

The Ivers Good Neighbour Scheme



Minutes of the 5th Meeting of the Organising Committee held
Monday 27th March 2017 at 21 Bathurst Walk, Richings Park

Present: Mike Kennedy, Chair; Chris Jordan, Hilary Quincey and Graham Young.

Apologies for Absence: Paul Griffin

In attendance Jake Edmunds, Health & Safety Consultant

Prior to the formal opening of the meeting, Graham gave a demonstration of the SMS Messaging system purchased from telecommworld that will be used by the co-ordinators to text message all drivers when a job is available. Drivers will confirm their availability by text message enabling the co-ordinator to log the job and inform the client.

ACTION: Graham to write up procedural notes and initially make himself available for on-line support.

48. Minutes

The Minutes of the fourth meeting held on 10 March 2017 were received, approved and signed by the Chair as a true record.

49. Matters Arising

(i) Health and Safety Policy

Arising from the minutes of the last meeting Paul had arranged for Jake Edmunds to offer guidance on our existing policies, specifically relating to health and safety. The recent training session for drivers had covered manual handling and dealt with assessing risks. Matters such as safe vehicles; safe drivers and safe systems of work had all been covered off. Provided we have considered all foreseeable risks and assessed as to whether they are low, medium or high and taken appropriate measures to eliminate or reduce these risks then the HSE will be satisfied.

Jake offered to provide guidance on any H&S issue and wished the team every success for the future operation of the GNS.

Jake Edmunds left the meeting at 10.45am.

(ii) Bank Account

It was pleasing to report that at last our application to open an account with Metro Bank had been accepted and the account was now open. Graham had received a cheque book and the cheque from The Save the Bull group had been paid in.

In the absence of approval of our bank account, the two grants from SBDC and BCC (LAF) would be paid to IPC and then paid over to GNS.

(iii) Independent Examiner

The two potential independent examiners had been suggested; Carol Yates and Jilly Jordan. It was agreed that Jilly Jordan be appointed as our Independent Examiner.

(iv) Charity Registration

Now that we have a bank account the application for charitable status can be pursued. **ACTION: GY to progress the application with the Charity Commission**

(v) Wheelchairs

It was decided not to rush into the purchase of two wheelchairs before the planned launch date but to undertake further research. **ACTION: MK to follow up**

The issue of storage was discussed including the possibility of storing these at the surgery. Given there are four possible locations this could prove problematic. The matter was deferred for further consideration.

50. Establishing our Client Base

A supply of registration forms and stamped addressed envelopes along with a letter outlining the GNS were delivered to the two GP practices in Iver and Iver Heath with a supply of registration forms. Completed forms would be collated and recorded by Hilary who would allocate a Client ID code. A "welcome" letter would need to be sent to every registered client outlining the process for booking transport and explaining how to use the donations envelopes. **ACTION: HQ to draft a welcome letter.**

51. Recruitment of Volunteers

A successful training day took place on 23 March when 8 volunteer drivers were present. An induction pack was issued to everyone and spares were retained by Hilary. It would be helpful to have an electronic version to upload onto our website <http://theivers.org.uk/> **ACTION: MK**

Graham offered to design a worksheet and Drivers Job form while Chris agreed to draft a letter to the referees of all our volunteer drivers **ACTION: GY and CJ**

While the recruitment of drivers is encouraging the number of co-ordinators needs to increase. A training session for all co-ordinators would also have to be arranged. A further Facebook post on the Iver and Iver Heath Community pages is required to further publicise this important role. **ACTION: MK**

52. Publicity

Articles in the Iver Parish Church magazine and In and Around Iver were considered essential. Further publicity in the South Bucks DC Directory for Older People is expected soon and the GNS would be included on the Iver PC website and in their next published Parish Guide.

53. Operating procedure for arranging transport to GP surgeries

Chris had refreshed the procedural notes for arranging transport to GP surgeries including procedure for volunteer drivers and financial reconciliation and these were endorsed by the meeting subject to further modifications in conjunction with Graham's work. **ACTION: GY and CJ**

Graham suggested a separate email address for jobs gns.jobs; to distinguish these from general enquiries to gns.org. **ACTION: GY**

It was agreed that all policies relating to the GNS should be made freely available on our website <http://theivers.org.uk/> **ACTION: MK**

54. Telecommunications

Telecomsworld required a contract and direct debit mandate which was signed by Graham. Although our Bank Mandate requires two signatures for direct debits he hoped this wouldn't invalidate our contract. The SMS messenger bulk purchase of 1000 texts cost £40. This was paid by Graham and would be reimbursed by the GNS.

55. Insurance

Insurance cover with Zurich had been arranged covering Public Liability and Personal Accident at a cost of £109.73 including a 5% discount. Legal Expenses; Directors and Officers Liability and Employers Liability were not considered to be necessary. Mike would forward the revised quotation to Graham for payment.

ACTION: MK and GY

56. Date of Next Meeting

Date of next meeting Wednesday 12th April at 3pm at 21 Bathurst Walk, SL0 9AS – courtesy of Hilary Quincey

Distribution: Paul Griffin; Chris Jordan; Mike Kennedy; Hilary Quincey; Graham Young;

cc to J Austin-Lavery (Bucks CC); D Game (Community Impact Bucks) Emma Woodbridge (Iver Heath Medical Centre); Anita West (Iver Medical Centre); David Whittaker (Wye Valley Volunteers); and Kathryn Pike for publication on <http://theivers.org.uk/> (thank you Kathryn)