

Croft Good Neighbours Meeting
Tuesday 9th June 2015
Venue - Pavilion, Winston Avenue

Item	Detail	Action
<p>Attendance:</p> <p>Apologies:</p>	<p>Chris Greenhill Marion Turner Chris Bezsant Pippa Chapman Kath Muir Marjie Smith Janet Thompson Diane Wing Jo Ling (RCC)</p> <p>Nick Broughton, Gill Nuttall, Jean Thomas & Brian Whittaker</p>	
<p>Matters Arising:</p>	<p>Bank Account - Nothing further had been heard from the Bank regarding the Account. Chris Greenhill will chase up in the morning.</p> <p>Website - As Gill was unable to attend the meeting this item will remain for the next Agenda. As discussed previously Gill is to bring a "mock up" of the website. Once the Bank Account has been set up and funding transferred then Gill will set everything up.</p> <p>Logo - As Gill was unable to attend the meeting this item will remain for the next Agenda. Kath Muir confirmed she had provided Gill with a freehand version of the logo.</p> <p>Freebies for launch - As the Bank Account has not been set up yet it was decided we will probably not have time to obtain any items for the launch at Croft Fun Day on 20th June.</p> <p>Insurance for the Croft Good Neighbours - Chris Greenhill advised he had received two quotes and as the terms and cover were very similar he suggested, and it was agreed, that we would use Tennyson's Brokerage being the lower premium at the cost of £180.00 per annum. Once the Bank Account has been set up and funding transferred then Chris will set everything up.</p> <p>Disclosure and Barring Service - Jo Ling confirmed all current volunteers have completed their DBS checks and Marion Turner confirmed details had been included on the Volunteer Database. Once the last few outstanding details have been obtained then Jo Ling offered to print and laminate an A3 version to be kept with the mobile phone once purchased.</p> <p>Safeguarding Policy - Diane Wing provided an amended version of the policy wording which was discussed and accepted by the group. Diane will now send a final copy to Gill Nuttall for the logo to be inserted once it has been finalised by Gill. Marion Turner requested a copy of the final version to be sent to all current volunteers and for inclusion in the Volunteer Pack which will be given to all future volunteers.</p> <p>Compilation of other local groups - Chris Greenhill has completed the list which will be included on the website and a</p>	<p>Chris Greenhill</p> <p>Gill Nuttall</p> <p>Gill Nuttall</p> <p>Chris Greenhill</p> <p>Marion Turner/ Jo Ling</p> <p>Diane Wing/ Gill Nuttall/ Marion Turner</p> <p>Chris Greenhill</p>

<p>Matters Arising: continued</p>	<p>copy will remain with the mobile phone for reference. If we are unable to help with a Users request perhaps there may be another organisation that can. Chris Greenhill offered to contact all on the list to inform of the groups services when we go live.</p> <p>ID's for volunteers - Chris Greenhill confirmed there were still a few photos outstanding & requested all volunteers to provide him with a photo. As discussed previously once the logo has been sorted Chris Greenhill will then produce the ID badges.</p>	<p>Chris Greenhill/ All volunteers</p>
<p>Items for discussion:</p>	<p>Launch Day - Despite the Bank Account not being ready yet it was felt that we should still use the Croft Fun Day event on 20th June to launch the group and that a "going live" date can be agreed at a future meeting. Chris Greenhill confirmed he had booked a stand. Chris Greenhill, Kath Muir and Diane Wing were happy to "man" the stand for the duration of the event. Jo Ling offered to provide display boards for the table and to laminate any posters etc. Kath Muir offered to bring a gazebo, bunting and produce banners for the boards outlining the services provided by the group. Kath was also willing to produce posters for the event along with two A5 leaflet handouts, one for potential users of the service and the other for recruiting volunteers. Diane Wing offered to provide balloons and wrapped sweets for the stand.</p> <p>Jo Ling advised that Sharnford Good Neighbours Group were launching themselves on Saturday 14th June and suggested we might find it useful to go along and visit their stall.</p> <p>Mileage Rates and Zones - After some discussion the decision was made that for trips within the Parish there would be no charge (Zone 1), up to a 6 mile radius charge of £4.00 (Zone 2) and trips to include the 3 major hospitals would be £8.00 (Zone 3). Marion Turner will try to devise a map showing the zones for both the website and a copy to remain with the mobile phone.</p> <p>Time Services Offered - After some discussion it was agreed that the mobile phone would be "manned" Monday to Friday between the hours of 9am till 5pm but the service would be offered 7 days a week.</p> <p>Bookings Log - It was felt that a log should be kept of the time and date contact made, name & address of the User, details of the task involved and name of the volunteer completing the task. This log could also be useful for noting the number of tasks undertaken by the group, when volunteers are unavailable such as holidays etc., or to note comments if it is felt that a User may be abusing the system, as an audit trail for when vehicles are used and charges incurred or the like.</p> <p>Marjie Smith has already purchased a diary which could be used for this purpose and she is happy to compile the first few pages.</p> <p>It was also felt that every volunteer should be issued with a number of "job sheets" and they would complete one each time a task was undertaken. These would be handed in and retained with the Log book at each monthly meeting. Chris Beszant offered</p>	<p>Chris Greenhill /Kath Muir /Diane Wing</p> <p>Marion Turner</p> <p>Marjie Smith</p> <p>Chris Beszant</p>

	to design a Job Sheet. <u>Sponsorship</u> - Chris Bezsant offered to source sponsorship from local businesses and it was agreed that their names could be acknowledged on the website or promotional material used by the group.	Chris Bezsant
RCC support and next steps	Chase up Bank for the account details so when money is transferred we are then in a position to move forward with Mobile Phone, Website, Insurance, Advertising, going "live" date etc. as they all depend upon the Bank Account.	
Future meeting dates	Wednesday 15th July at the Pavilion, Winston Avenue to commence at 7.30.	
AOB	The following items were raised but it was decided to leave for discussion at the next meeting:- Step by step guide as to how the group works Production of an "Idiots" guide to booking a task Decision on the type of tasks undertaken Production of a Volunteer Pack Advertising/ Leaflet drop etc.	