

SAPCOTE GOOD NEIGHBOUR SCHEME

Minutes of meeting 15th June 2016

Present:

Peter Bradbury
Alison Owen
Annette Harbour
David Hoult
Neeley Jackson
Estelle Rodgers
Estelle Rowley
Ann Falconer
Jo Ling
Kathy Hamilton (Guest speaker)

Apologies:

Mansi Bhatt,
Mary Wagg
Martin Eales

Welcome

Action

Kathy Hamilton was welcomed to the meeting and everyone introduced themselves.

Guest Speaker

Kathy Hamilton, Chair of the Desford Good Neighbour Scheme spoke to the group about the setting up and running of the Desford GNS.

Kathy stated that the Whissendine GNS and the Desford GNS have websites which contain details of the schemes which can be used as guidance.

The Desford GNS is exceptionally busy, with the majority of calls being requests for transport.

Kathy stated that the Desford GNS have 6 volunteers on the phone rota, each taking a week apart.

A scheme coordinator may attend a users home and assess the requirement to determine whether the task is appropriate or not.

First time callers are asked a series of questions on a 'tick list'.

Zone charges- these are displayed on the website. Local hospitals and major shopping outlets have fixed charges, and other destinations are charged depending on the zone in which they fall. For example, an 8 mile round trip is Zone 1 destination and is charged at £5.50.

The Desford GNS have Community Partners, including the local doctor's surgery, schools and local businesses.

The approximate running costs of the Desford GNS are:

- £7/month mobile phone contract
- £250/year on volunteers

- Insurance costs

Kathy discussed the Desford GNS policy regarding requests for childcare. Requests for childcare will be granted if the parent is on the premises at all times, for example if the mother is attending a doctor's appointment and wishes a volunteer to sit in the reception area with the child/ren during the appointment. However, Kathy stated that the Desford GNS have not had any requests involving child care.

Policies and procedures

Bank account, Estelle Rogers reported that the Lloyds bank account is now open and she has received the cheque book, bank card, internet banking machine and paying in book.

Alison has not received anything from Lloyds and is to contact them regarding this. Internet banking access is required before any transactions can be carried out as 2 signatories are required. **AO**
JL

Jo has the bank details from Estelle and shall arrange for the transfer of the monies in to it.

Volunteer matrix-details of all volunteers, except for Mary Eales have now been received. **MB**
ME

Mansi to update the matrix and email to everyone to check.

Mobile Phone- Alison to research the best phone contract. It was agreed a basic phone and not a smart phone was required only. A SIM only monthly contract with a capped limit is the preferred option. **AO**

The mobile phone cannot be sourced until the bank account is operational

Disclosure and Barring Checks

Alison, Neeley, Peter, Ann, Estelle Rogers and Estelle Rowley presented their returned DBS checks to Jo for checking.

Jo already had Annette and David's returned DBS checks and is to return them at the next meeting. **JL**

Mary, Martin and Mansi are to bring their returned DBS checks to the next meeting. **ME, ME,**
MB

Jo reiterated that the DBS checks would need to be repeated every 2 years.

Scheme insurance

Peter discussed the quotes which he had received for the insurance. The option of adding contents insurance was discussed and it was agreed that this was not necessary. **PB**

Alison and Peter to take out the insurance policy once the bank is operational. **AO**

Alison circulated a driver form after last meeting. Ann and Alison completed forms. Martin Eales also ticked driving tasks on the matrix and so a drivers form is required. Alison shall keep the forms and scan them to retain them. **ME**
AO

It was agreed that a drivers form shall be required annually to capture any change in vehicle, etc.

Promotional materials

The logo was agreed at the previous meeting.

PB

An article was placed in the Sapcote Newsletter advertising the scheme. No volunteers have expressed an interest yet.

Further articles are to be placed recruiting volunteers and advertising the scheme once the phone number is known.

The possibility of leaflets being delivered to every home with the next (September) issue of Sapcote Newsletter was discussed. Tony Griggs arranges the delivery of the newsletter.

Posters to be displayed in the local churches, co-op, post office, library, doctors and on the notice board outside the co-op once the phone number and bank account are established.

The volunteer induction booklet and job sheets were populated with the logo agreed at the previous meeting. These are available in the Google Drive account opened for the group. **All**

Details of the Google account and instructions of how to access the information is to be emailed out with the minutes. Members of the steering group are requested to review the information to discuss at the next meeting

Future meetings

The next meetings will be held at 7:30pm at the Sapcote Sports Pavilion, on the following dates:

13th July

10th August

7th September