

**Croft Good Neighbours Meeting
Wednesday 20th January 2016
Venue - Pavilion, Winston Avenue**

Item	Detail	Action required by
<p>Attendance:</p> <p>Apologies:</p>	<p>Chris Greenhill Marion Turner Geoff Bodycote Nick Broughton Pippa Chapman Kath Muir Jean Thomas Janet Thompson Diane Wing</p> <p>Marjie Smith, Jo Ling (RCC) & Gill Nuttall</p>	
<p>Matters Arising:</p>	<p>Bank Account - Gill Nuttall was unable to attend the meeting so this item will remain for the next Agenda. Still trying to sort the addition of the 3rd signatory. Gill to report back at the next meeting.</p> <p>Website - Marion advised she had given Gill all the necessary documents she had produced for the website and that Gill had uploaded these.</p> <p>Chris Greenhill was reminded to email Gill photos of the "stand" we had at Croft Fun Day event with some copy for Gill for inclusion on the website.</p> <p>Branding document - In Gill's absence there was a discussion as to whether this document was currently required and the decision was it was not. However, it was agreed that a standard template for a letterhead would be required for the future when we start to apply for funding etc. Marion Turner will produce a draft for the next meeting.</p> <p>Feedback following Launch - Everyone around the table gave feedback of their experience either from the point of view of the Telephone Co-ordinator or a Volunteer. Everyone was happy with the systems in place and felt confident in their roles. So far we have received 8 enquiries of which 3 became a "Job" with the potential of others in the future once dates have been sorted by the User.</p> <p>DBS Checks new/renewal - Marion Turner reported that she had appointed Blaby District Council as our umbrella body to assist with any new DBS checks or renewals of existing ones. There is no longer a charge for these checks for volunteers who do not receive payment in their role. However BDC make a charge of a £5.00 admin fee for handling and checking each one.</p>	<p>Gill Nuttall</p> <p>Gill Nuttall</p> <p>Chris Greenhill</p> <p>Marion Turner</p>
<p>Agenda Items discussed:</p>	<p>Thank you - to Marjie's husband Dennis for his help with the leaflet drop in the village.</p> <p>Whats next - After a discussion it was felt to continue as we are doing, the systems in place are working and we have received</p>	

<p>Agenda Items discussed cont'd:</p>	<p>various enquiries. A further review will take place at the next meeting.</p> <p>Advertising - Chris Greenhill will take some more leaflets and posters to all the shops on Pochin Street to maintain the level of awareness of Croft Good Neighbours.</p> <p>Fund-raising was discussed for the future. As previously discussed it was felt we should write to local businesses. Chris Greenhill will produce some text for this type of letter. Also Marion Turner suggested rather than just asking for a donation that we could include the cost of "sponsorship" for a specific cost such as room hire, mobile phone contract costs etc. It was agreed that everyone will give some consideration to this item.</p> <p><u>Ideas for the website</u> - Thought was given to other items that could be included to keep the website looking "fresh". These included the possibility of a group photo of the volunteers. Also endorsements from Users of the scheme, or photos of "tasks" being carried out (subject to permission being obtained from those concerned).</p>	<p>Chris Greenhill</p> <p>Chris Greenhill</p> <p>All volunteers</p> <p>All volunteers</p>
<p>AOB:</p>	<p><u>Chris Beszant</u> - advised by email that due to a change in work commitments he is no longer able to participate as a volunteer with the group. Gill to delete his details from the website.</p> <p><u>Mobile Phone Allocation</u> - the phone is currently held by Kath Muir until the 26th January afterwards she will then make arrangements for handover day</p> <p>26th January - 9th February 9th February - 23rd February</p> <p>Rather than allocating dates each meeting it was decided in a effort to make things simpler that the Telephone Co-ordinator will refer to the list in the Telephone Co-ordinators folder and contact the next person on the list. Ensuring they have checked in the diary for availability first until they find someone to take over from them</p> <p><u>Driver Registration forms</u> - Marion Turner again requested the two outstanding forms to be sent to her from Chris Greenhill and Gill Nuttall if they wished to pursue this type of task as a volunteer.</p> <p><u>Job Sheet number allocation</u> - Chris Greenhill suggested rather than use sequential number allocation that we adopt the system of using the year first and then job number so 16/01 would be the next number allocated. Everyone agreed to this.</p> <p><u>Community Network Forum</u> - are holding an event Tuesday 26th January - "Be prepared for funding opportunities" focusing on grants and alternative funding methods and including specialist topics - Gift Aid, How to submit successful funding application, Corporate Giving and County & District funds. Gill and Chris have booked a place and will report back at the next meeting.</p>	<p>Gill Nuttall</p> <p>Jean Thomas Nick Broughton</p> <p>Chris Greenhill/ Gill Nuttall</p> <p>Chris Greenhill/ Gill Nuttall</p>

RCC support and next steps		
Future meeting dates	Wednesday 16th March at the Pavilion, Winston Avenue to commence at 6.30pm .	
Meeting closed	7.28pm	