



Committee Meeting - Romsey Mutual Aid

Date: 8 Apr 2020

Time: 17:00 – 18:00

Location: <https://zoom.us/j/375579072>

Agenda:

1. Welcome & Introductions (Rebecca Gordon and Frankie Marsh) (Dave)
2. Agree previous meeting minutes (Andy)
3. Review o/s actions from previous meetings
4. AOB

Attendees: Dave Baigent (Chair), Roxanne de Beaux, Rebecca Gordon, Ellie Greene, Diane Hicks, Andy Kennedy (Secretary), Paul Lythgoe (Treasurer), Frankie Marsh, Catherine Smart, Miguel Torres

Minutes

Updates on Actions from previous meetings		
Wed 25th March		
Item	Action / Note	Who
3. IT - WhatsApp	<p>This was not discussed and needs to be c/f to next meeting.</p> <p>27/03/20 - it was agreed that having an effectively open WhatsApp group (link has been widely shared and advertised e.g. on leaflet) was not acceptable from the perspective of safeguarding personal details particularly of those asking for help. AK to work with Danielle Green, MT and James Baye to explore alternatives and redirect requests that come via this channel.</p> <p>01/04/20 - MT to investigate whether WhatsApp can be locked - ie group left in place but closed to new messages</p> <p>08/04/20 - Agreed that Ellie will make the Requests Group to read-only, with info added on how to contact RMA</p>	EG
4. Finance - Payment Process	PL is negotiating with Soldo to get payment cards which can be pre-loaded with money and used by individual volunteers to	PL

- Soldo	<p>pay for shopping. They are prepared to waive their normal monthly fee, which leaves a one-off £5 charge per card. PL will continue to report back on progress re this.</p> <p>27/03/20 PL said he had circulated previously but will resend Soldo info to RdB and AK who will co-sign application.</p> <p>01/04/20 - Info from RdB and AK now available and PL to submit</p> <p>08/04/20 - 3 Soldo Cards applied for (PL, RdB and AK), also have virtual cards. Closed.</p>	
4. Finance - Payment Process - Workflow	<p>PL, RdB & ZT have started work on a flowchart for Volunteers to clarify how payments should be handled. This includes</p> <ul style="list-style-type: none"> ● where the person needing shopping etc can pay ● where they can't ● where they promise to pay but don't <p>This work is ongoing and RdB will provide an update at the next meeting.</p> <p>27/03/20 work continues. RdB and PL invited to cross Cambridge Mutual Aid group zoom chat to share proposed approaches to this.</p> <p>01/04/20 - get current version issued now as it's better than an absence of any guidance - form will need update - RdB to contact James Baye - and guideline to Ela.</p> <p>08/04/20 - work has been divided up between RdB and FM c/f</p>	RdB FM
4. Finance - Transparency	<p>Process to ensure payment transparency needed (in Slack) to record all RMA bank account transactions with trustee approvals. Dual approval needed before incurring expenses.</p> <p>27/03/20 c/f</p> <p>01/04/20 c/f</p> <p>08/04/20 Expenses form and spreadsheet completed, process document also done, to be included in Guidelines as appropriate by FM, RdB as part of previous item. Closed</p>	PL
4. Finance - Insurance - Private	<p>RdB has found possible source for insurance (including Trustee Liability) who aren't insisting on DBS checks for all volunteers. RdB to circulate terms and conditions when available.</p> <p>27/03/20 quote and t&c's circulated; PL raised concern about prescription collection exclusion. RdB to go back to broker with our prescription collection advice that we give volunteers and negotiate terms for including this activity within the policy.</p> <p>01/04/20 Terms now satisfactory and PL will pay</p> <p>08/04/20 Increased bill received and discount negotiated. Closed</p>	PL
5. Other Groups	<p>DB to liaise with local groups to let them know what we're doing and find out what they're up to, including faith groups, & to follow up with Mill Road Traders.</p>	DB CS

	<p>27/03/20 This has started, no response from MRT email, work continues - c/f</p> <p>01/04/20 - continues, CS to contact St Phillips and Mosque trustee she is in contact with</p> <p>08/04/20 - St Phillips and Baptist Church have been spoken to and will feed requests for help towards RMA. Closed</p>	
8. AOB - Membership	<p>Need to get a process in place for membership applications and invite people to apply; anyone resident or working in Romsey who supports the aims of RMA can apply.</p> <p>27/03/20 c/f</p> <p>01/04/20 basic membership form to be put together by MT and AK, added to OMRB and publicised.</p> <p>08/04/20 Membership form is now at https://overmillroadbridge.org.uk/rma-membership/ To be publicised in the next newsletter. Closed</p>	AK
8. AOB - Newsletter	<p>PL suggested we should publish a newsletter / update on RMA and circulate widely. CS pointed out that both Labour and Lib Dem contact / membership lists must remain private to those organisations. But that there was nothing stopping either group picking up on publicly available material about RMA (e.g. the newsletter) and distributing it themselves.</p> <p>AK to circulate a draft newsletter - or find someone else on Slack with the skills and knowledge to take this on.</p> <p>27/03/20 c/f</p> <p>01/04/20 Helen G has offered to do comms and newsletter about to go out (post meeting note - Helen has advised unable to commit time required due to work pressures so we'll have to find a replacement)</p> <p>08/04/20 Rebecca Gordon has kindly agreed to cover the newsletter and Twitter. Newsletter to be weekly. Closed</p>	HG

