

Coronavirus Quidhampton Steering Group

Minutes of the meeting on 29 April 2020 courtesy of zoom

Present: Howard Rowley HR (chair and chair of parish council), John Cater JC (emergency co-ordinator and chair for first item), Ian Day ID, Zoe Hoare ZH (parish councillor), Hannah Newnham, HN, Jane Taylor JT, Bea Tilbrook BT (minute secretary).

In attendance: Ken Taylor KT (parish councillor and zoom facilitator).

Apologies from Jane Morgan, work commitments.

1. Approval of the minutes of the previous meeting 22 April 2020

These were agreed as a true record.

2. Matters arising and actions agreed from previous meeting

HR went through the actions:

- a. **Not observing social isolation.** The villager in question had received a letter (not known who it was from or who initiated it) and had been staying indoors more often. JT said she does mention social isolation to others she talks to but wants to take a humane approach.
- b. HR had circulated **the terms of reference** to all members after the last meeting. No objections were raised and he sent them to QPC yesterday. He hopes for a QPC meeting within a week to officially ratify the group's position as a committee of QPC.
- c. JC had written the **letter of encouragement to all volunteers** and HN had sent it.
- d. KT had investigated **financial help for village halls** during the shutdown and was advised to apply as a small business in the same way as the White Horse Inn had applied. ZH offered to help if needed.
Action: item to be kept on the agenda
- e. **List of pharmacies:** this had been completed and laminated A3 copies will be displayed by the village hall and the pub, in the bus shelter and at Egdam Place
Further action: BT will send it with a village email and mention it in the newsletter. An A4 copy would be too small to be legible but anyone without email can ask her for a copy.
- f. HN continues to **update the resource list** and asked the group to let her have details of any **financial expenditure**
Action: item to be kept on the agenda
- g. ID reported that coronavirus can enter the body through a scratch or wound so all wounds should be cleaned with e.g. TCP and covered with a plaster.
Action: BT would put this advice in the newsletter

3. Chair's report including update from QPC

- a. **Terms of reference** had been sent to QPC – see above.
- b. HR reported than a villager had been taken to hospital last night after a fall and may need extra support on returning home. After discussion it was agreed that it would be better to offer help though the villager she knew best and not ask volunteers via Whatsapp. This villager was shopping for others as well at the moment. HR would co-ordinate this.

4. Emergency co-ordinator's report

- a. JC reported that there had been one request for a prescription which had been taken by a volunteer. BT pointed out this volunteer was over seventy so should not be taking prescriptions. Action required
- b. ID had contacted the recently widowed villager again – JT had the wrong phone number and was unable to get through. A new volunteer with experience in counselling was going to contact him regularly, as well as JT.
- c. JC reported that the female half of an elderly couple had been hospitalised after a stroke and was now in a unit in north Wiltshire. The husband was on his own for the first time for over fifty years. JT was aware of the case and knew that the son-in-law visited daily. The daughter was living as separately as she could so she could visit her mother.

5. Committee members' reports

BT reported that after she posted a newsletter to them contact had been made with an elderly couple who lived in Keeper's Cottage, the nearest cottage at Park Corner. Both cottages there are part of Quidhampton. The couple are now on the email list. They appreciated our offers of help but have three adult children living locally who are looking after them.

6. Problems and lessons learned

- a. ID said we must be careful about what we listen to or read, believe and tell others. There are many people and organisations promoting false cures.
- b. JC said that any notable incidents such as the fall and stroke mentioned above should be reported to him as emergency co-ordinator, although others may have dealt with the situation. He felt the whole committee should also be informed but others felt it should only be on a need to know basis.

7. Consideration of updates from UK government or Wiltshire Council

BT remarked that they were coming thick and fast but HN had them under control and helped with decisions about which should go in the newsletter and which on email. The emailed police guidance on when it is reasonable to leave the place where you live had been well received although there were now reports of different interpretations of it.

8. Data protection considerations

Nothing new – but see item 6b above

9. Training

Nothing to report.

10. Any other business

- a. KT asked about statistics e.g. JC had reported one phone call this week.
Action: JT said she would bring some figures next time of the calls she and volunteers made.
- b. HN asked again if she could be put on Whats app. She will contact Becka Flintham directly.
- c. BT asked about VE day. The official site for VE75 said all events had to be cancelled except the toast to the heroes at 15.00 in the safety of your own home which is what she has put in the newsletter but this morning other plans promoted by the government had been announced e.g. a national two minute's silence at 11.00 and a pack with ideas for homemade bunting, games and activities. The meeting decided to leave the newsletter as it was with direction to the other aspects so villagers could participate if they wanted to.
- d. ID raised the issue of masks probably becoming officially encouraged as in Scotland and asked if anyone was making them in the village and what the group's role should be.

Action: to be kept under review

Meeting ended at 11.00