

MONEY FOR SHOPPING INSTRUCTIONS STREATLEY & GORING

This Float is designed to support households who cannot shop for themselves. It is not intended to provide free food for households in financial difficulties. Access to foodbanks can be provided for houses in isolation instead. The Float is to be used for reimbursing volunteers who have made a personal payment for shopping they have carried out for a vulnerable person under exceptional circumstances. It is a small fund which requires reimbursement of each transaction to ensure it can be utilised again by further people.

1. If a street champion is wants to go through the process then the helpline should guide them through it carefully (see 3-9)
2. A street champion should not be pressured in any way to do this as a 2nd level volunteer can easily be allocated instead by the coordinator.
3. The SC or volunteer (or helpline if the resident has called in) confirms with the resident that they only need essential shopping / medication up to the value of £25 and are able to write a cheque (if no then please see 10)
4. SC/volunteer or helpline confirms resident's details (name address & phone number) with coordinator / Parish clerk
5. SC / volunteer does the shopping paying for it themselves and photographs the receipt
6. SC / volunteer telephones the resident to give the amount of the shopping so that a cheque can be prepared (Payable to Streatley or Goring Parish Council as appropriate) and placed in an envelope on the doorstep.
7. SC / volunteer delivers shopping and picks up cheque
8. SC / volunteer delivers cheque to the clerk of council * with a copy of the receipt (photo) and their bank details.
9. The Parish clerk will the same day transfer the money into the SC/volunteer's bank account.

10. Where a resident has no means of payment at the time, or is too ill, the Coordinator will ask whether payment is available either via a relative, when the person might be well enough to write a cheque or when a new cheque book might arrive. In this case the shopping will be purchased, and the council will arrange reimbursement from the family.

* If volunteer is unable or unwilling to deliver the cheque, then they can phone the coordinator and forward the photo of the receipt and their bank details to the coordinator or direct to the clerk and the coordinator will collect and deliver the cheque, once told the shopping is delivered.