



SAPCOTE GOOD NEIGHBOUR SCHEME

MINUTES OF THE STEERING GROUP MEETING

Held on

THURSDAY 21st MARCH 2019

7.30pm at 52 Hinckley Road

1. **Present at the Meeting:** Peter Bradbury (Chair), Anne Falconer, Estelle Rowley, Annette Harbour, David Hault, Pat Wright

2. **Apologies for Absence:** Estelle Rogers , Pat Cliffe

3. **Minutes of previous meeting :** It was agreed that the minutes of the last meeting were an accurate record.

4. **Matters arising from the last minutes :** There has been a further leaflet drop since the last meeting to reinforce, to the village residents, of the groups provision of activities.

5. **Review of Developments and Progress :**
 - a) The coordinator role seems to be working very well. The matrix and volunteer contact sheet have been updated and are now more user friendly.
 - b) G Drive/Website remain the same except the contact emails from the website are now forwarded to David who will in turn forward the email to the duty coordinator.
 - c) We are in the process of recruiting a new volunteer ... Mr Barrie Milne. At the time of writing his DBS form has been submitted so , hopefully, Barrie will be ready to go in about a months time. He will be a welcome addition to the pool of drivers.
 - d) We have some new group merchandise to give to our clients which is proving to be popular.

6. The treasurers report : This was reviewed with the account appearing to be quite healthy. Please remember to provide Estelle Rogers with receipts for phone top ups or any purchases made.

7. Duty rota for 2019

April - Estelle Rowley

May - Ann

June - Peter

July - Annette

August - Estelle Rowley

September - Pat Wright

October - Peter

November - Ann

December - Annette

8. Peter attended a meeting in February reviewing various aspects of voluntary group insurances and health and safety.

9. Summer Fayre (1st June 2019)

This is being held at the library. Our table will be manned by Estelle Rowley, Annette and Pat Wright for approximately an hour each.

10. Future Developments : Annette to clarify whether DBS checks need to be updated. David to post group information and requests for new volunteers on the social app/website " NEXTDOOR".

11. AOB

There was a review of client requests within the remit of the groups agreed activities. It was felt that certain requests did not fall within the parameters and could not be prioritised .

Pat Wright has solved the problem of the mobile phone voice messaging service. The coordinator to ring 905 to hear any messages.

Date of Next Meeting

A provisional date for the AGM has been agreed for the 24th October 2019 . Venue to be decided