



SAPCOTE GOOD NEIGHBOUR SCHEME

MINUTES OF THE MEETING

Held on

3RD MAY 2017

1. **Present at the Meeting:** Peter Bradbury, Alison Owen, Anne Falconer, Estelle Rowley, Annette Harbour, Sarah Wells
2. **Apologies for Absence:** Estelle Rogers
3. Thanks from the group to Peter for hosting the meeting at his home whilst the Pavilion was unavailable.
4. Welcome back to Alison after her maternity leave!
5. **Discussion of uptake of the GN service**
 - a) Annette and volunteer David have established regular visits to a client with an emphasis on befriending and general home support such as gardening. Annette reports that the client appears to be enjoying the benefit of this, also that mutual experiences and interests have been valuable in respect of befriending.
 - b) In response to enquiries about provision to Stoney Stanton residents; the group agreed that requests for support would be taken from the neighbouring village in accordance with availability and resources. However the group will not actively promote the service in the neighbouring village in order to avoid resources being overstretched.
 - c) Estelle Rowley reported contact from the Royal Voluntary Service about support for an individual. The Royal Voluntary Service is a national voluntary organisation that works to support older people.
 - d) Peter reported enquiries from Zoe Caulson, Partnership and Development Officer for the Council, as to uptake of the service. Zoe had communicated being keen to fund and develop voluntary schemes in the district and to hear from existing schemes. Peter was corresponding with Zoe on aspects of the scheme including average number of support requests- one a week with a post Christmas drop off- client and volunteer feedback and the nature of support requested. Zoe had mentioned not being able to find a website for the group. The address will be sent to her, Alison volunteered to check

accessibility of the site though it was agreed in general that the website is working well and of a high standard.

6. New volunteer enquiries

- a) Annette received enquiries from an individual but could not continue the process with him due to lack of DBS clearance and complications with his personal circumstances.

7. Development of GNS promotional and administrative materials

- a) Peter showed the group the results of his work to produce a GNS standing banner. The logo has been slightly altered due to production limitations of enlarging it for the banner. The group agreed the banner was of excellent quality and clear in its promotion of the service. The cost of £96 was also agreed to be reasonable. The image has been stored on file at the printers, Print Print.
- b) Annette has placed a GNS advert on display in Sapcote Post Office.
- c) Annette raised the idea of developing a follow on admin form, for easy recording of repeat visits to regular clients. This was unanimously agreed as a sensible move and Peter volunteered to develop the form, then share it with Alison for adding to the Gmail account.

8. Summer Fair - Saturday 3rd June

- a) An opportunity to take part in a gathering of local organisations, to promote the scheme and to attract new volunteers and clients. Estelle Rowley volunteered to represent the scheme with a stall on the day, hopefully with support from other members.
- b) Alison working on sourcing of take away promotional items such as Sapcote GNS stationary. Alison reported high costing and was working to find cost effective options.

9. Treasury

- a) Estelle Rogers has looked into the issue of any unspent budget needing to be handed back to the council and has resolved the matter so that the group will keep all funds.
- b) Costing of phone, insurance and DBS checks all in order, no issues with account. Funds available for ordering of promotional materials.

9. AOB:

- a) Holiday Diary to be updated by all. Contact the current phone co-ordinator who can log times in the diary.
- b) Phone co-ordinator rota : June – Estelle Rowley, July – Peter, August – Anne, September – Sarah, October – Annette, November – Alison.

10. Date of next meeting: 7:30pm Wednesday 2nd August
(Note continued change of venue to 52 Hinckley Road.)