



UPPINGHAM NEIGHBOURHOOD FORUM

Uppingham Community Emergency Plan

Minutes of a Virtual Meeting of Lead Coordinators held on Sunday March 29th 2020 at 6pm

1. Online Roll Call

All eight lead Coordinators detailed in the Uppingham Community Emergency Plan were visually confirmed as present online with the meeting being chaired by Janet Thompson.

2. Apologies for absence

None

3. Declarations of Interest

The various business, community and statutory sector interest of Lead Coordinators were noted.

4. Standing Items

It was agreed that a standing item for future meetings would be an update on relevant communications received from Government, Rutland County Council (Michelle Woolman- Lane), the Surgery (Practice Manager), Uppingham Town Council (Town Clerk), Uppingham First, Uppingham Business Forum, Uppingham Neighbourhood Forum and UppWatch.

It was noted that:-

- a) An initial meeting with the Surgery Practice Manager and the Chair of the Patient Participation Group (PPG) had been fruitful and had established clear lines of communication.
- b) RCC and UTC were communicating effectively through their designated officers
- c) The Coordinator group includes 3 members of UTC and Executive Members/Directors/Trustees of a wide range of community groups, charities and local businesses. Gender balance in the group is 50:50. Age distribution is resilient with 75% of lead coordinators being under 70 years of age
- d) Rutland now had two confirmed cases of the Coronavirus

It was agreed that:-

- i. Confirmation that the market will be operating on Good Friday be sought from the Town Clerk
- ii. An UppWatch advert with helpline numbers be placed in the Rutland Times
- iii. UppWatch be invited to continue issuing regular information bulletins to the community to keep residents informed of developments

5. To approve the April 2020 updates of the Uppingham Community Emergency Plan

Agreed, and that the updated public version be forwarded to social and economic partners as well as being published online at www.uppinghamonline.co.uk and www.uppinghamneighbourhoodplan.info

6. To Acknowledge the April 2020 Volunteer Database

Received and agreed that, to enhance resilience, data management and storage authority be extended to all eight coordinators during the current period of emergency. It was noted that the database currently listed 41 contacts of whom 3 were 'liaison' contacts with other agencies.

It was further agreed that all volunteers be invited to join an optional online briefing and updating conference next Sunday April 5th commencing at 4pm and ending no later than 5pm. An electronic invitation and link will be sent in advance to all on the database. GT and RS to organise: Evaluation of the conference by Lead Coordinators to commence at 5.15pm the same day.

7. Uppingham Hopper

DA reported on a number of issues relevant to the Hopper. It was noted that:-

- a) Uppingham First was now operating Hopper under Community Transport Association (CTA) guidelines with regard to the Coronavirus
- b) The routine Hopper timetable was now suspended but still available for essential journeys by appointment
- c) A new cleaning regime for the bus interior had been adopted
- d) The Hopper is now supporting the volunteer database, residents and local shops by delivering medicines, prescriptions and groceries
- e) The Hopper had been given an annual service, MOT and had had a fuel injector replaced to help prepare it for its new range of duties

It was noted that the Hopper may need additional funding to keep operating, given its present loss of regular passenger donations.

8. High Street Issues

A number of shops are now using the UppWatch regular updates to advise residents on stock availability, advance ordering procedures, change of hours etc. Excellent feedback is being received on the bulletins.

9. To Agree a Draft Letter of Authority for Volunteer Shoppers

Following consultation with the Co-op and other shops it was agreed that, to enhance resident safeguarding and to prevent volunteer shoppers being repeatedly challenged at store and local shop tills over excessive shopping, a letter of recognition be issued to all UppWatch approved shopping volunteers. It was noted that permanent UppWatch volunteers already had photo ID cards.

10. Other Matters of Relevance

- a) **Expenditure** – It was noted that the UNF and UppWatch were now incurring costs on behalf of the community and would need to identify sources of additional funding to continue their excellent work supporting the community in its time of need
- b) **Two Way Radios** - A trial dispersal of the committee's ancillary communication devices is under way. Further range tests will be carried out in the coming days. All other emergency equipment held by the Committee (see Emergency Plan) has been checked

11. Questions forwarded to Coordinator Group

- a) **National Guidelines versus common sense** – Coordinators agreed that it was generally not within their remit to issue advice and that national advice should be followed
- b) **Alternative methods of payment for shopping** – Coordinators noted that current practice was to allow the volunteer shopper to agree appropriate payment arrangements with the shopping recipient. The Co-op, for example, is unable to accept advance payment by card over the telephone. It was agreed that this subject would be appropriate for discussion at the April 5th online volunteer conference
- c) **Volunteer priority** – it was agreed that UppWatch volunteers who had also registered to support the NHS should give priority to the latter in the event of any conflict
- d) **Window help signs** – It was agreed that such window stickers could work well in a small community but were not necessarily practical in larger settlements.

12. Frequency of Meetings

Agreed that these be weekly at 4pm on Sundays (excluding Sunday April 5th)

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Uppingham Community Emergency Plan

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