



# Community Meeting Update

**Meeting date: 25th April 2024**

## 1. Introductions

Name	Representing	Declarations
D Bowmer	Greens Norton Scouts	None
J Bloomfield	CIC Director	Silverstone CE Primary School - Head
J Buller	CIC Director	None
K Baker	CIC Director	Sponne PTFA - volunteer Greens Norton Scouts - trustee
K Coles	Friends of Silverstone School	Silverstone CE Primary School parent
L Hillyard	CIC Director	Silverstone CE Primary School – Governor Silverstone CE Primary School - parent
P Gracai	Sponne PTFA	None
R Cashmore	Friends of Silverstone School	Silverstone CE Primary School parent Silverstone Brownies
S Baker	Community	Sponne parent
T Fanthorpe	Community	Silverstone CE Primary School parent
T Whitlock	Silverstone Brownies	None
Apologies: L Moss, A Head		

2. An update of work undertaken by the CIC directors since the last Community meeting (16/11/23) was provided:

- a) Policies: Volunteer, Complaints and Privacy have all been approved and published.
- b) 2024 GP Parking Profit allocation: The principles of CIC charity partner working and proposed profit allocation from a GP parking event were shared. This [agreement](#) will apply for 2024 and will be reviewed post event by directors. During the subsequent discussion attendees were advised:
  - The principles are the same as those applied in 2023, with the addition of Pre-School receiving a separate donation, irrespective of volunteer contribution.
  - These principles are deemed as the fairest way of the CIC to support Silverstone CE Primary School as the primary beneficiary and Silverstone Pre-school (as requested at the last community meeting) whilst maximising the pool of available volunteers to enable the CIC to safely deliver the parking services which its customers have paid for.
  - The directors are unable to confirm any figures for charity partners or the preschool until closer to the event.
- c) 2024 operational planning:
  - Necessary operational elements such as event insurance, port-a-loo hire, car park entrance ticket scanning equipment and wi-fi connectivity for our sites have all been secured.
  - Wet weather contingency plans have been put in place with the CIC directors reviewing weekly.

- Local event traffic plans and customer advice has been confirmed following a meeting with the circuit and their traffic management partners.

### 3. 2024 Charity Partners.

- The directors confirmed all 2023 charity partners, with the addition of Silverstone Cricket Club and Silverstone Racers, will be approached with an offer to be involved in 2024 GP Parking.
- All 2024 CIC charity partners will be confirmed by 14<sup>th</sup> May 2024.
- As in 2023 volunteers will select the organisation(s) they wish to represent, and their volunteer hours will be allocated in that way. For example, one organisation selected then 100% of hours will be allocated, 2 or more organisations selected then hours will be split equally across the nominated organisations.

### 4. Volunteer recruitment updates and plans were shared.

#### a) Key co-ordinator roles.

- Two volunteers came forward for the Volunteer co-ordinator and Route Signage co-ordinator roles.
- All agreed to continue to publicise the director, Car park layout and Volunteer wellbeing co-ordinator opportunities.

#### b) Volunteer sign-up:

- The 2023 on-line sign-up form will be repurposed as it enables the CIC to capture all the information required for volunteer management and planning.
- The timetable for volunteer recruitment and sign up is:  
26/4 – 14/5: All charity partners are actively encouraged to make their community is aware of GP Parking and how participating will benefit not just Silverstone Primary school but also their own organisation.  
15/5: All charity partners to receive the sign-up form link along with png and pdf formatted information to share with their communities via social media and other channels.  
16/5: The sign-up form will go live.  
16/5: From this point the volunteer co-ordinator will communicate with charity partners regarding sign ups and provide volunteers with access to the secure volunteer portal.

#### c) Volunteer communications:

- The [volunteer zone](#) on the CIC website has been extensively redesigned.
- A secure portal has been designed as the main communication tool and attendees were given a brief demonstration of this. All agreed this was a good solution to 2023 volunteer feedback regarding email communications and lack of role knowledge.

#### d) All were reminded of the director role being an unpaid volunteer role. However, if a director is undertaking volunteer tasks (non-director duties) all their time completing these tasks will be allocated to their nominated organisation(s). This principle remains unchanged from 2023.