



Chairman Alison Keal  
Secretary Gwen Griffiths  
Treasurer Jeff Eaves  
Minutes Secretary Jean Penny  
[www.whissendinegns.org.uk](http://www.whissendinegns.org.uk)

Holders of a Gold Award for Village  
Achievement 2011

Minutes of the Meeting of the Management Group on Wednesday 22nd June 2016 at 30  
Hall Close at 2pm

Present: Alison Keal, Jeff Eaves, Gwen Griffiths, Marion Lawrie, Sally Moyce, Sue Spencer  
Jenny Pearce and Jean Penny.

- 1 Apologies for Absence: Maureen Hodge, Kate Hamilton.
- 2 Minutes of previous meetings:
  - Management Group meeting held on Tuesday 25th April 2016. The minutes were agreed and signed.Action: Sue to put on website.
- 3 Matters arising from the minutes:
  - Archiving WGNS paperwork: Gwen has spoken to Pat Lake about archiving in the church. It was agreed to keep all documents relating to the setting up of WGNS including hardcopies of the minutes for the first year.
  - The coffee morning was a success. Fifteen volunteers attended with a mixture of new and experienced volunteers
  - Falls fete 2-4pm on Wednesday 13th July organised by Age UK. WGNS will help to provide transport for clients to attend the event if necessary.Action: Jean will contact Lisa Jackson of Age UK and suggest that she liaises with Kate about lifts for WGNS clients.
- 4 External relations: Nothing to report.
- 5 Transport subsidy
  - Gwen reported that the RCC travel subsidy claimed from June 2015 to May 2016 was £928.50. This amount has been saved by our clients.
  - However the RCC are still slow at paying and the process to check, make the claim and reimburse volunteers is very time consuming for Jeff and Gwen.
- 6 Finance: funding, donations and expenses: Jeff reported
  - The PCC has given £175 to WGNS. Jeff has already written to thank themAction: Sue to put a thank you note on the website.
  - The balance at the end of the financial year (May2016) is £1598.48. However the insurance still needs to be paid and needs to reflect an increase in our volunteer and driver numbers.Action: After a slight amendment concerning volunteer donations, Jeff will send the financial statements to Sue to put on the website.
  - The balance at end of June 2016 is £1445.07.
- 7 Stats/website:

22nd June 2016

- The data for 2015 - 2016 shows an increase in telephone calls for 2016 compared to 2015 and that the wheelchair has not been used.

Action: Sally will put a note into the Grapevine reminding villagers that the wheelchair is available and can be used for their visitors.

8 Update on current clients / volunteers:

- Gwen distributed new lists. It was emphasised that the lists should be kept secure.
- Visibility of clients house numbers and possible confusion for volunteers. After discussion it was decided that
  - Phone co-ordinators should ask clients to ensure their number is clear so that the volunteer can find them. This would also help if the emergency services are called to the property. Clients will be asked again at the tea party.
- Requests for travel. After discussion was decided that
  - Requests should be considered case by case and accepted so long as the scheme is not being abused.
  - If co-ordinators have a query with a request they should contact Alison or Gwen for advice.

9 DBS renewal: Nothing to report.

10 The Summer Tea Party will be held on Wednesday 10th August at 3pm at the Red House.

- Alison will co-ordinate and noted offers to supply chairs, tables, sandwiches and cakes etc from the management group.
- Other volunteers will be asked for raffle prizes to be brought on the day or delivered to the red House in advance. Any volunteer willing to provide food to contact Alison.

Action: Gwen to provisionally book the village hall in case of rain.

11 Phone rota: Alison will complete .

12 There was no other business.

13 Date of next meeting: the AGM at 2.30pm on Wednesday 31st August at the Red House. Volunteers will be encouraged to attend.