

High Halstow Parish Council

50 Pepys Way • Strood • Rochester • Kent • ME2 3LL
Tel: 01634 710086 • e-mail: clerk@highhalstow-pc.gov.uk
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MINUTES

Road Reps Committee Meeting

Friday 24th April 2020

Virtual Meeting ~ 4.00 pm

Attendees: Cllr G. Crozer (Chairman) Cllr M. Stone
Cllr R. Collins Cllr T. Munday
Rev S. Gwilt Mrs J. Allen (Clerk)

Members of the public: 0

The meeting commenced at 4.00 pm

Cllr G. Crozer opened the meeting and thanked everyone for attending.

1. **Apologies for absence**

HHPC514:24.04.20 An apology for absence was received from Cllr L. Atkinson, who had prior commitments.

2. **To receive Declarations of Interest and Dispensations**

HHPC515:24.04.20 None.

3. **Update on the position in High Halstow so far**

HHPC516:24.04.20 Cllr M. Stone spoke to advise that the High Halstow committee now had 20 volunteers.

She also advised that she understood the MARR group (Mutual Action Road Reps) had now in total completed 256 tasks combined.

4. **Feedback on leafletting in Hoo**

HHPC517:24.04.20 Cllr M. Stone spoke to advise that the High Halstow volunteers were leafletting both Allhallows and Grain this week, and that plans were being finalised to leaflet the remaining parts of the Peninsula that included Chattenden, St Mary's Hoo and Allhallows over the coming weeks.

5. **Policies**

HHPC518:24.04.20 The members collectively discussed changing the criteria in relation to the volunteer's proof of address, it was unanimously agreed to make the recommended amendments.

6. **Young volunteers and Medway Youth Trust**

HHPC519:24.04.20 Cllr M. Stone advised that the Medway Youth Trust had been in contact with her, and accordingly she had asked if any volunteers aged 25 years old or under were interesting in helping to get in touch with her.

7. **Article for Village Voices**

HHPC520:24.04.20 Cllr M. Stone advised that she was now finalising her article on the High Halstow Road Reps Committee for the Village Voices June publication.

She reported that one of the volunteers had kindly agreed to pose for a photograph for her article, wearing all their personal protective equipment, that included the Hi-vis jackets, as funded by the Parish Council.

She closed her report in advising that she had now received the details from Michelle from wHoo Cares in relation to the telephone befriending training.

8. **Finances**

HHPC521:24.04.20 Cllr M. Stone reported that the committee's face masks were yet to arrive, however the Clerk had sourced individual bottles of hand sanitiser at a cost of £70.

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9. Any other business

HHPC522:24.04.20 Cllr M. Stone raised a question in relation to DBS checks, enquiring if every volunteer needed one. She advised that she was unsure and had tried to be fair, to allocate tasks to different volunteers, to allow everyone an opportunity to take part. The members collectively agreed that further clarity on this point was required.

Cllr T. Munday also commented that he thought any volunteers who were collecting and dropping patients at hospital, should be DBS checked. Rev S. Gwilt spoke in response to advise the wHoo Cares would action tasks of this nature, as all their volunteers were DBS checked.

Cllr M. Stone reported that a lot of the tasks the volunteers had been asked to undertake mainly involved picking up shopping, collecting prescriptions and obtaining batteries for hearing aids.

The members discussed the procedure for holding evidence of the volunteer's ID and proof of address, where it was recognised there would be no need to hold onto these documents past the crisis. Cllr T. Munday reminded the members that the new archiving system had a privacy policy, which could allow only certain members access to these documents if required.

Rev S. Gwilt advised the members that that church foodbank had received no request for aid.

The Chairman, Cllr G. Crozer, also advised that he understood any property evictions had been placed on hold during the Coronavirus pandemic.

10. Next meeting date

HHPC523:24.04.20 Cllr G. Crozer, spoke to confirm that the date for next virtual meeting of the Road Reps Committee, would be held on Friday 1st May at 4.00pm

He thanked the members for attending and closed the meeting at 4.48 pm.

The next Road Reps Committee meeting will be held on:

Friday 1st May 2020	4.00pm	(Virtual Meeting)
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