

Sapcote Good Neighbour Scheme

Minutes of meeting 9th March 2016

Present: Peter Bradbury
Alison Owen
Neeley Jackson
Annette Harbour
David Houlton
Martin Eales
Mansi Bhatt
Estelle Rogers
Estelle Rowley
Mary Wagg
Jo Ling

Apologies: Ann Falconer
Tony Jenkins

Welcome

Action

1. Jo Ling confirmed that post meeting last month Alison Owen had agreed to chair the group and Estelle Rogers had accepted the role of the Treasurer.
2. Jo Ling raised the question of a local newsletter update – It was suggested this was best placed to be handled by the Group Secretary. Other forums to gain publicity could be through publication in the Local Rock, Sharnford News; Sapcote Newsletter and village website (run by Andy Anderson).
3. Scheme Website: The Group also discussed a scheme website which could be used to share minutes, forms for travel expenses etc. Attendees agreed this was a good idea. In the meeting it was also agreed to open a Facebook page. Alison Owen took the action to create the page.
4. Existing Groups: Attendees discussed existing groups to understand other groups providing a similar service – it was shared that Commbus is not active in the Sapcote area; Jo Ling volunteered to reach out to Community Action Partnership, whilst Mary Eales will speak to Sapcote Luncheon Club. Likely challenges the local community faces were also discussed – two were highlighted – Bus Service/Public Transportation and Doctor's surgery being in Stoney Stanton.
5. Policy and Procedures – It was agreed 4 attendees would be needed to have a quorum.

AO

JL/ ME

6. Bank Account – Current available funds are for the moment being held by the Parish Account – therefore the group will need its own bank account. It was agreed that Alison Owen, Estelle Rogers and Tony Jenkins will need to be signatories. (As Tony Jenkins was absent, his permission will be sought outside of the meeting.) It was suggested that an account that pays out through a post office would be useful – Alison Owen took the action to look into such accounts.

**AO/ ER/
TJ**

7. Volunteer Matrix – Jo Ling shared the volunteer matrix which is a good tool to organise the pool of volunteers and their available 'shifts'. Mansi Bhatt volunteered to support the creation of the Matrix.

MB

8. Disclosure and Barring checks – Jo Ling reviewed attendees Disclosure and Barring check forms.

9. Two additional questions were raised by attendees:

- Funding requirement following use of current Council funds – Would there be an expectation for the Group to generate funds? Jo Ling confirmed that this is correct, however other groups have managed to get local support and she can help with this process.
- Take up at other groups – Jo Ling shared that take up in other local communities has generally started off slowly, but gave an example of Desford which has been running for 2 years now and gets 200 calls per year. Croft which started since Oct 2015 had to date received 15 calls.

10. Futures meeting dates were agreed as 13th April 2016, 11th May 2016 and 15th June 2015 at a slightly later time of **7.30pm**