

The Ivers Good Neighbour Scheme



Minutes of the Inaugural Meeting of the Organising Committee on Monday 16 January 2017 at the Bull Bar and Grill, High Street Iver at 2pm

Present: Councillor Chris Jordan, Mike Kennedy, Hilary Quincey and Graham Young

1. Appointment of Chairman

It was **RESOLVED** that Mike Kennedy be appointed Chairman of the Organising Committee

2. Appointment of Officers

- (i) **Secretary** It was **RESOLVED** that Hilary Quincey be appointed Secretary of the Organising Committee
- (ii) **Treasurer** It was **RESOLVED** that Graham Young be appointed Treasurer of the Organising Committee
- (iii) **Publicity Officer** It was **RESOLVED** that Paul Griffin be invited to serve in this capacity. **ACTION: MK to contact PG**
- (iv) **Other Committee Members** It was **RESOLVED** that Iver Parish Council; South Bucks District Council and the Community Practice Worker for all the Medical Centres in the area be invited to appoint a representative to serve on the Committee. **ACTION: MK**

3. Name of the Group

The Committee discussed the merits of adopting a narrow remit purely focusing on transport against a wider brief including transportation, household assistance etc. It was unanimously **RESOLVED** that the organisation shall be known as **The Ivers Good Neighbour Scheme.**

4. Constitution

The Committee considered the adoption of the BRCC Constitution template, copy having been circulated. It was **RESOLVED** that the constitution template be adopted subject to the following changes:

- (i) **Clause 1. Name** – the name of the group shall be The Ivers Good Neighbour Scheme
- (ii) **Clause 3. Aims** – The aims of the group shall be “To provide to the residents of The Ivers (within the administrative boundary of Iver Parish Council) short term help such as transport, domestic support and household assistance, through local volunteers – and to encourage sustainability, self help and friendship within the local community”
- (iii) **Clause 5. Membership a) and b)** – in the first line **delete** the word “person” and **insert** the word “resident”.
- (iv) **Clause 7 Organising Committee** – add 3 ex officio members as set out in Minute 2 (iv) above
- (v) **Clause 10 Receipts and expenditure b)** – the committee agreed that in the absence of the treasurer for long periods (GY is away for the whole of February) it would be beneficial to have at least two signatories for signing cheques, one of whom will be the treasurer **or the Chairman**. The words “or the Chairman” to be added to this clause.
- (vi) **Clause 13 General meetings b) v** – **delete** the words “qualified auditors or” - the clause to read “to appoint an independent examiner for the forthcoming year”.

Subject the aforementioned alterations, it was **RESOLVED** that the constitution of The Ivers Good Neighbour Scheme be approved and adopted and signed by the Chairman, Secretary and Treasurer. **ACTION: MK, HQ GY**

5. Aims

The Committee adopted the aims of The Ivers Good Neighbour Scheme as set out in Minute 4(ii) above.

6. Bank Account

The Treasurer outlined his earlier meeting with Metro Bank (Uxbridge) who provide free banking for (i) unregistered associations; (ii) registered organisations with the Charities Commission; and (iii) companies limited by guarantee. Option (i) would still allow the organisation to register for charitable status and so qualify for tax relief on donations under the HMRC gift aid scheme. As the gross income is likely to be under £10k there is no need to register the organisation with the Charities Commission.

Metro Bank adopts a light touch when opening new accounts for voluntary organisations and simply requires 2 signatories for cheque signing purposes. It was **RESOLVED** that Metro Bank be appointed as bankers for The Ivers Good Neighbour Scheme and that the two signatories on the account shall be ONE from either the Treasurer OR the Chairman PLUS one other Committee member.

The Treasurer, Secretary and Chairman arranged to meet at the Bank on Wednesday 18 January to complete the necessary paperwork for opening the Account. **ACTION: MK, HQ GY**

7. Appointment of Independent Examiner

It was **RESOLVED** that the appointment of an Independent Examiner be deferred to a later meeting to allow the committee time to approach prospective appointees.

