



SAPCOTE
GOOD NEIGHBOUR
SCHEME

MINUTES OF THE MEETING

Held on

WEDNESDAY 23RD NOVEMBER 2016

- 1. Present at the Meeting:** Peter Bradbury (Chair), Estelle Rogers (Treasurer), Anne Falconer, Estelle Rowley, Annette Harbour.
- 2. Apologies for Absence:** Jo Ling, Alison Owen, David Hoult, Martin Eales.

In the absence of Sarah Wells (Secretary), Peter said he would produce a summary of the meeting and will circulate it in due course.

- 3. Minutes of the October Meeting:** It was regrettable that the minutes for the October meeting were unavailable. The reason for this was not known.
- 4. Matters Arising from the October Meeting:** The GNS Networking meeting due to take place on 14th November was cancelled owing to 'unforeseen circumstances'. This, we are told, will take place sometime in the spring.

5. Review of Developments/Progress:-

a) Anne Falconer has been holding the phone as from 8th November. To date, she has received no calls. She will be passing the phone over to Estelle Rowley in a couple of week's time. In total, Peter had received three calls, only two of which he could respond to. A 'call blocker' prevented him from communicating with the third caller. It is anticipated that we could well have a significant increase in requests as a result of the flyers inserted in the next issue of the *Sapcote News*.

b) It was hoped that two new volunteers were to be recruited. In the event, only one has actually made a firm commitment (Jackie Payne). We look forward to welcoming her into our group.

c) Annette has very kindly agreed to act as 'mentor' and induct any new volunteers. She will explain how the scheme works and deal with the essential documentation required (i.e. DBS checks/Driving Forms). Our thanks to Annette.

d) It was agreed to review the forms in the folder when we have undertaken significantly more tasks.

6. Volunteer Matrix update: All of our GNS forms and information are on our website and can be printed off as required. Alison has volunteered to update the Matrix when information is to hand.

7. Completion of Essential Documentation: All are up to date with the most recent being officially processed.

8. AOB: The question of payments/donations was raised. It was agreed that payments for drivers could be retained by the drivers as long as these payments conformed to the proper mileage rate stated in our rules (i.e. free within the parish boundary, or 50p per mile for trips outside). This was to compensate drivers for the fuel used plus the wear-and-tear on vehicles. However, additional 'gifts' or 'donations' offered by our users should be politely declined on the grounds that our volunteers were not allowed to take extra payments/gifts. This does not apply to donations or sponsorships offered by local businesses. Indeed, these are to be encouraged being an important part of our fund-raising activities. Receipts for the latter could then be issued by the Treasurer as appropriate.

There was no other business and the meeting closed at 8.10pm.

Date of the next meeting: 7.30pm Wednesday 11th January 2017 in the pavilion.