

**MINUTES OF WHISSENDINE GOOD NEIGHBOUR SCHEME  
COMMITTEE MEETING  
THURS 1<sup>ST</sup> FEB 2018**

**Present:** Alison Keal, Jeff Eaves, Maureen Hodges, Kate Hamilton, Marion Lawrie

**Apologies:** Gwen Griffiths, Sally Moyce

**Minutes of previous meeting signed.**

**Matters Arising:**

Insurance – currently paid circa £300 pa. Possibility of lower cost. Agreed to wait for information from RCC and Leics meeting to be held on Monday. Alison has information leaflet from Daventry meeting. Agreed to look at options, time is available as re-insurance is not due until May.

First Aid – Parish Council is not planning any courses. Defibrillators planned for village do not require previous first aid knowledge for use. Agreed WI may wish to join with WGNS in organising a first aid course for the village.

Parish Council Grant – Need to specify purpose of grant. Jeff to apply for grant in early March.

Welcome Pack – PC not proceeding with welcome pack, most information is either in village magazine or on website. Production of pack is too expensive. Jeff to inform Jean Penny (WI) that WGNS is not involved.

Printing expenses – Sue Spencer who collates and prints the WGNS statistics has informed Alison that she is not yet ready to make a claim for printing expenses.

**Xmas Meal**

Was enjoyed by 25 old and new volunteers (and partners) at the Jackson Stops, Stretton.

**External Relations**

Alison attended meetings at Moulton and Great Casterton. The diversity of the roles of Good Neighbour Schemes were evident. Some only doing befriending, others only transport.

**Tackling Fraud**

Meeting in village hall led by RCC and Age UK was rather disappointing, members felt it could have been made to be more relevant to older people.

**Financial Update**

Currently have £1193.30 but are owed £72.00 by RCC for travel subsidy. Slightly down on drivers who have waived their subsidy monies. Committee agreed with Jeff's aim of keeping sufficient funds in hand to cover one year's expenses.

**DBS Update**

13 new volunteers have had DBS checks. WGNS pays for the administration cost of the check amounting to £10 per person. Thus £130 has been spent. Lucy Smith from

Rural Community Council is looking at possibility of free renewals for existing DBS holders.

### **Work Record Statistics**

Sue Spencer has sent in details of last year's work

- Reduction in assignments and calls. Transport now is an even larger proportion of work.
- Transport to Age Concern and Happy Circle appears to have decreased.
- Transport to hospitals and dr's surgeries have increased.
- Wheelchair use – no details have been recorded (? This is inaccurate)
- Missing work records – not all volunteers send in records.

Sue will now try to gain information for work records from all available sources but emphasised the need for everyone to send in work records, including phone co-ordinators, any admin work including committee meetings and any phone calls. Jeff to give Sue copy of subsidised drives. Marion to phone clients who do not have up to date bus passes to check situation. Alison to send reminder to all volunteers re need to submit accurate and up to date work records.

### **Data Protection**

Alison had contacted the help line for data protection and was assured that WGNS need not do anything extra to comply with the legislation. However committee agreed that it would be wise for Alison remind those keeping records on computers to ensure they are safe. Also volunteers holding the information folder to ensure it is kept securely.

### **Lanyards for volunteer ID cards**

Committee agreed this would be helpful. Jeff to find costs.

### **Sub-committee meeting re recruiting process**

Meeting on Tues 13<sup>th</sup> Feb. Aim to streamline recruitment process.

### **AOB**

Sunday 4<sup>th</sup> February installation of new Vicar, Rev. Deborah Marsh. Jeff has already posted welcome note to her and will invite her for a formal chat about WGNS and to invite her to attend a committee meeting if she wishes.

Round Rutland Team – providing signposting for social needs, is to close after 10 years. 2 members of WGNS have been invited to attend the meeting on 14<sup>th</sup> Feb. Alison & Jeff to attend. Later in afternoon public can attend. Leaflets and info to be distributed at Happy Circle & Age Concern. If anyone needs transport to the meeting to call phone co-ordinator.

### **Date of Next Meeting**

Thursday 26<sup>th</sup> April, 2.30pm