

# The Ivers Good Neighbour Scheme



Minutes of the 13th Meeting of the Management Committee  
Friday 13<sup>th</sup> October 2017 at 21 Bathurst Walk, Richings Park, SL0 9AS at 10.00am

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

In attendance Michele Needleman

Apologies for absence were received from Angela Lindstrom, Jacqueline Austin-Lavery and Anita West. An apology for lateness was received from Michele Needleman

## 98. Minutes

The minutes of the previous meeting held on 15 September were agreed as a true record.

## 99. Matters Arising from the previous meeting

### (i) Reaching out into the community

- (a) **Social Media** - Mike had messaged both the Iver and Iver Heath Community Groups on Facebook. Save for a few congratulatory replies no offers of support or suggested clients had been forthcoming. It was generally felt that Facebook was not a very useful media for raising awareness of the IGNS.
- (b) **Posters** - These have already been displayed in surgeries; the library; community notice boards; churches and village halls.
- (c) **Community Groups** – Graham had issued a PowerPoint presentation for others to use when giving talks to Community Groups. Michele's talk to Probus had been well received by the 30 or so members present and was followed by a good Q&A session. Graham would be speaking to the Iver Evening WI on 13 November while the Rotary Club of Iver and Langley had yet to confirm a date.
- (d) **In and Around** – The meeting agreed that Chris's article for the next issue of Iver and Around was excellent and would make a good double page spread along side an eye-catching poster using Lord Kitchener's slogan "Your Country Needs You". Graham offered to design a simple poster and circulate this for comment ahead of the copy deadline. **ACTION: Graham**

The new poster would then be distributed throughout the Ivers as further promotional material. **ACTION: ALL**

(e) **Community Events** The dates for the St Peter's Church Christmas Tree Festival were confirmed as 8-10 December. Everyone to bring materials to the next meeting for decorating the tree etc. **ACTION: All**

(ii) **Volunteer drivers**

Mike had received a lovely letter from Jenny Armsby offering her services as a volunteer driver. Jenny has served as a volunteer for the Iver/Denham "Contract the Elderly Group" for 10 years and is keen to support the IGNS. While the offer was graciously received, her inability to receive and send SMS text messages without use of a mobile phone will lead to difficulties. It was suggested that we make use of Jenny's services as a last resort and would contact her by landline if needed. It would also be necessary for new volunteers to obtain a DBS check and undergo training. **ACTION: Mike to respond to Mrs Armsby as discussed at the meeting.**

**100. Activity report**

Drivers shared their recent experiences since the last meeting. These included: (i) an epileptic client for whom we should insist that they be accompanied by a carer; (ii) heavy smokers (which actually applied to (i) where the client and the carer both smoked; and (iii) a client who failed to contact the driver after her appointment leaving the driver waiting for over 2 hours and eventually returning home. These were felt to be good questions to put to Debi Game. **ACTION: Mike to contact Debi for advice.**

The Committee felt that it was necessary to introduce new procedures whereby the Coordinator establishes from the outset the purpose of the hospital appointment and the likely time of the appointment. If necessary, the journey would be split into two, the outward journey and the return journey which could be undertaken by another volunteer. It was agreed that a new protocol was needed and that a letter be sent to all clients. **ACTION: Graham**

It was confirmed that we have now completed 45 journeys, with 4 more in the pipeline and so our 50th client journey milestone is imminent. The number of registered clients currently stands at 45.

**101. Financial report**

Graham gave a financial report on the activities to date as set out below:

