

**Minutes of the Community Care Committee meeting held on Wednesday 11 October 2017
at 2pm.**

Present: H M Smith (HMS) (Chair), A Bradnam (AB), D Burch (DB), T Ebbon (TE) Warden,
Community Care Scheme

In attendance: S Corder – Clerk

1. Apologies for absence

T Leavens (TL) - personal

2. Declarations of interest and dispensations

- a) To receive declarations of interest from councillors on items on the agenda; None received.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any); None received.
- c) To grant any requests for dispensation as appropriate. None received.

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

Deprivation of Liberty safeguarding refresher course
Hand Washing

5. Mobile Warden Scheme Update – Report from Mobile Warden

TE currently has 2 vacancies on the basic level requirement of the scheme.

TE tabled her report and gave an update on her clients. It was **AGREED** that this report should be marked up as “Confidential” and dated.

TE is putting together a client folder for each home, which will contain: warden letter, communication book, life line test paper, smoke alarm test paper, key safe letter, family and doctor information and food catalogues.

TE reported that the holiday cover provided by Professional Priority Placements is going well. TE now has a Community Care Warden Facebook page. <https://www.facebook.com/miltoncommunitycarescheme>

6. Community Navigator Report

Nothing to report.

7. Complaints Procedure

The current Milton Parish Council complaints procedure covers all staff and Councillors. It was agreed that a letter be given to all Clients in their folder informing them that any complaint should be raised with TE first. If not satisfied contact the Clerk at Milton Parish Council.

8. Community Care Client Debtors

There are two current debtors. It was agreed to write off one, after much effort in trying to receive payment from them and the Clerk to contact the other debtor again.

9. Mobile Phone for Holiday Cover

It was agreed for TE to look into purchasing a pay as you go mobile phone for TE’s holiday cover as currently using the Clerk’s phone.

10. Barnabas Court Update

There is a flat available.

11. Grant Funding

To reapply for the Mobile and Community Warden Scheme and Milton Charities grant for donation towards the running costs of the Community Care Warden.

12. Any Other Business

Nothing to report

13. Date of Next Meeting

Wednesday 10th January 2018 at 2pm.

Meeting closed 3.55pm

Signed: Dated: