

**Minutes of the Somerset LINK Stewardship Group  
Held on  
Thursday 3<sup>rd</sup> December 2009**

**In attendance:**

**Stewardship Group:** Mrs Carole Hounsell (Vice Chair)  
Mrs Rachel Witcombe

**Help and Care (Host):** Mr Martyn Webster  
Mr Stephen Letchford  
Mrs Patricia Starkey

**Volunteers:** Mr Chris Evans  
Mr David Rees  
Mr Brian Shipton  
Mr Brian Stother

**Apologies received from:** Mr David Boyland (Volunteer)  
Mr Leroy Clifton  
Mr Barry Derrick (Volunteer)  
Mr Rafal Skarbek  
Mrs Eileen Tipper (Volunteer)

<b>Item</b>	<b>Action</b>
<p>1. <b>Welcome:</b></p> <p>A warm welcome was extended to four new volunteers who joined our meeting.</p>	
<p>2. <b>Resignations:</b></p> <p>A resignation was received from Di Monaghan due to her Epilepsy attacks and being unable to drive.</p>	
<p>3. <b>Minutes of Last Meeting:</b></p> <p>Approved and agreed a true record.</p>	
<p>4. <b>How to Take the Somerset Link Forward:</b></p> <p>It was agreed that due to lack of progress and diminution in members three things needed to happen - a work plan put in place, the structure to be rebuilt, and training arranged for Enter &amp; View Groups.</p>	<b>ALL</b>

It was suggested the SSG meet on Thursday, 14<sup>th</sup> January 2010 from 5.30-7pm to go through issues received, and make decisions on which to take forward according to the decision making matrix. **ALL**

MW & SL to pull issues together and arrange for training of Enter & View Groups to take place in February (maximum of thirty people). **MW/SL**

All SSG members and volunteers to receive a copy of the decision making process and finance details. **MW/SL**

6. **Work Plan/Issues:**

Work plan recommendations to be issued to all SSG members and volunteers by 8<sup>th</sup> January 2010. **MW/SL**

7. **Website Update/Comms:**

Domain name now in place. SL in touch with possible communications person who may take on our PR. Distance could prove a problem. **SL**

8. **Enter & View Training:**

It was explained this takes the form of a workshop. As well as attending this members must agree to CRB checks and names being published. Following completion of this training members are then asked how it was for them and if they still feel they wish to carry out Enter & View tasks.

**Meeting closed at 7.30pm**

9. **Date of Next Meeting:**

Thursday, 14<sup>th</sup> January 2010 from 5.30 – 7pm at the Town Hall/Vista offices in Langport.