# Good Neighbour Scheme

## Monthly Totals Jan-17 to Oct-17

VAT: Included

Class	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17	Aug-17	Sep-17	Oct-17	Total
Start Balance	0.00	-22.50	-22.50	601.50	42.54	2,760.22	2,609.55	2,325.08	2,393.24	2,427.36	0.00
x0 Transfer											
a9 ADMINISTRATION											
a1 Printing & Publicity	-22.50		-26.40	-171.91			-261.84				-482.65
a2 Driver Training			-4.02	-250.00		-135.00					-389.02
a3 Insurance				-109.72							-109.72
b9 Telecoms											
b1 Virtual Number			-60.00	-3.33	-7.32	-15.67	-15.78	-16.09	15.92		-102.27
b2 SMS messaging				-24.00			-24.00			-24.00	-72.00
r9 Income											
r1 Grants			714.42		2,725.00						3,439.42
m1 Mileage Expenses							-23.85	-33.75	-37.80		-95.40
m2 Mileage Donations							41.00	118.00	56.00		215.00
<b>End Balance</b>	<b>-22.50</b>	<b>-22.50</b>	<b>601.50</b>	<b>42.54</b>	<b>2,760.22</b>	<b>2,609.55</b>	<b>2,325.08</b>	<b>2,393.24</b>	<b>2,427.36</b>	<b>2,403.36</b>	<b>2,403.36</b>
<b>Income</b>	<b>0.00</b>	<b>0.00</b>	<b>714.42</b>	<b>0.00</b>	<b>2,725.00</b>	<b>0.00</b>	<b>41.00</b>	<b>118.00</b>	<b>71.92</b>	<b>0.00</b>	<b>3,670.34</b>
<b>Expenditure</b>	<b>-22.50</b>	<b>0.00</b>	<b>-90.42</b>	<b>-558.96</b>	<b>-7.32</b>	<b>-150.67</b>	<b>-325.47</b>	<b>-49.84</b>	<b>-37.80</b>	<b>-24.00</b>	<b>-1,266.98</b>
<b>Cash Flow</b>	<b>-22.50</b>	<b>0.00</b>	<b>624.00</b>	<b>-558.96</b>	<b>2,717.68</b>	<b>-150.67</b>	<b>-284.47</b>	<b>68.16</b>	<b>34.12</b>	<b>-24.00</b>	<b>2,403.36</b>

The total drivers' mileage costs to date stand at £95 (although there are some outstanding claims yet to be reimbursed) while clients' donations amount to £215. It appears therefore that our fare structure does not need amending at this time.

Chris reported that while he had further investigated the new Chiltern and South Bucks Lottery he had not registered our interest as we had not yet received our charitable status. It was noted that local community groups need not be a charity to register for this lottery. **ACTION: Chris to register our interest.**

Reference was made at our last meeting to the Co-op's good causes scheme helping to raise money for local charities. It was agreed that Chris's article for In and Around would serve as an excellent potted history of the IGNS to date **ACTION: Hilary to further investigate with the Co-op.**

### 102. Charitable Status

Unfortunately our application for charitable status had been submitted with incomplete data and would need to be resent to the Charities Commission. **ACTION: Graham to resubmit our application.**

### 103. Contact the Elderly - Stoke Poges Group

Mike had received an email from David Whittaker, the Bucks Area Organiser for Contact the Elderly, who is currently having difficulty finding drivers for the Stoke Poges group and wondered if any of our drivers would be willing to help out or indeed some of them may also know friends/family in or near SP who may also wish to drive or host a tea party once a month on a Sunday

from 3pm – 5pm. Further details can be found at: <http://www.contact-the-elderly.org.uk/>. **ACTION: Mike to forward the email from David to all drivers and suggest he contacts Bucks Vision.**

**104. Any Other Business**

(i) **Management Committee** It was proposed and agreed that Michele Needleman be co-opted onto the Management Committee given Paul Griffin's prolonged absence.

(ii) **50 Up!** A further press article celebrating our success in reaching 50 trips was supported. However this requires a photograph of a willing client and a quote.

**ACTION: Chris offered to progress this.**

(iii) **Patient Participation Group (PPG Iver Medical Centre)** Graham offered to attend the next PPG meeting in Iver on 30 November at 6pm to update the group on the latest developments within the IGNS. **ACTION: Graham**

**105. Date and place of next meeting**

Friday 17 November at 10.00am at 21 Bathurst Walk, SL0 9AS – courtesy of Hilary and Mike Quincey.

Distribution: Chris Jordan; Mike Kennedy; Michele Needleman Hilary Quincey; Graham Young; and all volunteers

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)