**Woodhouse & Woodhouse Eaves Good Neighbour Scheme**

**1st Annual General Meeting**

**on 4th October 2017 at 7.30pm at Woodhouse Eaves Village Hall**

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| **1** | **Welcome and apologies**  Rod Hudson welcomed 22 people.  Apologies from Jo Atkinson, Graham and Jane Cameron, Mervyn and Lynne Greenhalgh, Ian Waterland and Sue Thorne. Sue Thorne also said she sadly had to resign due to illness. |
| **2** | **Constitution (attached)**  Judith Harrison talked through the various alterations which needed to be made so that the Constitution suited our aims. One of the main alterations is that the Disclosure and Barring checks are to be carried out every three years. |
| **3** | **Summary of the Year (attached)**  Claire Ayres read out the Summary of the Year, which included the information that the GNS had carried out 185 tasks and had 34 active volunteers.  It was noted that there is a separate Befriending Summary (attached). |
| **4** | **Finance Report (attached)**  Judith Harrison guided everyone through her report. It was noted that Barry Thompson, an independent examiner, had approved the report on 20th September 2017. |
| **5** | **Disclosure and Barring Service (DBS) update**  Sue Young reported that a DBS certificate can be renewed at no cost, provided the individual completes an online request within 19 days of receiving their certificate. Sue Young and Lynn Hopkins have produced an explanatory letter and form to give to volunteers when their DBS certificate is coming up for renewal.  Ann Irving asked if a DBS certificate from another organisation is acceptable and Sue Young replied that our GNS will accept an adult enhanced DBS from another organisation. She also explained that the DBS certificate does not give the duration time, each organisation having to decide the frequency of renewal. |
| **6** | **Re-election of Officers**  Rod Hudson was re-elected as chairman – proposed by Ann Irving and seconded by Diana Barker. The re-election en bloc of the other members of the steering group - Claire Ayres, Judith Harrison, Tricia Shakespeare, Sue Young, Lynn Hopkins, Cherrie Whatmuff and Jo Atkinson - was proposed by Rod Hudson and seconded by Miranda Brooks.  Denise Croucher resigned from the Steering Group but still wishes to continue her volunteer work with companionship. |
| **7** | **Volunteer Feedback**  Tricia Shakespeare thanked everyone for their volunteer work and said how successful the scheme has been. She particularly mentioned Telephone Co-ordinators as they kindly gave up a week of their time. She said there were 12 current Telephone Coordinators but a few more were needed and asked people to put their names forward if they were interested.  She asked everyone to fill in the orange Volunteer feedback forms and encouraged people to fill in the section with any concerns, suggestions or comments. |
| **8** | **Question and Answer Session**  Diana Barker said she had a friend who needed to go to Nottingham Hospital and wondered if the volunteer drivers would be prepared to travel so far. Tricia Shakespeare put it to the vote in the room and those drivers present said that they would be prepared to do this. Tricia suggested that Diana asked her friend to telephone GNS and the Telephone Coordinator would ring volunteers.  Siân Mollart said that the Methodist Church was open for coffee every Friday morning from 10.00 to 12noon and asked if volunteer drivers could bring people. She did say it was difficult for some people to walk into the church as there were shallow steps. Apart from coffee and tea, they set up the room for various games and activities.  Ann Irving mentioned that Evergreens meet every other Tuesday afternoon and that there were six lunches a year at Old Woodhouse. It was suggested that the GNS could contact the organisers of events in the village to publicise the fact that the GNS could offer lifts when necessary (for example, Film Night).  It came up in the discussion that, although the main volunteer jobs are driving and befriending, there are also other jobs that volunteers are prepared to do such as small jobs around the house, help with IT or mobile phones, gardening, walking the dog, etc.  Claire Ayres made the point that those needing help may not necessarily be elderly.  Sue Young mentioned that the Rural Community Council (RCC) and Age UK are working in partnership on a six-month community outreach project called ‘Tackling Fraud’ and that they will give talks to groups. It was suggested that the Steering Group discuss this at their next meeting.  Ann Irving said she was concerned that those who were most vulnerable were not being reached by our GNS. Lucy Smith from the RCC suggested that perhaps the nurses at the Cottage Surgery could be asked to give out our GNS cards to patients that they consider may need our help. It was also suggested by Tricia that they could be encouraged just to talk to the Telephone Coordinator in the first instance.  Lucy Smith from the RCC also commented on how surprised she has been that our GNS has only been set up for a year and how well we are doing. She said she wished she could pick us up and take us to other Good Neighbour Schemes. She has asked Judith Harrison if she could supply her with copies of our forms which she could pass to another GNS scheme who are struggling. |
| **9** | **Closing Statement**  RH closed the meeting by thanking everyone for coming and for all the hard work that the volunteers have put into the scheme. |