

**Croft Good Neighbours Meeting
Tuesday 27th October 2015
Venue - Pavilion, Winston Avenue**

Item	Detail	Action required by
<p>Attendance:</p> <p>Apologies:</p>	<p>Chris Greenhill Marion Turner Nick Broughton Pippa Chapman Kath Muir Marjie Smith Jean Thomas Diane Wing Jo Ling (RCC)</p> <p>Janet Thompson, Gill Nuttall, Chris Beszant</p>	
<p>Matters Arising:</p>	<p>Bank Account - As Gill Nuttall was unable to attend the meeting this item will remain for the next Agenda. Gill will try once again to obtain the relevant paperwork to include Marion Turner as the third signatory.</p> <p>Website - Although Gill Nuttall was unable to attend the meeting she advised by email that there was a slight delay with setting up the live website because the company she recommended, Arvix, were having difficulties with their reliability, so she felt it would be better to find an alternative</p> <p>She has sourced another US-based company called Dreamhosts. Cost is about £3.50 per month for first year (paid up front). After that it goes to approx £5.80 per month payable two years at a time but we could shop around for something cheaper nearer the time.</p> <p>The cost includes a free domain which could be 'croftgoodneighbours.com', as they do not offer .co.uk domains.</p> <p>After some discussion it was agreed to proceed with Dreamhosts and to notify Gill to proceed and produce a "draft" website to be circulated to the committee for comments prior to the next meeting.</p> <p>Logo In view of the above change in website hosts this will need to be amended to show website address as .com rather than .co.uk.</p> <p>Gill to send amended logo to Marion Turner to replace in all finalised documents</p> <p>Branding document As Gill Nuttall was unable to attend the meeting this item will remain for the next Agenda. Gill will produce a "branding" document with guidelines for the Committee.</p> <p>Mobile Phone - Chris Beszant was unable to attend the meeting, however, he sent an email stating unfortunately there had been a delay on the mobile phone purchase due to it being for a voluntary organisation. He hoped all should be sorted for the weekend.</p>	<p>Gill Nuttall</p> <p>Gill Nuttall</p> <p>Gill Nuttall/ Marion Turner</p> <p>Gill Nuttall</p> <p>Chris Beszant</p>

<p>Matters Arising: continued</p>	<p>Chris B is to notify Chris Greenhill, Gill Nuttall and Marion Turner of the number once known.</p> <p><u>Safeguarding Policy</u> - Gill had confirmed by email the logo had been added to this document. However in view of the change in website hosts the logo will need to be amended to show website address as .com rather than .co.uk.</p> <p>Gill to send amended logo to Marion Turner to replace in this document.</p> <p><u>ID's for volunteers</u> - Jo Ling had provided the RCC's template for the name badges to Chris Greenhill. However he was experiencing difficulties in sizing and printing. Marion suggested that Chris sent the template to her to have a look at.</p> <p>Jo had also provided quotes for the badges and necklaces as follows:- Durable Security Name Badge – No Clip Pack of 20 - £12.44 Durable Black Textile Necklace - Pack of 10 - £5.94</p> <p><u>Job Sheet Update</u> - As Chris Beszant was unable to attend the meeting this item will remain for the next Agenda. Chris to incorporate the suggested changes and provide revised version for the next meeting.</p> <p><u>Going "Live" date</u> - As none of the following had been finalised: -</p> <ul style="list-style-type: none"> • design of the website, • purchase of a mobile phone • publicity posters designed and printed <p>we are not in a position to announce we are "live" tonight. It is hoped that before the next meeting everything should be sorted and the proposed leaflet drop around the village will have been completed. This will then allow us to say we are "live" from the next meeting.</p> <p>Jo Ling provided printing costs for both A4 and A5 sized publicity material from a firm called Rural Press</p> <p>A5 size 150g gloss paper 100 - £16.00 250 - £25.00 500 - £34.00 1000 - £44.00</p> <p>A4 size 150g gloss paper 100 - £18.50 1000- £65.00</p> <p><u>Mobile Phone Allocation</u> - Marion Turner produced a list of volunteers who previously expressed interest in "manning" the mobile phone for a period of 2 weeks and then arranging the transfer to the next person on the list.</p> <p><u>Volunteer Handbook</u> - Marion Turner had produced a draft Volunteer Handbook and emailed this document prior to the meeting. A few "tweaks" were suggested and some more documents are to be included in the pack. Marion will make changes to the document and then add the logo to complete it.</p>	<p>Gill Nuttall/ Marion Turner</p> <p>Chris Greenhill /Marion Turner</p> <p>Chris Beszant</p> <p>Gill Nuttall Chris Beszant Gill Nuttall</p> <p>Marion Turner</p>
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Agenda Items discussed:	<p><u>Article in the Parish Newsletter</u> - Jo Ling had received a reply from the Croft Parish Clerk, Steve Blackburn, who was happy for us to include another article in the Parish Newsletter. However, until we have the mobile phone number we are unable to announce we are "live". Chris Greenhill will produce an article when we are ready.</p> <p><u>Croft Parish Council meeting</u> - Chris Greenhill advised he had attended the meeting and informed them regarding Croft Good Neighbours and the service we hope to offer once we are "live". This was well received by those attending the meeting.</p> <p><u>Croft Happy Circle & other village groups</u> - Chris Greenhill reiterated that he would be happy to give a talk about CGN to these groups once we are "live".</p>	<p>Chris Greenhill</p> <p>Chris Greenhill</p>
AOB	<p><u>Flow charts</u> - Marion had produced flow charts for the various types of tasks provided by CGN and had emailed these prior to the meeting with the idea they may be used as a prompt when dealing with telephone enquiries. These were thought to be useful and will be kept with the mobile phone.</p> <p><u>Expense Form</u> - Marion Turner had produced an Expense Form for use by any member purchasing items on behalf of CGN. This was accepted and requires the logo inserting then a copy to be distributed to all volunteers.</p> <p><u>Leaflet distribution</u> - After some discussion it was decided that volunteers at the meeting would complete the leaflet drop to every house. Once leaflets are ready we will allocate some streets to each person. Also Marjie Smith kindly offered the services of her husband to help with the distribution.</p>	<p>Marion Turner</p>
RCC support and next steps	<p>Reiterated the need for CGN to move on with the design of the website, purchase the mobile phone and produce both A4 and A5 publicity material in order to advertise CGN now "live" to the village.</p>	
Future meeting dates	<p>Tuesday 17th November at the Pavilion, Winston Avenue to commence at 6pm.</p>	
Meeting closed	<p>7.05pm</p>	