

Coronavirus Quidhampton Steering Group

Minutes of the meeting on 13th May 2020 courtesy of zoom

Present: Howard Rowley (HR) [chair], John Cater (JC) [emergency co-ordinator], Ian Day (ID), Zoe Hoare (ZH) [parish councillor left at 10:50], Hannah Newnham, (HN), Jane Taylor (JT), Ken Taylor (KT) [zoom facilitator].

Apologies: Jane Morgan, Bea Tilbrook

Meeting commenced: 10am

1. Approval of the minutes of the previous meeting 6th May 2020.

- a. JT requested an addition to the minutes from the 6th May 2020 item: 4 – add *'all supported by friends and neighbours with some help and input from volunteers'*. **Action:** HN to add this to the meeting minutes and recirculate to the Steering Group for approval.
- b. JC presented a change to the minutes from the 6th May 2020 item: 4 a iii. The change proposed was to remove *'as not seen by committee members'* as some members of the committee had seen the WhatsApp document prior to the meeting. **Action:** HN to make amendment to the meeting minutes and recirculate to the Steering Group for approval.
- c. JC reported a change to the minutes from 6th May 2020 item: 4 a iv, as he felt the minutes were not a true reflection of what was stated. **Action:** JC will suggest changes to action 4 a (iv) prior to this minute being accepted. Note: As part of this discussion JC offered to add comments to the Terms of Reference Document for the Steering Committee to consider.
- d. Due to re-wording changes the minutes dated 6th May 2020 were not approved as a true record and would be approved by the chair on receipt of post meeting suggested changes.

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

- a. HR went through the actions from the last meetings minutes:
 - I. KT reported that an application for funding for the village hall was made and this was being followed up. **Action:** KT will continue to report each meeting
 - II. BT circulated the meeting minutes to the volunteers after last week's meeting and this will continue to happen. A further note to volunteers that all correspondence regarding updating records will now be from HN. **Action:** Meeting minutes are to be circulated to the volunteers weekly
 - III. HN reported that the sitrep letter as written by JC was not resent as both volunteers who did not originally receive it confirmed that it had gone to their junk/spam folders. Correspondence has now been made with these volunteers.
 - IV. ZH investigated disposable plastic aprons for the first aiders in the village this action was completed and it was reported that the supplier has a shortage of them having donated to the fire services. **Action:** Report status of PPE at each meeting.
 - V. HR asked HN if she had been able to contact first aiders in the village if they have their own PPE. HN reported that she had not and that she would do so as soon as possible. **Action:** HN to contact village first aiders to find out whether they have their own PPE.
- b. ID reported that he has sent the committee a link he used when writing the safety procedures for volunteers. IG noted that there is a general lack of public information on what volunteers should do if they suspect themselves or someone they live with has Covid-19 so ID has added wording for this. He is happy to look into any issues not covered and aid volunteers in the use and understanding of this document.

3. Chair's report

- a. i. HR reported that he had a discussion with the Parish Council Clerk this week regarding the running of the group. He informed the Parish Council that the Quidhampton Steering Group were not part of the Parish Council as they have not accepted the Terms of Reference and therefore, the group is running as a voluntary organisation. HR explained that the steering group has not met as a parish council committee and has never met as a formal committee of QPC. HR emphasised that the steering group is made up of volunteers who are trying to help out the community. HR suggested that we may be challenged about the name of the steering group by QPC clerk and may or may not have to change the volunteer group name as listed online. HR feels this matter has been handled.
- ii. JC asked HR in response to his report regarding his conversation with the Parish Council Clerk whether we are still to report to the Parish Council. HR commented that yes, the group does but not for approval on decisions made by the steering group. The steering group reports as a courtesy due to the funding provided by the parish council. **Action:** Prepare a short report to inform QPC at their next proposed meeting on 25th of May.
- b. HR also reported that some volunteers are providing stretching questions and actions on how the steering group operates, some comments are adding value some could be considered denigrating to the way the SG is currently providing the village support. HR expressed that the group welcome constructive comments and suggested new ways of working and will always consider written comments in the lessons learned section on each agenda. **Action:** HR to act as focus point for external written comments.
- c. HR reported that a Quidhampton resident on our vulnerable list who had previously been taken to hospital has returned home. The villager has been allocated professional help and a volunteer has taken on responsibility along with JT of giving other help as needed.

4. Emergency co-ordinator's report

- a. JC reported no reports for support from the volunteers since last meeting.
- b. i. JT reported that her work continues.
- ii. JT reported that the volunteer who has taken on responsibility for the villager mentioned in item 3c. is trying not to encroach on what the careers are doing daily.
- iii. ID asked JT if a test for the virus was given before the villager came home, as this is safety information which may affect volunteers going into the house for care purposes. **Action:** JT volunteers to ask if appropriate as part of her welfare chats.
- iv. There was a concern for the security of this villager as the SG had received indications that the garden fence was broken but it has now been reported that it is now fixed, presumably by the gardener rather than a volunteer.
- c. JC asked JT that if additional support is required or needed to help with the current support package does JT go directly to a volunteer and assign or whether she seeks help from JC or JM. JT responded with it depends on the situation and she deals with it accordingly.

