

**Croft Good Neighbour Scheme Initial Meeting**  
**Wednesday 15th April 2015**  
**Venue - Main Hall, Croft C of E School**

Item	Detail	Action
<p><b>Attendance:</b></p> <p><b>Apologies:</b></p>	<p>Chris Greenhill  Marion Turner  Chris Beszant  Geoff Bodycote  Nick Broughton  Pippa Chapman  Kath Muir  Marjie Smith  Janet Thompson  Brian Whittaker  Diane Wing  Jo Ling (RCC)</p> <p>JeanAnne Thomas, Gillian Nuttall</p>	
<p><b>Matters Arising:</b></p>	<p><u>Future meetings venue</u> - Brian has managed to secure the Pavilion as a meeting venue however there was a discussion regarding changes at the C of E School so the venue may be changed back to the School dependent upon the charge made.</p> <p><u>Bank Account</u> - As Gillian was unable to attend the meeting this item will remain for the next Agenda. However, in the meantime Chris Greenhill will contact Gillian to arrange an appointment for the 3 Officers to open the Bank Account.</p> <p><u>Constitution</u> - Chris Greenhill provided the Steering Committee with a draft Constitution. The document was accepted subject to Chris contacting Gillian to agree the title of the group so as we use the same identity for all documents, website, Bank Account etc. A signed copy of this document will be required for opening the Bank Account</p> <p><u>Website</u> - As Gillian was unable to attend the meeting this item will remain for the next Agenda.</p> <p><u>Logo</u> - As Gillian was unable to attend the meeting this item will remain for the next Agenda.</p> <p><u>Freebies for launch</u> - As Gillian was unable to attend the meeting this item will remain for the next Agenda.</p> <p><u>Mobile phone</u> - Chris confirmed he had sourced various providers for a contract basis at approx £15.00 per month, 500 minutes and 5000 texts. The Committee decided that O2 provided the best coverage in the village so once the Bank Account &amp; Constitution have been finalised Chris was happy to sort out.</p> <p><u>Insurance for the Croft GNS</u> - Chris Greenhill advised he had not yet sorted this task but will source an appropriate policy for the next meeting.</p> <p><u>Disclosure and Barring Service</u> - Jo was to have verified the supporting documents that volunteers used for their online DBS applications. However, as their website was "down" she will</p>	<p>Brian Whittaker</p> <p>Chris Greenhill</p> <p>Chris Greenhill</p> <p>Gillian Nuttall</p> <p>Gillian Nuttall</p> <p>Gillian Nuttall</p> <p>Chris Beszant to follow up in the future</p> <p>Chris Greenhill</p> <p>Jo Ling</p>

<p><b>Matters Arising: continued</b></p>	<p>complete this on her return to the office.</p> <p><u>Disclosure and Barring Service</u> - once volunteers have received their DBS Certificates they are required to supply their Certificate number and issue date to Marion so as reminder system for renewal can be maintained.</p> <p>It was agreed for volunteers who are already in possession of a current DBS Certificate that we would be able to accept those issued within a 2 year period. Otherwise we require renewal of the Certificate at the cost of £10.00 to Croft Good Neighbours Scheme.</p> <p><u>Safeguarding Policy</u> - Sue Renton (RCC) had provided at the previous meeting a sample version of the Vulnerable Persons Policy Statement used by other schemes. It was felt this item needed to be discussed in detail so was agreed the item remain for the next Agenda.</p> <p><u>Volunteer Database</u> - Marion confirmed she had compiled a spreadsheet of volunteers and would be happy to maintain it. Although we have started with 11 volunteers it was felt we would be able to build on this number once the scheme was launched and publicised.</p>	<p>All volunteers</p>
<p><b>RCC support and next steps</b></p>	<p><u>Launch date</u> - Jo Ling feels we should be looking to arrange a launch date and thereby have a date to work to for completion of all outstanding matters.</p> <p>After a discussion it was felt we should look to launch in June at the "Friends of Croft School" event, date yet to be set, and then have a stall at the Croft Fun Day event to be held 25th July.</p> <p><u>ID's for volunteers</u> - it was agreed that laminated ID cards with a picture would be issued to all volunteers once all checks in place. Chris Greenhill volunteered to take or collate a passport sized photo from every volunteer. Once the logo has been agreed we can then produce the ID badges.</p>	<p>All volunteers</p> <p>Chris Greenhill</p>
<p><b>Future meeting dates</b></p>	<p>Wednesday 6th May 2015 at the Pavilion, Winston Avenue to commence at 7.30.</p> <p>As Marion is unable to attend Kath Muir will minute meeting</p>	<p>Kath Muir</p>
<p><b>AOB</b></p>	<p><u>Advertising</u> - Geoff Bodycote suggested it would be a good idea now to look into advertising Croft Good Neighbours Scheme giving updates and recruiting volunteers, as a page on the Croft Village website. We can then add a link to our own website once set up at a later date.</p> <p>There was also discussion about preparing a leaflet/poster to leave at the School in the room where the local planning meeting was taking place tomorrow</p> <p><u>Non attendance of meetings</u> - it was agreed to save unnecessary delays between meetings that if a person has been allocated a task and is then unable to attend the next meeting that when sending their apologies to Marion that they also include an update of progress made in the email. Marion can then report in their absence.</p>	<p>Gillian Nuttall</p> <p>Chris Greenhill</p> <p>All volunteers</p>