Quidhampton Covid-19 Support Group
Minutes of the meeting of the steering group on 3 June 2020 via zoom

Present: 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 were received from Howard Rowley. Ken Taylor took the chair. Zoe Hoare arrived at 10.10

1. **Approval of the minutes of the previous meeting 27 May 2020**
   These were agreed with the correction of the date of meeting and minutes approved at it.

2. **Matters arising and actions agreed from previous meeting not elsewhere in the agenda**
   All actions had been completed except:
   Action: HR to read and circulate the update to the prescription procedure and safeguarding update in the risk assessment document

3. **Report from chair**
   a. **Quidhampton Parish Council:** nothing further to report from the last meeting regarding this group
   b. **Communication with volunteers** HN now sends an email to those volunteers who are not on WhatsApp and so do not receive her messages. She has sent a message to say the latest minutes are on the website and subsequent ones will be posted there too.
   c. **QPC website** Paul Cripps has created space on the website for the Quidhampton Covid-19 Support group and HN and KT have been sorting documents to go on there. JC congratulated all three of them. KT felt there needs to be some tidying of titles and presentation.
   Documents are kept on the website in the interests of transparency and so the latest version can be immediately available to everyone.
   Documents not yet in the website: note on wearing masks and workers in your home (leaflet that went out with the newsletter); health and safety doc with safeguarding section (with HR); training procedures doc (with HR); list of key links (being prepared by Hannah). JC asked about the database of volunteers and it was decided that an updated paper copy would be kept by the secretary.

4. **Emergency co-ordinators' reports**
   JC asked that his title be changed to the Community Emergency Volunteer.
   He reported that the villager who was told to self-isolate had tested negative for Covid 19. There had been no further shopping requests.
   JT said she felt in general her work was levelling off. When she made check-up calls to people now they were sometimes surprised to be contacted. Some feel that it is almost over and that they can see the light at the end of this tunnel. (Group members said *this could be a dangerous assumption*) For many little has changed and she will phone specific villagers to see how they will manage without the White Horse shopping. She knows that many of the most vulnerable do have support structures in place from the village and elsewhere.   The villager who needs gardening help now has that provided from within the extended family. She emailed two villagers she had not previously contacted and passed a donated item from one family to another.
   She also mentioned changes for families as children go back to school. They may feel anxious and face a wide range of opinions, even judgements, about the decisions they make. Children and parents will experience new contacts in the journeys to and from school as well as during the school day. She plans to make phone contact with them where they are known to her.
   JC remarked that JT's work was one of the most important and essential parts of what we are doing and commented on how well she does it.

5. **Committee members reports**

   KT reported that he had been advised by the Wiltshire and Swindon business hub that the village hall committee should apply for a discretionary grant for the loss of revenue. Information will be forthcoming.

   Medical grade PPE: ID reported that the 5 sets he acquired had been delivered to 5 villagers on the medically qualified volunteers list, and Chris Edge (fire officer) had a set of his own. He had bought one of the home made masks and said they are really are well made. He would like to talk to the makers about a pipe cleaner reinforcement across the nose. **Action**: BT would contact the two organisers.

   ZH: The mask tree at the White Horse had been very well supported, including from people outside the village, and had taken £120. There were 20 masks left.

   PPE: She still has boxes of disposable gloves – ID asked for one – and has found disposable masks and aprons on a roll which she is happy to share among volunteers.

   Emergency shop: she clarified that now no-one relied entirely on the shop. Two of the three vulnerable customers who have orders every week do go out and shop for themselves as well, and the third has shopping done by someone else. Four households who are shielding have bread each week and alternative methods for the rest of their shopping. If they still want to have bread from reeves they would have to order it themselves – she will see they have the correct phone number (742539 speak to Rob the manager). JC will talk to ZH separately about other details to enable a volunteer to take over.

   HN: sent an email to volunteers asking whether they wanted masks and had no response. These were masks donated by Sandie Smith. ZH suggested they were added to the mask tree. **BT** repeated that the masks were not sold but a donation was suggested.

6. **Problems and lessons learned**

   KT: more than one person needs administration rights on QPC website. This would have avoided the long delay in setting up the site for this group.

   Documents: please use word for all documents so changes can be made easily by other group members.

7. **Updates from Wilts Council or UK government**

   Wiltshire Council announced yesterday that from Monday entry to the recycling centres would have to be booked. **Action** BT to send a village email.

8. **Data protection considerations**

   Nothing to report

9. **Training**

   Nothing to report.

10. **Any other business**

    JC asked that people who are self-isolating be reminded to contact JC or Jane Morgan if they need essential food shopping. **Action**: BT to send email.

    Meeting ended 11.05