

## Quidhampton Covid-19 Support Group

Minutes of the meeting of the steering group on 20 May 2020 via zoom

**Present:** Howard Rowley\* HR (chair), John Cater JC (emergency co-ordinator), Ian Day ID, Zoe Hoare\* ZH, Hannah Newnham HN (secretary), Jane Taylor JT, Ken Taylor \*KT (parish zoom facilitator), Bea Tilbrook BT (minute secretary). \*parish councillors

**Apologies:** Jane Morgan now has regular work meetings on Wednesday mornings. In view of this she has resigned from the management group but will remain as a volunteer contact.

### 1. Approval of the minutes of the previous meeting 13 May 2020

These were agreed as a true record.

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

- a. The draft minutes of the 6 May meeting were finalised and had been sent to all volunteers
- b. KT reported no response yet for village hall funding application. A bill for the training sessions has been received by HR.
- c. HN contacted the volunteers on the first aiders list re PPE but three or four have still to reply. **Action:** HN to report at next meeting and send a whats app message to volunteers reminding them of the disposable gloves available at three locations in the village. BT to send it by email to all villagers and PPE to go on the agenda as a regular item
- d. **Report to QPC** at their meeting next week **Action:** JC will prepare this
- e. The hospital had routinely tested a villager for covid-19.
- f. **Changes in government advice:** ID was still compiling written basic procedures that will inform village residents. **Action:** it will be ready by Friday
- g. **Wilts Council advice and guidelines,** emails from Pauline Church our local Wiltshire councillor etc: **Action:** Steering group members to contact HN or KT if they don't get these
- h. **Storing documents on the QPC website:** it was agreed this was a good way to cope with all the information and make it publicly available. **Action:** KT and HR to chase Paul Cripps, QPC, to prepare the web site so KT can put the documents on. (see also Chair's report)
- i. **Terms of reference and job descriptions:** JC had circulated some suggested changes and KT offered to incorporate them into the existing terms of reference document **Action:** KT to do so
- j. **Training: Safeguarding added to the risk assessment:** ID has done this; the document is with HR and will be distributed
- k. **Wearing of facemasks:** to be kept under review
- l. **Whatsapp message to volunteers:** HN had sent a message of appreciation.
- m. **Recreation ground:** now taped up again with a new notice. There was discussion about the use of the grass area, which would be appreciated by families with no or small gardens. HR reported it will be discussed at the parish council meeting next Tuesday.

### 3. Chairman's report

- a. **Communicating with/informing volunteers:** because of the regular updating of documents and changes in government regulations and advice HR felt the best way to keep volunteers informed would be to have all documents produced by the steering group available online on the Parish Council website. This was agreed. **Action:** HR and KT will press Paul Cripps to set this up and KT will be responsible for putting the documents onto the site.  
**Action:** the item will be on the permanent agenda  
**Action:** HN to send a short message after steering group meetings to alert volunteers to any new documents.
- b. **Dealing with comments or suggestions:** HR asked that these be passed to him. A series of comments and suggestions has been received from a member of the volunteer group who subsequently came back to the SG with the opinion that the comments hadn't been

dealt with and then resigned as a volunteer and from the village medical support group. HR offered to step down for his handling of the situation but there was universal support from the SG members that it wasn't necessary. In response to comments the SG has updated safeguarding instructions, investigated, and improved PPE available.

HR stated that as a group we follow Wiltshire Council advice recommended for volunteer groups so that the volunteers had simple as possible steps to follow and reduce the level of information we need to generate.

ID confirmed that some prescriptions and prescription requests were still issued on paper and reiterated that if the household contained someone with covid-19 symptoms or a diagnosis he would deal with the paper prescription (if necessary) and collect the medication himself. The group agreed that if a villager hands over a paper prescription or prescription request form without putting it in an envelope they accept that the volunteer may see it and so give consent.

**Action:** ID will further update the prescription procedure

#### **4. Emergency co-ordinator's report**

Nothing to report this week

#### **5. Committee members reports**

**JT** gave details of her work during the past week, and thanks Howard for guiding her to a more descriptive way of reporting.

She made three general phone calls to elderly and/or vulnerable villagers to ask how they are getting on. One wanted regular telephone support which was arranged with a carefully matched volunteer. She called two of the telephone support volunteers to check how things were going. One asked for feedback so she rang the person receiving support and then the volunteer again. Everything was satisfactory.

She took delivery of surplus items from one family and passed them on to another family in need of them. When walking in the village, being in her front garden or at the Thursday clapping she asked, as she assumes we all do now, how people are, and how their families and people they care for are as well.

There are still calls from people who are concerned about other villagers which she follows up.

**ID** has got 5 sets of medical grade PPE. Storage or dispersal to volunteers to be discussed at the next meeting when all medical personnel volunteers have replied to HN

**6. Problems and lessons learned** covered in other items

**7. Updates from Wiltshire Council and UK Government** covered in other items

**8. Data Protection considerations** See also other items.

Volunteers to be reminded that anything they may find out about villagers while volunteering must remain confidential. This applies to phone chats as well as collecting prescriptions.

**Action:** HN will include it in her weekly whatsapp message

**9. Training** covered in other items

**10. AOB** **BT** asked for a decision about the name of the group and Quidhampton Covid-19

Support Group was decided upon. **Action:** KT will re-write the letter of authorisation which is part of the terms of reference.

The meeting ended with a unanimous expression of confidence in the chair.

**Next meeting: Wednesday 27 May 10.00**