

Coronavirus Quidhampton Steering Group

Minutes of the meeting on 6 May 2020 courtesy of zoom

Present: Howard Rowley HR (chair and chair of parish council), John Cater JC (emergency co-ordinator), Ian Day ID, Zoe Hoare ZH (parish councillor), Jane Morgan (JM, first 30 minutes only) Hannah Newnham, HN, Jane Taylor JT, Bea Tilbrook BT (minute secretary), KT (zoom facilitator, left 11.05).

1. Approval of the minutes of the previous meeting 29 April 2020

These were agreed as a true record.

2. Matters arising not elsewhere on the agenda and actions agreed from previous meeting

HR went through the actions:

- a. **Not observing social distancing.** HR had had a complaint which he had replied to.
- b. KT reported that Bob Philips, treasurer of the village hall had made an application for a grant for loss of hall revenues to Wiltshire Council as advised. KT to report at future meetings
- c. BT had circulated the list of pharmacies on the village email and mentioned it in the village newsletter. Wiltshire Councillor Pauline Church asked if she could circulate it further which was agreed.
- d. Advice re wounds had been put in the newsletter

3. Chair's report including update from QPC

HR reported on the emergency meeting of Quidhampton Parish Council on Tuesday 5 May. The terms of reference for the group to become a committee of the parish council were not adopted because it was decided the coronavirus group should be separate to the parish council. It will work to the proposed terms and conditions with additions to cover safeguarding which would satisfy insurance requirements.

JC asked: in view of this change of policy to whom does the group report? HR said it would still report to QPC because of the funding received from them.

KT said the question of transparency was raised and the suggestion that minutes should be circulated to the volunteers. This was agreed. The minutes circulated would be those agreed as a correct record of the previous meeting, so the first set to be sent would be those of 29 April 2020.

Action: BT to circulate the minutes to volunteers with a note that email correspondence should be with HN from now on, and a reminder to update any details that had changed e.g. vulnerable status.

4. Emergency co-ordinator's report

a. JC reported

- (i) that there continued to be very few calls; all were for prescriptions.
- (ii) It appeared that the sitrep letter he wrote had not been received by all volunteers though HN has since checked and it was sent to two people who claimed not to have received it. It could have gone to their junk mail.
- (iii) *JC has produced a document about confidentiality and the use of WhatsApp. It will be circulated to the Steering Group. (post meeting amendment 13/05/2020).*
- (iv) *JC felt that the Steering Group needed up-to-date job descriptions, particularly that of Secretary-Clerk, which the steering group had developed. It was agreed that this would be discussed at the next meeting. (post meeting amendment 18/05/2020).*

Action: 1. the sitrep letter would be re-sent by HN to the volunteers and the steering group with a 'read receipt' which would show whether they had been received.

2. BT would re-send the latest terms of reference to the steering group

HR suggested JC write a regular update to volunteers but as they were going to get the minutes each week it was felt this might not be necessary.

b. JT reported on her role so far

JT was originally asked to come up with a system for identifying the vulnerable people in the village. She subsequently received a lot of confidential information and leads that had to be followed up, which turned out to be impossible without taking on the job herself. In the first week she made 24 phone calls, and received requests from 4 people for telephone support. They were put in touch with others. There were also 3 calls from people with information about others who needed support including one recently widowed man who had come out of hospital. His other needs were met but he worried about his grass and a volunteer now cuts it regularly.

To date Jane has made approximately 83 phone calls to people on our client base, and has received about 12 calls and several emails raising concerns about others. She knows of 4 elderly villagers who have been recently bereaved. All are supported by friends and neighbours *with some help and input from volunteers. (post meeting addition 13/05/2020)* Several of the volunteers who are over 70 so not permitted to undertake errands for others are being used for telephone support. One of the volunteers on the medical list has given first aid.

Jane also researched GDPR when there were concerns raised by some members of the steering group about confidentiality. Ken has put key parts of this into the terms of reference.

5. Committee members' reports

1. ZH passed on concerns expressed by Mandy Whelan parish councillor and volunteer:

a. She had not been told where to go for PPE; b. The training leaflet was poorly presented with typing mistakes and poor printing; c. She was concerned about the confidentiality of prescriptions using the methods of collection described at the training

a. Discussion about PPE: disposable gloves were still available with HR, JC and ID. All volunteers had been told about them. Mandy is on the list of villagers with first aid or medical skills and the group felt further PPE should be available to that group as they may have to go into villagers' houses in emergencies and be in close contact with them. Masks and aprons were considered.

Several villagers are making fabric masks but the wearing of masks is not yet recommended by the government and the masks worn by first aiders should be properly fitted. ID repeated earlier advice that wearing fresh clothes and taking them off and washing them as soon as you get back is good protection.

Action: i. ZH to investigate disposable plastic aprons and ID to investigate the supply of other masks.

ii First aiders to be asked if they have their own PPE. If it was used in their role as volunteer they would be reimbursed. *Task not allocated*

b. Training leaflet: because she attended a training session Mandy has probably not seen the revised training leaflet. Action: BT to send it and ID to communicate with her directly

c. Prescriptions and confidentiality: Mandy was concerned about volunteers collecting paper prescription forms. It was felt, however, that in most cases the prescribed medication is ready at the pharmacy and no paper forms are seen. HR remarked that the pharmacy in Wilton did not seal the bags containing the medication, an issue that should concern the group.

Action: further discussion at the next meeting

2. HN reported that she had not got copies of all the documents mentioned at this meeting.

Action: BT will liaise and send. HN has found a useful Wilts Council directory.

3. HR reported that there have been 2 Covid-19 deaths in Bemerton and 2 in the Wilton district. We cannot drop our guard.

6. Problems and lessons learned

Covered elsewhere

7. Consideration of updates from UK government or Wiltshire Council

We should expect a loosening of the conditions of lockdown – to be announced on Sunday

8. Data protection considerations

See item 5c above

9. Training

Nothing to report.

10. Any other business

HN wondered about collating the information she holds and circulating it. It was generally felt this would be too much to take in. The training document however should be re-circulated to all volunteers once the first 'read receipt' email had been sent.

HR will re-name the terms of reference before they are circulated further.

Meeting ended 11.20