

**Minutes of the Community Care Committee meeting held on Thursday 13 April 2017
at 2pm.**

Present: H M Smith (HMS) (Chair), T Leavens (TL), T Ebbon (TE) Warden, Community Care Scheme

In attendance: S Corder - Clerk

1. Apologies for absence

D Burch (DB) – personal, A Bradnam (Council meeting)

2. Declarations of interest and dispensations

None received.

3. Approval of the Minutes of the Community Care meeting held on 12 January 2017

It was Proposed by HMS that the minutes of the meeting be approved and signed as a true record – **ALL AGREED.**

4. Community Care Warden list of courses attended

TE has attended Dementia training, Ear and eye drops application and usage of inhalers and nebulizers.

5. Mobile Warden Scheme Update – Report from Tracey

TE has 5 new clients taking the list to the maximum of 20 clients.

The new 2 tier scheme description will be handed out to the clients detailing what duties TE will carry out on either level of the scheme. For insurance purposes duties that are excluded will also be listed.

6. Barnabas Court Update

Report back from Liaison meeting with CHS Care Staff.

HMS and AB met with Beryl Gillespie of CHS Care to discuss matters arising regarding TE's client duties.

7. Community Care Warden – Mobile Phone

TE reported that a ¼ of the phone usage is personal. HMS confirmed that as the other ¾ is work usage then the PC will claim back ¾ of the VAT.

8. Holiday Cover for Community Care Warden

TE and HMS have been looking into alternative staff holiday cover for when TE takes annual leave. Hatley Court, who currently provides our holiday cover, suggested Priority Professional Placements. **TE to talk to Sam from PPP. HMS to check with Edmund House who have offered to help.**

9. Any Other Business

HMS is in the process of filling out a Zurich Insurance questionnaire which covers areas of safeguarding, handing of clients' money etc. TE confirmed that £50 is the maximum she handles for clients shopping only.

SC reported that the wheelchair has now been serviced and stored at the Parish Council Office ready for use. The client invoices for Jan-March have been sent out.

10. Date of Next Meeting – 2pm on Wednesday 12 July

Meeting closed 2.55pm

Signed: Dated: