

Good Neighbour Scheme: Minutes of meeting 7th September 2016

Attendees: Jo Ling, Alison Owen, Mansi Bhatt, Martin Eales, Estelle Rogers, Estelle Rowley, Ann Falconer, Peter Bradbury, Sarah Wells

- Steering Committee changes: Mary Wagg, Neeley Jackson, David Hoult and Mansi Bhatt have opted to not be part of the Steering Committee going forward. Sarah Wells (new member) has agreed to take the position of Secretary (previously held by Mansi Bhatt.). It was also agreed that as Alison Owen goes on maternity leave soon, Peter Bradbury will take on position of the Chair.
- New volunteers: The group welcomed two new volunteers: Sarah and Jackie
- Standard documents/Policies: Alison has confirmed all policies are now available on Google Drive which all Steering Committee members have access too. The Volunteer Matrix will also be available on Google drive.
- Bank Account: the Group Bank Account with Lloyds is up and running. It was agreed that the Group's financial year would be 1st August - 31st July.
- Scheme Insurance: As the original quote has relapsed, Peter Bradbury will request and follow up with a requote.
- Promotional material: The Group's website is in progress. Various options and quotes for other promotional material were also discussed including Lanyards, Pull Out's etc. There will be posters needed to be put up and some of suggested options were at the Pavilion, Church Street, Library and the Methodist Church.
- Annette Harbour attended a training session on safeguarding and will be sharing feedback on the course at the next meeting.
- RCC Networking event: 4th November 2016 - Jo shared that the RCC will be holding a networking event on the 4th November 2016 in Croft. Further details to follow.
- Launch Event on the 8th October - All members are encouraged to come and help at the launch event (9.30am -12.30pm). Invites will need to be sent out and the Group has used the Ageing Well Guide to lookup local activities and Groups to invite. It was agreed that between Martin Eales, Sarah Wells and Peter Bradbury, the various groups' contact details would be requested and Invites would be sent to them. A reminder of the various groups and Invitees (previously circulated) is shown below:

Activity or Service	Volunteer to get contact details & send invite
1 Drop-in, All Saints Church Hall	Martin
2 Sapcote Travelling Lunch Club	Sarah
3 Sapcote Lunch Club	Sarah
4 Coffee Morning, Sapcote Club	Sarah
5 Afternoon Teas, Methodist Church Hall	Martin

6 Sapcote Surgery	Sarah
7 Dance-a- lot	Sarah
8 Tai Chi for Mobility	Sarah
9 Over 50s Keep Fit and Tone	Peter
10 Ballroom Dancing	Martin
11 Sapcote Croquet Club	Peter
12 Over 50s Zumba	Peter
13 Yoga, Sapcote Pavilion	Peter
14 Sapcote Cricket Club	Peter
15 Sapcote Art Club	Martin
16 Sapcote WI	Martin
17 Burbage Bird Club	Peter
18 Craft Club	Martin
19 Sapcote Heritage Club	Peter
20 Bingo	Peter

- Rota Coordination: Rota Coordinators were also agreed following the launch event:
 - 8th October - 7th November 2016: Peter Bradbury
 - 7th November - 30th November 2016: Ann Falconer
 - 1st December 2016 - 3rd January 2017: Estelle Rowley
- Next meeting dates: The next meeting dates are:
 - 8th October (launch event- all welcome to come and help)
 - 12th October 7.30pm