Fri 27th March		
Item	Action / Note	Who
4. IT - RMA Website?	<p>A separate website may be a good thing, but not priority. Facebook and Twitter would be higher up the list - but not for requests, just promotion. PL offered to set up Twitter handle, need to find someone to take Facebook on, and not just set these things up but keep them up to date. Dave will try to persuade Helen Gardner who he worked with on MRS to take this on.</p> <p>01/04/20 - AK to talk to HG about is she OK to do twitter and which email to use for that, otherwise to revert to PL</p> <p>08/04/20 As above re Twitter. Closed</p>	AK

<p>4. IT - Security of Personal Data in Street Channels</p>	<p>Issue being discussed in #security-safeguarding around having full contact details visible to everyone on the channel. Needs a solution which doesn't compromise collaboration inside the channel. DB and any others who can contribute to review thread and comment.</p> <p>01/04/20 - solution has been developed and is under test by AK and others. MT to change #security-safeguarding to private channel.</p> <p>08/04/20 - Guidelines written up. Call with RC's to be done by FM, James Baye and Ela, to agree on an approach to brief RC's, then we can go live. C/f</p>	<p>FM</p>
<p>4. IT - Security of Personal Data in Street Channels</p>	<p>RdB suggested we need a disclaimer / privacy policy available for both help requesters and volunteers so that they know what is being done with their personal data and have an opportunity to decide not to work with us. This was agreed, AK to find someone with relevant expertise who could put this together.</p> <p>01/04/20 AK has had an offer to do this from @Trish. Chase.</p> <p>08/04/20 Privacy policy drafted, to be reviewed and implemented</p>	<p>AK</p>
<p>5. Finance - Constitution</p>	<p>The Constitution will need amending because of bank account change (see next item). PL to produce a draft and RdB to review with C CVS on Monday.</p> <p>01/04/20 - started - draft revised constitution to be circulated for review before next meeting</p> <p>08/04/20 - PL has produced revised draft and published to Slack, needs Roxanne adding as Trustee, and copy sent by email to CS, then can be issued.</p>	<p>PL</p>
<p>6. Street level groups liaison</p>	<p>AK asked whether the group thought that there was value in running a session with street level autonomous groups in Romsey (e.g. Sedgwick Street, Hemingford / Romsey Rd, Greville Rd), to learn from their experiences, understand their issues and see whether RMA could do anything to better support them.</p> <p>This was deemed worthwhile but low priority atm so c/f</p> <p>01/04/20 c/f</p> <p>08/04/20 c/f</p>	<p>-</p>
<p>7. Collaboration with other MA Groups</p>	<p>AK / DB gave an update from City / County + Cambridge MA Groups teams call on Thursday.</p> <p>County have been tasked by the government with ensuring that "shielded" individuals (those with serious respiratory problems or cancer) are supported, either by their friends /</p>	<p>AK / DB</p>

	<p>neighbours / relatives or by County volunteers.</p> <p>There was the possibility that MA Groups could get sight of the list of these people so that they are aware of their existence and can take appropriate action if they receive a request for help from them. However unclear atm what that appropriate action would be... There was general concern amongst the committee that escalation routes are undefined or at best unclear in the event that</p> <ul style="list-style-type: none"> ● shielded individuals ask for help from RMA ● RMA volunteers identify safeguarding issues, or serious mental health issues ● cases of food poverty are identified <p>Re the latter, Sam Dyer is working on a process to be followed, and the intention is for the City Food Poverty organisations to handle all cases of this type. Detail tbc.</p> <p>AK / DB to continue to press City / County as appropriate at the next liaison meeting (Tue).</p> <p>01/04/20 - awaiting approved referral process from City and County</p> <p>08/04/20 - referral process received and implemented as Escalation Guideline. DB gave an update from the City Council. Closed.</p>	
8. Proactive calling of vulnerable people	<p>This would require a list from City / County / NHS (?) and would be something for all our volunteers to be doing while request volumes are low. Could be done across MA Group boundaries. To be c/f to next meeting for further consideration, and in the meantime CS to contact organisations e.g. charities who are doing similar work already for guidelines / best practice / advice.</p> <p>01/04/20 - CS to write up guideline from info found and publish to Slack admin channel for review.</p> <p>08/04/20 - complete. Closed.</p>	CS

Wed 1st April		
Item	Action / Note	Who
4. Finance - Approval Process	<p>PL has started approval process documentation, c/f.</p> <p>PL to work with MT on form for submitting payment requests and approving them</p> <p>08/04/20 draft complete c/f</p>	<p>PL</p> <p>MT</p>

8. AoB - Guidelines	AK to talk to Ela about progress on Guidelines e.g. shopping 08/04/20 - complete. Closed.	AK
8. AoB	£1,000 from council not paid yet - to be chased 08/04/20 - c/f - DB to chase	DB

Wed 8th April		
Item	Action / Note	Who
Next meeting	Wed 15th April 5pm https://zoom.us/j/858777242	-