

# Beach Wheelchairs

Minutes of the Meeting 9<sup>th</sup> March 2018



## Present

Alison Brown (Chair) AB, Bryony Capaldi BC, Cath Brookes(Secretary) CB, Robin Black RB, , Debbie Gibb DG, Dave Gibb DGi, Mel Kay( Vice chair) MK

1, **Apologies** Phyllis Conway PC, Karen Sinclair KS (Treasurer)Fergus Watson FW

|          |  | <b>ACTION</b>  |
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| <b>2</b> | <p><b>Minutes of the last meeting</b><br/>                     AB presented the minutes of the last meeting – CB to send minutes of last meeting to RB.<br/> <b>Local Hero donation.</b> £250 for the day. Try and book for May 5<sup>th</sup>. BC to book. Mel to contact Judy through Facebook about Local Heroes donation.<br/> <b>Membership</b> – BC has sorted paperwork and put it in a separate folder for members. Regular visitors will be contacted and offered membership. . CB to contact Resource Centre in Haddington and MK to contact playscheme and Wednesday users.<br/>                     AB to check if insurance happy with membership scheme prior to contact to regular users.<br/>                     Volunteers – AB and BC to get together to review training documents currently in place, and formalise a training log of all volunteers.<br/>                     BC proposed Minutes and DGi agreed.</p> | <p><b>CB</b></p> <p><b>BC</b><br/><b>MK</b></p> <p><b>CB,MK</b></p> <p><b>AB</b></p> <p><b>AB BC</b></p> |
| <b>3</b> | <p><b>All Terrain Power Wheelchair</b><br/>                     Demonstration will happen in the dinghy park and clear test that must be passed before volunteer will allow visitor to take the chair. The chair is only for use on the beach. The Board will need to make a decision as to whether someone over the age of 18 can use the wheelchair unaccompanied. BC suggested that on busy days it can be recommended to use the power wheelchair at the far ramp to avoid the crowds.</p> <p>Next Steps<br/>                     In line with our procurement policy MK and DG agreed to identify criteria to measure a range of available all terrain wheelchairs against.<br/>                     Where will the chair be stored and charged. RB to explore options<br/>                     Possible funding and storage options through LEADER funding. AB to follow up contact from Charlie Marshall</p>                        | <p><b>DGi MK</b><br/><b>RB</b><br/><b>AB</b></p>   |
| <b>4</b> | <p><b>Paid Member of Staff</b><br/>                     Add any other duties to job description to cover potential wet weather duties. Board member to over see worker. Board members do a week at a time.<br/>                     Work days Thursday to Monday (Tuesday and Wednesday off) 10am-4pm<br/>                     Potential job share<br/>                     Advertise in North Berwick High School asap<br/>                     Sensible to do a PVG check<br/>                     AB will tidy up the job description and make a poster and let Jane McMinn know</p>  | <p><b>AB</b></p>   |

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| <b>5</b>  | <b>Ramp Upgrade</b><br>Work started but progress was slowed down for the snow. There has been a mixed reception on Facebook due to the change of the disabled parking. Please reply calmly.  | <b>AB</b><br><br><b>BC</b>   |
| <b>6.</b> | <b>Seton Sands</b><br>AB will visit 9 <sup>th</sup> March in the afternoon and will then report back<br>Haven need to create a booking system, we will arrange insurance due to their huge excess and we will jointly organise a launch.   | <b>AB</b>  |
| <b>7.</b> | <b>Update to Action Plan</b><br>Time ran out and this needs to be put back on the agenda for next time.  |  |
| <b>8.</b> | <b>VAT</b><br>Time ran out and this needs to be put back on the agenda for next time.  |  |
| <b>9</b>  | <b>Any Other Business</b> <ul style="list-style-type: none"> <li>• There is no room for a memorial bench for Len in the harbour. It was suggested the hut be named after Len and a plaque on the hut. AB to ask MK to talk to Len's daughter. This is from the last meeting – did it happen?</li> <li>• Banking while KS is in London. AB and RB can pay in donations and make payments. We agreed to pay someone £50/month to keep accounts up to date and do payroll for the paid member of staff. Haven need to create a booking system, we will arrange insurance due to their huge excess and we will jointly organise a launch.</li> <li>• Gifting of a hippocampe chair to St Andrews group was voted on and agreed.</li> <li>• Mel will check Community Centre for mail.</li> <li>• Cath will send thank you cards for cheques received.</li> <li>• Walk with Scott has chosen BWC as one of his charities</li> <li>• MK and RB to assess maximum weight that wheelchairs can take.</li> </ul> | <b>MK</b><br><br><br><br><br><b>AB</b><br><br><br><b>MK</b><br><b>CB</b><br><br><b>MK RB</b> |
| <b>10</b> | <b>Date of Next Meeting</b><br>Thursday 19 <sup>th</sup> April 9.30am<br>Friday 26 <sup>th</sup> May 9.30am<br>Thursday 22 <sup>nd</sup> June 9.30am<br>Friday 25 <sup>th</sup> August 9.30am<br>Thursday 26 <sup>th</sup> September 9.30am<br>Friday 22 <sup>nd</sup> October 9.30am<br>.   |  |

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_