



Chairman Alison Keal
Secretary Gwen Griffiths
Treasurer Jeff Eaves

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Holders of a Gold Award for Village
Achievement 2011

Minutes of the Annual Meeting of the Whissendine Good Neighbour Scheme on Wednesday August 31st 2016 at 2.30pm

Present: Alison Keal (Chair) Gwen Griffiths (Secretary) Jean Penny (Minutes Secretary), Maureen Hodge, Sally Moyce, Paul Armstrong, Anna Clyde, Ann Rushton, Ann Edmunds

1. **Opening Remarks** The Chair welcomed all to the AGM of the Whissendine Good Neighbour Scheme
2. **Apologies for Absence** Marion Lawrie, Jenny Pearce, Jeff Eaves, Sue Spencer, David Penny
3. **Presentation of the annual Report including statistics**
 - a. **Advice and support to other GNS:** WGNS has not been asked to give advice this year.
 - b. **Presentations given Annual Parish Council Meeting:** Gwen gave a brief presentation about the work of WGNS at the APCM including the savings to clients of having subsidies for transport.
 - c. **Community Health Link, Dementia Friends, Falls Fete:** There has been no further contact from the Community Health Link and Dementia Friends but there was a successful Falls Fete held in Whissendine in July.
 - d. **Donations from villagers, Parish council and Waitrose:**
 - a. Following the previous successful donation from Waitrose as part of their in store 'green button' system, Alison now has another application form. Also Alison has information about how to bid for lottery funding. Following discussion, it was agreed that, as WGNS funds are currently healthy, these fundraising ideas should be delayed.
 - b. Clients and drivers often give their transport subsidies into WGNS funds.
 - c. There were donations following the tea party for guests.
 - e. **Annual Christmas meal for Volunteers:** Following the successful Christmas meal at the Jackson Stops restaurant in 2015, the same venue has been booked for Friday 2nd December this year.
Action - Jean will send out information about the Christmas meal with the AGM minutes and summary.
 - f. **Annual Tea Party for clients and volunteers:** The summer tea party was moved from the Red House to the Village Hall due to the poor weather. It was a success attracting 20 people including non-clients and raised £104.50.
 - g. **Volunteer coffee mornings:** The coffee morning, held in the spring, was particularly useful for new volunteers. It offered the opportunity to socialise and learn more about how WGNS works.

- h. New Volunteers:** Ten new volunteers have joined the scheme in the past 12 months. Discussion raised the following points
- The telephone co-ordinators rota is becoming difficult to fill
 - Knowing when drivers are on holiday helps
- Actions:** Co-ordinators should note on the record sheet when and why they are unable to find a driver for the statistics
- i. Retiring volunteers:** The work of Janet Jaconelli, one of the founders of WGNS, who died in November 2015 was recognised.
- j. Mobile phone numbers of volunteer drivers:** Having the mobile phone numbers of volunteer drivers is a great help for WGNS co-ordinators.
- Action:** If volunteer drivers have not yet given their mobile phone numbers, and feel comfortable doing so, please contact Gwen.
- k. Travel subsidy:** This is the biggest source of income for WGNS and is good for our clients. The process has been successfully streamlined by Gwen and Jeff.
- l. Statistics (tabled):** Alison read an email from Sue who had sent her apologies. The main points are:
- Phone calls: 219 in the period of June 2015 to May 2016. Up from 105 the previous year.
 - Assignments: 708 in the period of June 2015 to May 2016. Up from 608 the previous year.
 - 48% of these assignments were for transport and 24% were the calls to arrange transport for group meeting in village e.g. Age Uk, Happy Circle etc
 - 8% assignments for befriending
 - The wheelchair has been used 4 times in the period of June 2015 to May 2016
- Discussion included the increase in demand and the need for the increased numbers of volunteers particularly drivers. Also the use of the wheelchair was discussed. It was agreed that use of the wheelchair cannot be predicted. Therefore the WGNS wheelchair should continue to be stored in the church but that the generous offer by a client of a second wheelchair was not needed.
- m. Disclosure and Barring Scheme:** Maureen explained that WGNS has chosen to stay with the RCC as our DBS provider and that it is to become an online service (date to be announced). Maureen will be invited for training.
- Discussion raised the following questions:
- Is CRB still valid or do volunteers who are CRB checked need to be DBS checked?
 - If so when and what is the cost?
 - Also how often does DBS need to be renewed?
- Action:** Maureen will contact RCC and ask the questions

4. Adoption of the annual Report

Gwen Griffiths proposed that the report be accepted. Anna Clyde seconded and all agreed

- 5. Presentation of the annual Accounts:** Gwen presented a summary of accounts sent by Jeff who had sent his apologies. The balance on 30th August 2016 is £1533.57

6. Adoption of the annual Accounts

Maureen Hodge proposed that the report be accepted. Ann Rushton seconded and all agreed

1st September 2016

7. Election of the management group

- a. Alison proposed that the WGNS chair should only hold the post for 2 years. She is therefore willing to stand for one more year and Gwen said she would like to retire as secretary in 2017. To be discussed at the next Management Group Meeting.
- b. The following Management Group Members who were at the meeting agreed to continue in post: Jean as minutes secretary, Maureen as DBS co-ordinator, Sally and Jenny as wheelchair co-ordinators.
- c. As no other management group members had spoken of leaving, it was hoped all would be willing to continue.

8. Any other business.

- a. Alison read the email from a person wanting to link his website on 'alcoholism in the elderly' to our website. After discussion it was agreed that it was not relevant to WGNS.
Action: Alison to contact him and tell him of our decision.
- b. **The date for the next management group meeting is to be Wednesday 9th November 2016 at Gwen's**

9. Closing remarks: Alison thanked all for coming