ACTION: ALL

8. Funding Opportunities

The Committee explored the following options for start-up grants:

- (i) **Local Area Forum.** It was understood that £2k is ring fenced for a project that supports the elderly and vulnerable people. The Ivers Good Neighbour Scheme would appear to fit this profile. Councillor Jordan offered to speak with the Chairman of Iver Parish Council, Dr Wendy Mathews, to establish the process for submitting a bid ahead of the next meeting scheduled to take place on 16 February **ACTION : CJ**
- (ii) **South Bucks District Council** The Chairman reported receipt of an email from Debi Game (Community Impact Bucks) inviting the Scheme to submit an application for start-up funding from SBDC before 31.3.17. The application would take the form of funding for publicity, DBS checks and training **ACTION: MK**
- (iii) **The Bull Community Group** The Treasurer reported that the now moribund Bull Community Group, Iver, has surplus funds in its account which could be transferred to the Scheme. A winding up meeting of the Bull Community Group would be needed and a resolution passed approving the transfer of its fund balance. **ACTION: MK**

9. Set up costs in first year

The following costs were considered and agreed:

- (i) **Publicity** – c£200
- (ii) **DBS Checks** – £150
- (iii) **Training** – £250
- (iv) **Insurance** – Public Liability & Personal Accident, c£250 and c£300 respectively – an indicative cost was provided by Zurich Insurance
- (v) **Telephones** – While the Committee acknowledged that a telephone is a key link between coordinators, drivers, surgeries, and clients a proposal for 5 phones on business contracts was considered excessive in favour of a single dedicated local 01753 number that could be diverted to each co-ordinator who would sign in through a web based system at a cost of c£50pa. Each co-ordinator would use either their own land line telephone or mobile phone to receive and make calls although it was thought prudent to purchase 2-3 handsets if co-ordinators/drivers so preferred. Provision would need to be made for telephone expenses of those co-ordinators or drivers who were not on unlimited call contracts. Incoming calls would be taken based on a rota system from 10am -12pm, similar to the Burnham Scheme. The treasurer offered to research non-geographic number systems and report back to the next meeting. **ACTION: GY**

A conversation with David Whittaker, contact for the elderly, would be beneficial to establish best practice. **ACTION: MK**

- (vi) **Drivers Expenses** – Recognising that the overriding priority should be that the volunteer drivers should not be out of pocket, the Committee consider a range of options set out by the Treasurer, previously circulated and a sample of suggested one-way fares from locations throughout The Ivers to the various medical centres prepared by Councillor Jordan and circulated at the meeting.

The general consensus was that clients should be charged based on the distance from their home to the medical centre in bands of up to 1 mile, 1-2 miles, 2-3 miles and over 3 miles. The Co-ordinator would be responsible to informing clients of the required fare per journey which would be paid to the driver and deposited with the co-coordinator at the end of each day. Drivers would be allowed to claim expenses based on their whole journey from home to client to surgery, back to client and return to home at the rate of 45p per mile. Expense claims to be submitted to the Treasurer at the end of each month. A control system would need to be in place before the scheme goes live. It was **RESOLVED** that a fare structure per return journey in the first year shall be:

up to 1 mile - £3
1-2 miles - £4
2-3 miles - £5
Over 3 miles - £8

Councillor Jordan offered to prepare a fares matrix for the roads in The Ivers based on this tariff . **ACTION : CJ**

- (vii) **Website** – set up costs and maintenance. It was agreed to leave this in abeyance for the time being until the position of Publicity Officer is filled.

10. Recruitment and DBS check Volunteers

The Chairman report receipt of 10 completed volunteer forms to date all of which relate to drivers. The need to recruit co-ordinators was considered critical to the whole venture. Publicity through posters in the Library, medical centres, schools and parish notice boards could be quickly organised and the treasurer offered to organise printing **ACTION: GY**

11. Policies and procedures

The Committee agreed in principal subject to further consideration, adoption of the various template policies recommended by Community Impact Bucks relating to (i) Equal Opportunities ; (ii) Vulnerable Adult Protection ; (iii) Health and Safety ; (iv) Confidentiality; and (v) Lone Worker. The Chairman offered to go through these in more detail and present these to the next meeting

ACTION: MK

12. Publicity

The Publicity and Promotion Guidelines paper issued by Community Impact Bucks was received and noted. The Chairman would discuss this in more detail with Paul Griffin **ACTION: MK**

13. Launch Date

No decision was made on this; the matter to be deferred to next meeting.

14. Any Other Business

None

15. Date of next meeting

The meeting closed at 4.24 pm. **Date of next meeting Thursday 26 January at 10am in the Bull Bar and Grill**

Distribution: Cllr C Jordan Iver PC; M Kennedy; H Quincey; G Young;
cc to J Austin-Lavery (Bucks CC); D Game (Community Impact Bucks)