

**Croft Good Neighbour Scheme Initial Meeting**  
**Wednesday 21<sup>st</sup> January 2015**  
**The Community Room, Croft C of E Primary School**

Item	Detail	Action
<p><b>Attendance:</b></p> <p><b>Apologies:</b></p>	<p>Chris Beszant            Geoff Bodycote            D Bradshaw            J Bradshaw            Nick Broughton            Pippa Chapman            Rita Denton            Chris Greenhill            Kath Muir            Gill Nuttall            Marjie Smith            Jeananne Thomas            Janet Thompson            Marian Turner            Brian Whittaker            Diane Wing            Jo Ling (RCC)</p> <p>Malcolm Denton            Lorna Phillips- Gray            Dennis Smith</p>	
<p><b>Results of the residential survey</b></p>	<p>A copy of the results report was distributed. At this stage 17.6% of responses require help now and a further 52.9% might need the help of a Good Neighbour Scheme in the future.</p> <p>It was felt that the survey had been a positive experience with a good number of residents in support of a Good Neighbour Scheme being established to serve the parish.</p> <p><b>39</b> people have expressed an interest in using the scheme to date, and <b>30</b> people had indicated a willingness to help with the scheme.</p>	
<p><b>RCC support and next steps</b></p>	<p>Jo explained that support thus far had been financially supported through a Service Level Agreement (SLA) which the RCC has in place with Blaby Borough Council. This had supported elements including initial exploratory meetings, assessing the need for a scheme via the questionnaire survey, identifying volunteers and tonight's meeting. The aim is to have the scheme up and running before the end of the financial year.</p> <p>The RCC will support the scheme for the first six months.</p>	
<p><b>Forming the Steering Group</b></p>	<p>The following people put themselves forward for the Officer positions on the steering group and all present were in agreement with these appointments and happy to serve on the steering group</p> <p>Chair        Chris Greenhill            Treasurer   Gill Nuttall            Secretary   Marion Turner</p> <p>There will be a need for other key roles to be taken on by steering</p>	

	<p>group members to help spread the work required as the scheme develops e.g. Liaison with volunteer pool, Publicity PR, etc.</p> <p>The possibility of promoting the scheme through the website 'streetlife' was discussed. Gill Nuttall has offered to provide some options for a logo and initiate a specific Croft GNS website.</p> <p>Brian Whittaker to speak to Clive Mawby the Chair of Croft Parish Council about using the Sports Pavilion for future meetings.</p> <p>It was also noted that further work would need to be undertaken with the identified pool of volunteers to ascertain their availability, which will then need to be included on a database, an example of which the RCC will provide for the next meeting.</p>	<p>Gill Nuttall</p> <p>Brian Whittaker</p>
<b>Policies and procedures</b>	<p>Jo explained the need to have a constitution, bank account, insurance, DBS Checks (old CRB), safeguarding policy, volunteer Identification etc and that the RCC toolkit, used to help develop other Good Neighbour Schemes. Jo will provide the templates to help agree and adopt the required policies and procedures as the group develops.</p> <p>It was agreed to adopt a constitution, a draft of which was circulated for comment, which will be agreed at the next meeting.</p> <p>Gill to investigate bank accounts. The three signatories will be the Chair, the Treasurer and the Secretary.</p> <p>It was agreed to explore mobile phone contracts and 'pay as you go' options. It was concluded that 'O2' had the best coverage for the village.</p> <p>An insurance policy to cover public liability insurance, personal accident, employer's liability etc needs to be looked into. Jo Ling to forward a spreadsheet of insurance policy options considered by the Desford Good Neighbours scheme, the average cost is in the region of £250.00- 300.00 per annum.</p>	<p>Gill Nuttall</p> <p>Chris Beszant</p> <p>Jo Ling</p>
<b>Future meeting dates</b>	<p>Wednesday 4<sup>th</sup> March 2015 7.30pm at the Sports Pavilion, Winston Avenue.</p> <p>Jo also informed the group that the other 'pilot' Good Neighbour Scheme, Sharnford, would be meeting on 11<sup>th</sup> February at 7pm at the Youth &amp; Community Centre in Sharnford where there would be an overview of DBS checks and safeguarding and that the Chair and Treasurer of the Desford GNS would be giving a presentation about their schemes and answering questions, all were welcome to attend.</p>	
<b>AOB</b>	<p>Jo asked if the group felt they would benefit from a member of an established GNS attending a future meeting. Everyone agreed that this was a good idea. Jo will also arrange for a colleague to give an overview of the necessity for DBS checks and Safeguarding.</p>	