
| General letters e.g. of thanks | Jean |
| Update of phone co-coordinators folder | Gwen |
| Contact with RCC re travel subsidy | Gwen |
| Liaison with Rutland Community Agency | Jenny |
| Phone rota | Alison |
| Taking and distribution of meeting minutes | Jean |
| Monday morning phone coordination for Happy Circle and Age UK transport | Kate |
| Statistics and web | Sue |
| Signatory on documents etc | Chair Alison, Secretary Gwen, Treasurer Jeff and Management Group Member Sally |
| Preparation of agenda for Management Meetings | Chair Alison, Secretary Gwen and Minutes Secretary Jean |
| Sounding board to the Chair - support and advice | All committee especially Secretary Gwen, Treasurer Jeff and Management Group Member Jenny |
| Miscellaneous e.g. preparation of signs, phone number onto wheelchair | Management Group members as necessary |
| Talking to others interested in Good Neighbour Schemes | Management Group members as necessary |
| Representation of WGNS e.g. to parish | Management Group members as necessary |
| Organisation of Christmas party | Management Group members as necessary |