

Wilton & District Link Scheme

Notes on informal meeting on 26 March 2008

Those in attendance:

Peter Batt, Peter Wilkinson, Angela Marsh, Jennie Jones, Elizabeth Andrews, Sue Jiggins, and David Barnes.

Item 1 Location of Telephone

Jennie has kindly agreed to retain this at her address. She will also be responsible for altering times and dates as necessary on the machine. The message on the machine will be revised with a different voice.

Item 2 Location of computer

This will be sited with Angela in the normal way. It is easily transportable so can go to a temporary address as required. All risks insurance cover is in force.

Item 3 Any changes to documentation

Changes to the text relating to the ansaphone will be incorporated in the Link Scheme introductory document. Mention of an unmanned system will be made and the reference to the available times of the co-ordinator will be deleted. Sue will attend to this.

Item 4 Donation envelopes

Jennie has agreed to accept these from the drivers before passing them to the Treasurer. Drivers' claim forms can be handed to Jennie or Angela.

Item 5 Notification to Link Project Office

The Chairman will attend to this.

Item 6 Notification to clients and volunteers via Newsletter

The Chairman will deal with this. Items will include the change of co-ordinator, the message on the ansaphone and other issues + the post of assistant co-ordinator.

Item 7 Assistant to Co-ordinator – advertising

This will first be mentioned in the Newsletter and then the matter of advertising on Spire FM will be investigated.

Item 8 Post of recruitment officer and recruitment process

The Chairman and Jennie will continue with this.

Item 9 Telephone numbers, addresses etc

The Chairman handed the relevant list to all.