

Croft Good Neighbour Scheme Initial Meeting
Tuesday 19th May 2015
Venue - Pavilion, Winston Avenue

Item	Detail	Action
<p>Attendance:</p> <p>Apologies:</p>	<p>Chris Greenhill Gillian Nuttall Marion Turner Nick Broughton Pippa Chapman Kath Muir Marjie Smith Diane Wing Jo Ling (RCC)</p> <p>Brian Whittaker</p>	
<p>Matters Arising:</p>	<p><u>Future meetings venue</u> - The decision was made to keep the venue for future meetings as the Pavilion, Winston Avenue.</p> <p><u>Bank Account</u> - The application and the 3 signatories details have been provided to Barclays Bank, Enderby and the paperwork sent off by them. Once we have been informed of the Bank Account details Chris Greenhill will contact Jo Ling for the funding to be transferred. He will also contact Gillian Nuttall & Chris Beszant to purchase website and mobile phone respectively. Gillian Nuttall offered to phone Barclays to chase up.</p> <p><u>Constitution</u> - This document was accepted previously pending confirmation from the Treasurer as to the name being used on the Bank Account application. The title of the group is to be Croft Good Neighbours. The 3 Officers signed the Constitution.</p> <p><u>Website</u> - Gillian Nuttall advised she had sourced an alternative website provider which better suited our requirements. It was agreed that once the Bank Account had been set up and funding transferred then Gillian would set everything up and was happy to manage the website. She will provide a "dummy" of the website design for the next meeting. URL will be croftgoodneighbours .co.uk</p> <p>Jo Ling will contact Steve Blackburn (Parish Clerk) to enquire whether we could have a page on the Parish Website giving brief information and link to our own website (once set up). She will provide him Gillian's details for set up.</p> <p>Chris Greenhill will contact Leicestershire Villages Website co-ordinator and Gillian Nuttall will contact Streetlife co-ordinator to enquire as per above point</p> <p><u>Logo</u> - Gillian was encountering problems trying the change the figures used on the logo. Kath Muir offered to draw these freehand in a usable format for Gillian to use.</p> <p><u>Freebies for launch</u> - Suitable items were discussed as per previous meetings but it was agreed we are unable to move forward with this until the Bank Account has been set up and the Logo sorted. Item for next Agenda</p>	<p>Chris Greenhill</p> <p>Gillian Nuttall</p> <p>Gillian Nuttall</p> <p>Jo Ling/ Gillian Nuttall</p> <p>Chris Greenhill/ Gillian Nuttall</p> <p>Gillian Nuttall/ Kath Muir</p>

<p>Matters Arising: continued</p>	<p><u>Insurance for the Croft Good Neighbours</u> - Chris Greenhill advised he was still looking into this task and has 2 quotes so far and is currently reviewing the differences in the policies. He will report back at the next meeting</p> <p><u>Disclosure and Barring Service</u> - There are 3 DBS applications o/s. Once volunteers have received their DBS Certificates they are required to supply their Certificate number and issue date to Marion so as a reminder system for renewal can be maintained.</p> <p><u>Safeguarding Policy</u> - The wording previously provided by Sue Renton (RCC) as a sample was discussed. It was felt this could be accepted by the group providing the wording of the first do's guideline was amended to say "remain neutral" rather than "act as if you believe". Diane Wing in her capacity as our nominated person was happy to produce an amended document. She requested a "word" version from Jo Ling to be emailed to her and then she in turn will email the amended version to Gillian Nuttall for the logo to be included once sorted.</p> <p><u>Compilation of other local groups</u> - Chris Greenhill still compiling the list which will be included on the website and a copy will remain with the mobile phone.</p> <p><u>ID's for volunteers</u> - Chris Greenhill requested all volunteers to provide him with a photo. Once the logo has been sorted Chris Greenhill will produce the ID badges including Logo, photo and name and order the lanyards to keep them in. Jo Ling advised she would be able to obtain lanyards on our behalf and could provide a template for Chris to use. Chris and Jo to liaise with each other</p>	<p>Chris Greenhill</p> <p>Jo Ling/ Diane Wing/ Gillian Nuttall</p> <p>All volunteers</p> <p>Chris Greenhill Jo Ling</p>
<p>RCC support and next steps</p>	<p><u>Launch date</u> - It was felt the launch day should now be 20th June at the Croft Fun Day event. Chris Greenhill will contact the organisers to obtain a "table" for the event. Gillian Nuttall to provide A5 handouts for the event and A4 posters to advertise our launch.</p>	<p>Chris Greenhill</p> <p>Gillian Nuttall</p>
<p>Future meeting dates</p>	<p>Tuesday 9th June at the Pavilion, Winston Avenue to commence at 7.30.</p>	
<p>AOB</p>	<p>None</p>	