

Quidhampton Covid-19 Support Group

Minutes of the meeting of the steering group on 10 June 2020 via zoom

Present: John Cater JC (emergency co-ordinator), Ian Day ID, Zoe Hoare* ZH, Hannah Newnham HN (secretary), Howard Rowley *HR (chair), 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 3 June 2020

These were agreed with the correction of JC's exact title which was corrected to Community Emergency Volunteer.

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

BT to contact the village mask makers about use of a pipe cleaner reinforcement and ask that they talk to ID. She had contacted Sandie Smith, who knew about pipe cleaners and felt there was a problem using them, but had not contacted Linda Robson

Action: BT to put both mask makers in touch with ID

3. Report from chair

Only item to report was the **group's space on Quidhampton Parish Council website:** all documents produced to date were on the website. The only one still to be decided was instructions for removing masks safely. ID and HR were in agreement with each other but some other advice differed. BT pointed out she had already published the ID version on a handout in the newsletter which was also on the website and it was agreed to let this stand. **Action: HN to send the link to the website to all volunteers**

4. Emergency co-ordinators' reports

JC had nothing to report.

JT reported that she had had 9 telephone conversations with vulnerable villagers, three concerning a household with a computer issue originally identified by ZH who had arranged for it to be sorted out. Two calls concerned an elderly villager who hadn't received her paper copy of the newsletter because of a mistake by a deliverer. This was also sorted out.

BT reported the same deliverer's concerns about another villager but the telephone support volunteer reported signs of progress. The situation will be monitored.

JT phoned 3 families with school age children because schools have opened for some primary school age groups. One family reported no change (both parents working at home, children not of the right age); one family said children have already returned and they are happy with the arrangements; the third family said their children would have to go to school as the parents had to return to work and there was no other childcare available. On the Monday evening they said the first day had been OK despite some earlier misgivings.

JT had had several face-to-face conversations with vulnerable villagers and a call from a villager the previous evening who had asked for help in collecting a letter to be posted but was unable (because of deafness) to hear what the arrangement was. JC reported that he had dealt with it. JC raised the problems that might occur if JT were suddenly incapacitated. JT said her family knew that a file marked confidential should be given to KT and BT.

BT reported that **Rachella Michaels** (counsellor and psychotherapist) had not been contacted by any villagers and suggested the telephone support volunteers be reminded that villagers could be helped by her. **Action: JT to remind the volunteers**

5. Committee members reports

KT: the village hall treasurer Bob Phillips was applying for the discretionary grant which would make up for lost revenue. HR said it was unlikely that meetings could be held before 2021 so the application should mention annual figures for income and outgoings. **Action: update at next meeting**

ID had had requests from villagers for medical grade facemasks and would deal with that privately.

ZH: the mask tree had been very popular and needed to be re-stocked. It had taken £270 in donations so far. Ordering bread from Reeve's would be online. JC and ZH to discuss final arrangements. It would now be early July before the pub re-opened in any form (not 22 June as formerly believed). Planning has begun in earnest.

BT: suggested that a summary of the relevant content of the community emails she sends should be on the website together with minutes, terms of reference etc. The information and advice sent in these emails are part of the work of this group and should be available in the interests of transparency. The newsletters and flyers are already posted on the website. She produced an example summary of the emails for June so far. Everyone agreed. **Action: BT to produce a summary of past emails for the next meeting.**

HN: there appeared to be another problem with her emails to new volunteers going to junk mail. She would contact the new volunteer again.

6. Problems and lessons learned

Nothing else reported

7. Updates from Wilts Council or UK government

Changes are expected although the R infection rate is reported to be going up in south west England.

8. Data protection considerations

Nothing to report not mentioned above.

9. Training

Action: HN to tell volunteers that the handout has been updated and is on the website.

10. Any other business

KT asked about the garden show on 11 July and what measures would be put in place to ensure social distancing. **Action: HR will talk to the organiser, Clare Herring.**

HR suggested the meetings need only be fortnightly at the moment. Agreed.

Date of next meeting: 24 June 2020

Meeting ended 10.50