

# **Hello Neighbour Covid-19 Volunteer Committee**

As of 25<sup>th</sup> March 2020, Malborough Parish Council propose the formation of a sub-committee to be referred to as the **“Hello Neighbour Covid-19 Volunteer Committee”**.

Proposed by Chairman John Yeoman, Seconded Vice Chairman Ann Kendal, approved unanimously.

## **Purpose:**

The purpose of the sub-committee is to organise volunteers to provide support and assistance for vulnerable people in the parish of Malborough during the Covid-19 Pandemic of Spring 2020.

## **Members of the committee:**

- All Parish Councillors
- Clerk Katharine Harrod acting as Data Controller
- Grace Bibby acting as Data Controller
- All volunteers in the parish as detailed on the lists held by the Data Controllers.

## **Terms of Reference:**

Meetings and terms of reference shall be as per the Policies and Procedures currently adhered to by Malborough Parish Council.

In the light of the current outbreak of Covid-19 and Government requirements on isolation it was agreed: decisions having to be made regarding the operating of the volunteer team will be delegated to the Data Controllers subject to:

- (a) to approve to not hold meetings whilst isolating and
  - (b) to approve delegated authority to the Clerk to make BACS transfers and
  - (c) to approve delegated authority to the Clerk to deal with communications
- following input on (b) and (c) from councillors and then for the Parish Clerk to discuss with the Chairman/Vice Chairman as to such approval or action to take.

NB: No monetary considerations are anticipated at this time.

## **ACTION REQUIRED:**

- Create a list of volunteers and the areas they will cover.
- Print and arrange for distribution of Hello Neighbour leaflets.
- Obtain list of local organisations offering a delivery service.
- Obtain additional volunteers to provide additional cover in high impact locations (ie, Cumber Close).
- Risk assessment document to be issued.
- Volunteer Advice document to be issued.
- Register with DCC/SHDC.
- Information uploaded to website/social media.
- Regularly review volunteers and undertake email checks on a monthly basis following the matching of a volunteer/vulnerable person.