

## Quidhampton Covid-19 Support Group

Minutes of the meeting of the steering group on 27 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

### 1. Approval of the minutes of the previous meeting 20 May 2020

These were agreed after two changes requested by JT

### 2. Matters arising and actions agreed from previous meeting not elsewhere in the agenda All actions had been completed except:

- a. **Quidhampton Parish Council website:** councillor Paul Cripps has not yet prepared the website for our group's documents but it was hoped that would be done this week. **Action:** Paul Cripps to prepare website
- b. **Update to the prescription procedure:** **Action:** HR will read and circulate this document
- c. **Safeguarding added to risk assessment.** **Action:** HR will read and circulate this document

### 3. Report from chair

**QPC meeting:** it was now established that the Quidhampton Covid-19 Support group is not a part of QPC. KT asked about insurance cover. HR said that we met all the criteria sent out earlier by parish clerk except for the safeguarding procedure which has now been added to the risk assessment. (see above). So we now meet all criteria necessary.

**Communication:** the basic procedures for people coming into your home produced by ID should be communicated to all villagers. **Action:** BT to circulate these with the June newsletter

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

One prescription request had been received. It had been fulfilled by a volunteer in the vulnerable (over seventy) category and the co-ordinator was reminded again that government directives state that these volunteers should not collect prescriptions or shop for others.

### 5. Committee members reports

- a. **JT reported** that she had made 5 follow up phone calls and had 5 face-to-face socially distance conversations to check on vulnerable villagers. She had also had a helpful discussion with a telephone support volunteer and had received another offer from the family who had made a previous donation.
- b. **KT: terms of reference** and letter of authorisation had been updated and circulated. One amendment was made to clarify that it is government regulations that prevent the over seventies and vulnerable from doing tasks for others outside the home. **Action:** to be posted on QPC website when ready  
**Village hall grant:** the application for revenue loss had been rejected because the hall does not pay business rates. **Action:** KT to look into this and alternative sources of support
- c. **ID: PPE: storage or dispersal of 5 sets of medical grade PPE.** One volunteer has still not responded. **Action:** ID and HN to discuss distribution with the recommendation that the sets be kept by the medically qualified volunteers on our list and currently available in the village  
**Face masks:** (i) it is almost certain that face masks will become compulsory in certain situations such as shops as lockdown eases. ID is preparing guidance for putting on, removing and washing face masks. **Action:** BT will produce a flyer with face mask advice one side and procedures for people coming into your home on the other to distribute with the newsletter.  
**Face masks** (ii) Linda Robson, part of the Salisbury Makers Hub working with Elizabeth Heeley, wants to set up a mask tree in the village: a collection of properly made cotton face

masks that the public can take for a donation to e.g. the village hall. She initially thought of using the phone box but ZH suggested the back of the pub smoking area and this will go ahead. Details to be in the newsletter and email when ready.

**Gloves:** ZH reported that she had spare packs of gloves if ID, HR or JC's supply ran out.

- d. **ZH reported** that pub industry chatter is of opening on 4 July and so they have decided to end the White Horse grocery deliveries at the end of next week and the bread bags the Monday after. This will give them much needed time to prepare. Four households who are shielding have bread bags every week and she will ask if Reeves will still do the bags and wondered whether collecting them and delivering them could be a job for one of our volunteers. This was agreed. For other shopping she will recommend moo2me milk and grocery delivery service (now taking new customers) and the use of village volunteers. The meal delivery service on Thursdays, Fridays and Saturdays will continue until further notice.

## 6. Problems and lessons learned

**The importance of communication** is central, especially a website for volunteers and the general public and email contact with as many villagers as possible. HN's weekly WhatsApp message to volunteers is welcomed.

**Minutes of the last meeting:** HR asked that these not be emailed to volunteers yet because the website might be ready before the end of the week and it was preferable to put them there.

## 7. Updates from Wilts Council or UK government

HN reported that grants available from Wessex community action but HR said these are for groups who have no finance. We do have money from QPC. She had given JC and JT a standard sheet for recording tasks and contacts made by volunteers, and reported there was a new government scheme for rebate of some statutory sick pay.

## 8. Data protection considerations

HN mentioned confidentiality in her most recent WhatsApp to volunteers. JT asked to have a copy of that by email and alerted HN to one telephone support volunteer who may not be on WhatsApp.

## 9. Training

**Action:** New document to be circulated - see matters arising above.

## 10. Any other business

JC reported that a neighbour had symptoms of covid-19 and has been told to isolate for 7 days. ID: he can see observation of isolation rules beginning to fall apart and others agreed. He felt people should be reminded not to relax their guard and to remember all the vulnerable people who are at particular risk. The virus is still active. BT suggested a warning in a box on the front page of the newsletter. **Action:** ID to write a short warning to go in the newsletter

Meeting ended 10.55