

**Croft Good Neighbour Scheme Initial Meeting**  
**Wednesday 4th March 2015**  
**Venue - 17 Windermere Avenue**

Item	Detail	Action
<p><b>Attendance:</b></p> <p><b>Apologies:</b></p>	<p>Chris Greenhill  Gill Nuttall  Marion Turner  Nick Broughton  Pippa Chapman  Kath Muir  Marjie Smith  Jeananne Thomas  Diane Wing  Jo Ling (RCC)  Sue Renton</p> <p>Chris Beszant, Geoff Bodycote &amp; Brian Whittaker</p>	
<p><b>Matters Arising:</b></p>	<p><u>Future meetings venue</u> - as Brian was unable to attend the meeting this item will be carried over to the next meeting</p> <p><u>Bank Account</u> - Gill had investigated various Banks for this type of account and felt Barclays in Enderby would be suitable for the Croft GNS needs. It was decided the 3 signatories for the account would be the current 3 Officers of the group, namely Chris Greenhill, Gill Nuttall and Marion Turner.</p> <p>Jo Ling offered to provide a letter for the Bank to assist with opening the account.</p> <p>The Steering Committee will be required to adopt a Constitution and supply a copy to the Bank. Chris Greenhill agreed to review a draft Constitution wording previously provided by Jo Ling to consider for adoption at the next meeting.</p> <p>Gill has an account application which she will complete and collate the relevant paperwork and information required to open an account. She will also arrange an appointment for the 3 signatories with the Bank to provide the necessary paperwork required for a signatory.</p> <p><u>Website</u> - Gill had sourced various options to host the proposed Website but felt that one based in USA at approx £50 for 2 years hosting with email accounts and domain name was most suitable and good value for money. Gill will investigate further regarding domain name and set up.</p> <p>It was voiced as to whether a website was needed at this time but after a discussion the opinion was that a website would be useful not only to help advertise Croft GNS but to contain all the standard forms, email contact for the Officers, minutes, dates of next meetings etc.</p> <p><u>Logo</u> - Gill had produced for the Steering Committee a couple of options, one for Website and another for any advertising, literature etc. As previously requested she had included in the logo Croft Hill and Trig point. The Committee were very happy with them and it was felt that if the silhouettes of the people could be "tweaked" a little and the phone number included - once sourced then these</p>	<p>Brian Whittaker</p> <p>Jo Ling</p> <p>Chris Greenhill</p> <p>Gill Nuttall</p> <p>Gill Nuttall</p> <p>Gill Nuttall</p>

<p><b>Matters Arising: continued</b></p>	<p>would be accepted. Gill will "fine tune" for next meeting.</p> <p><u>Mobile phone</u> - as Chris was unable to attend the meeting this item will be carried over to the next meeting.</p> <p><u>Insurance for the Croft GNS</u> - since the last meeting Jo Ling had provided details of Insurance Companies who would offer this type of Insurance and Chris Greenhill volunteered to source an appropriate Insurer.</p>	<p>Chris Beszant</p> <p>Chris Greenhill</p>
<p><b>RCC support and next steps</b></p>	<p>Sue Renton explained the need to have</p> <p><u>Disclosure and Barring Service</u>, (DBS) checks previously CRB checks, - all volunteers must undergo DBS security and vetting and provide the Steering Committee with a copy of the result before being able to undertake any volunteer work. (DBS certificates will be received by the individual not the organisation via which they are applying)</p> <p>RCC (Jo &amp; Sue) will help with form completion and checking of supporting documents on the 15th April and will then submit applications on behalf of Croft GNS.</p> <p><u>Safeguarding Policy</u> - Croft GNS will need to adopt such a policy to respond to any concerns it's volunteers may have regarding physical, sexual, emotional or psychological safety of vulnerable persons or concerns relating to discriminatory or financial violation or exploitation of a vulnerable person. All volunteers need to be aware of this policy.</p> <p>Croft GNS need to have a nominated Safeguarding Lead for volunteers to be able to discuss any concerns and then the Safeguarding Lead will pursue the matter further if needed. Sue confirmed training would be provided. Diane Wing volunteered for this role.</p> <p>Sue provided a sample version of the Vulnerable Persons Policy Statement for consideration.</p> <p><u>Volunteer Database</u> - Jo had provided a draft database for our use. Further work is now needed to be undertaken with the current identified pool of volunteers to ascertain their availability, which will then need to be converted to a database. Marion Turner volunteered to email all volunteers to request the required information and maintain the database.</p>	<p>All volunteers</p> <p>Sue Renton/ Diane Wing</p> <p>Marion Turner</p>
<p><b>Future meeting dates</b></p>	<p>Wednesday 15th April 2015 at the Community Room Croft C of E School.</p> <p>Steering Committee meeting to commence at 7pm and DBS checks at 7.30</p>	
<p><b>AOB</b></p>	<p>A huge <b>thank you</b> to Kath Muir who offered her home as the venue for this meeting, as we were unable to gain access to the Sports Pavilion.</p> <p>Jo was unable to arrange a member of an established GNS to attend this meeting for a "questions and answers" session however, she will continue to try and arrange for a future meeting.</p>	<p>Jo Ling</p>

