

# SAPCOTE GOOD NEIGHBOUR SCHEME

## Minutes of meeting 13<sup>th</sup> April 2016

**Present:** Peter Bradbury  
Alison Owen  
Annette Harbour  
David Hoult  
Martin Eales  
Estelle Rodgers  
Estelle Rowley  
Ann Falconer  
Jo Ling

**Apologies:** Mansi Bhatt,  
Tony Jenkins  
Mary Wagg  
Neeley Jackson

### Welcome

### Action

Ann was welcomed to the group, due to work commitments she hasn't been able to attend previous meetings.

Jo Ling gave a brief report on progress to date.

### Existing / groups locally

Mary wasn't able to attend the meeting, so it is unknown whether she has contacted the Sapcote Luncheon Club yet.

**ME**

Jo has spoken to Community Action Partnership, who by coincidence had put an article in the most recent edition of Sapcote News, they are trying to recruit volunteer drivers. CAT currently offer lifts to the hospitals and she explained that we will 'sign post' lift enquiries to them and only when CAT are unable to offer assistance the GNS will pick up the task if they can.

Jo reiterated that the Good Neighbour Scheme is there to compliment offer groups and services already on offer to residents.

It was agreed that publicity is key to getting the scheme off the ground and regular articles and a request for more volunteers need to be forwarded to local newsletters such as the Local Rock, Sharnford News, Sapcote News and the village website. Jo to contact the editor of Sharnford news to find out when the articles submission deadline is.

**JL**

### Policies and procedures

Bank account, Alison has researched this and proposed that a community account with Lloyds would be suitable because the Post Office in the village can be used to pay monies in to. BACS transfers can be made, but two signatories are required for all transactions. Alison will open the account on line and then Jo can transfer monies into it for insurance, phone contract, promotional materials etc.

**AO/ERo**

Volunteer matrix, Jo forwarded the basic matrix to Mansi electronically. The Sapcote matrix with all contact details on it is required for the next meeting in order for all the volunteers to add the tasks they are prepared to offer and their availability. Once we have this information, we will have a better understanding of the scope of the scheme and it will enable us to promote the scheme in a more definitive manner. **MB**

### **Scheme insurance**

Public liability/ personal accident cover, the scheme needs to be covered for both. Peter offered to look into competitive quotes to cover the scheme. Jo tabled two quotes received by the Thurstaston and Cropston GNS for this cover, Unity Insurance Services in the sum of £157.68, and Markel £168.08. Jo will find out who the Sharnford and Croft schemes are insured with and forward that information to Peter too. **PB**

Use of own motor vehicles, Jo tabled a standard document that volunteers using their own vehicles will need to complete prior to giving anyone a lift within the scope of the GNS. It is up to the individuals to inform their insurers that they intend to use their car for the scheme. There should not be any additional fee for doing so because there is no financial gain for the volunteers. Expenses will be charged to individuals requiring a lift, it is up to the individual volunteer whether they keep this money or donate it to the scheme.

The charging structure for lifts was briefly discussed and the area to be covered. It is thought that the longest distance covered would be 10 to the general hospital, anything beyond this distance would need to be agreed with the steering group. Jo tabled Crofts zone charges for discussion. Most other schemes offer free lifts within their parish, £6.00 for a round trip of six miles and 50p per mile for anything above this. Further discussion required.

### **Lanyards/ personal ID**

It is important that all volunteers carry an ID card to reassure the individual who has requested a task, if they don't already know each other. The badge can be simple, just displaying a photo of the volunteer, their name and the scheme logo.

### **Promotional materials**

Agreeing a logo will help to raise the profile of the scheme locally. Jo tabled a few examples of other scheme logos and where they could be used to brand various standard documents. Peter offered to put some ideas together for the next meeting. **PB**

Once the bank account is opened the group can look into promotional materials including flyers and leaflets. Some groups have purchased fridge magnets displaying their logo and scheme telephone number that can be adhered to a white appliance in the kitchen and are handy.

Induction packs for volunteers were discussed. All volunteers will need a paper copy, which incorporates the principals of how the scheme works and what to do/ who to contact if a potential safeguarding situation arises. Jo will forward templates for various documents to the group which will be discussed at the next meeting. **JL**

There was a brief discussion about events locally where the Good Neighbour Scheme could be promoted, these don't necessarily need to be in Sapcote, apparently a lot of village residents attend the summer event in Stoney Stanton for example.

### **Future meetings**

The next meeting will be held on Wednesday 11<sup>th</sup> May at 7:30pm at the Sapcote Sports Pavilion, David and Annette gave their apologies for that meeting. The group will meet at the same time and venue of 15<sup>th</sup> June 2016.