6. Committee members' reports

- a. ZH reports:
 - i. She is aware of people socialising in gardens and houses. She suggested sending around a village reminder that the advice remains the same on socialising, particularly about being in someone else's garden. HR informed the SG that we are unable to enforce social distancing rules and that any member of the public can call the police hotline if this happens in future.
 - ii. As reported in matters arising from the previous meeting, ZH has obtained face masks kindly donated by volunteers in the village who are making some. A question was asked if they would be able to create more to supply the whole village. ZH suggested that the makers of the masks could be compensated for the equipment and materials they have had

to purchase out of their own pocket. **Action** ZH to ask the volunteers if they would be willing to make more masks if we need to distribute some.

iii. ZH suggested that HN contact the first aiders if they need these masks and distribute where necessary. JC suggested that he would be the best person to distribute the masks as he already has disposable gloves. It was decided that we could distribute the masks once the SG establish if the village first aiders needed these or had their own PPE. **Action:** HN to contact first aiders to find out if first aiders have their own PPE or need SG to supply.

b. KT reports:

i. Salisbury charter market is reopening on Saturday 16th May 2020 with social distancing controls in place.

ii. KT instigated a discussion on how the phase 1 government controls impact or changes the way the village can go about daily business and that perhaps it could be looked into by the group to see how the guidelines affect us. With the change of the guidance on workers entering houses KT asked under what circumstances should this happen? Activities considered were trades people who will be going/coming into households, cleaners, outside public space. **Action:** All committee members to look into the government guidelines set out in the latest document on impacts to this group, reports will be heard on this at the next meeting. Action: ID offered to look into this and if necessary put some basic procedures in place to inform village residents.

ii. KT suggested circulating the emails from Wiltshire Council with the latest advice and guidelines. This was sent to HN previously by JC and only sent to all committee members. **Action:** HN to send this around to committee members and BT or KT to send to villagers.

iii. A conversation between HR and KT regarding communication of information/advice to the village as currently multiple emails are being sent weekly. The committee receives almost daily updates from Wiltshire council and we are producing information that some people will want to see. KT suggested putting documents on the Parish Council website. This would enable everyone to view all documents in one place. Concerns were expressed that this would not be read by the public but the general consensus was that it would be a good idea to have a central platform that all necessary documents would be displayed. JC asked who would coordinate this and it was decided that KT and HN will be responsible. **Action:** KT to coordinate with the Parish Council and HN to get the platform set up. Action: HN to put a list of documents together that should be displayed on the platform and circulate to the committee for approval.

c. JC reported some issues, in his view, with the Terms of Reference and will suggest some minor changes to the document before sending it to HR and the committee for approval. **Action:** JC to make suggested amendments to the document.

7. Problems and lessons learned

- a. HR reported to the group that comments have been made including that our meetings aren't open and that we are not involving the volunteers as we should. To address this the steering group supported improved communication through WhatsApp, emails to volunteers and are trying to establish a way to have a central repository for specific information (information within data protection guidelines).
- b. The committee discussed the level and type of information we have to generate whilst trying to keep it as simple as possible for the volunteers to respond and help. We have learnt that this is an onerous task to comply with all legislation and documents we think we have to put in place and time consuming for a committee of volunteers.
- c. It should be recorded that due to the kind nature of the village and the many people helping each other that we are not using volunteers as much as we thought we would, a positive lesson learned.

8. Consideration of updates from UK government or Wiltshire Council

- a. HN reported that there has been a whole new list of advice from the Government and Wiltshire Council. Documents will be forwarded as mentioned above and more investigation into this advice will be undertaken.

9. Data protection considerations:

- a. HR gave the group a deadline of the next meeting to read JC's guidance on dealing with incoming messages for help and report comments back to JC for an update before it is circulated to the committee.

10. Training

- a. HR has been asked to add safe guarding to the documents particularly the risk assessment that ID has written. **Action:** ID will research this and add safe guarding to the risk assessment.
- b. ID suggested his phone number is added to the risk assessment under the 24hr hotline section in order for people to contact him directly if they have any concerns.
- c. ID reported that he went through the first aid manual to see if wearing face masks will affect first aiders performing their role. Information found by ID indicated that face masks would only be an issue when performing CPR and that the current guidelines on this are to keep the face mask on at all times and just provide the basic CPR compressions. ID thought that first aiders would probably be aware of this information. It was decided that at this time it is not necessary to circulate this information to first aiders but enquire about this in the future. **Action:** Discuss at next meeting.

11. Any other business:

- a. KT reports:
 - i. KT reported that a questionnaire had been received from Community Action. As it refers to finance the treasurer of the Village Hall has taken on the completion of this questionnaire. He will know many of the questions but will contact us if needs be.
 - ii. KT reported that there are two new volunteers who are very eager to help. He suggested that due to speedy replies to the WhatsApp messages for errands that the same people responded and those who were not on their phones as much missed out. This wasn't seen as the issue; the discussion was about if we can make request on more of the volunteer group so that more feel included. JC suggested that we can't make different rules for those who haven't responded quickly enough to the requests and that the system is working as it needs to. HR recommended that it should be communicated on the WhatsApp group that we are thankful for the volunteers but due to the kind hearted nature of the village and other people helping those around them out that volunteers are not needed as much as originally planned for but are still part of our emergency plan. HN volunteered to draft a message to volunteers reiterating JC's sitrep sent a couple of weeks ago. **Action:** HN to draft a WhatsApp message and send it out to the volunteer WhatsApp group.
 - iii. JT asked if the village park is now open due to the new instruction from the Government. HR stated that people are still not allowed to use playground equipment and restrictions still remain. It was mentioned that tape used to close the playground is broken and should be re-instated. **Action:** Check the latest guidelines to see whether this is still the case.

Meeting ended: 11:15 am