



Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.

4 January 2010

Minutes of the 2nd meeting of the Trustees held at 7.30pm on 4th January 2010 at Bleak House, High Street, Debenham, Suffolk IP14 6QW

1. Apologies and previous minutes.

Present: Mr. Lynden Jackson (Chairman), Mr. Roger Cockerton (Hon Treasurer and Trust Secretary), Dr. Paddy Fielder, and Mr. Mike Rouse. All trustees present and no apologies for absence.

2. Trust Membership - Authorisation for Mike Rouse to become a member and consideration of possible other members.

The trustees unanimously elected Mike Rouse to become a trustee. The Chairman was authorised to approach 2 nominated individuals to ascertain if they would be willing to become trustees of the project (the first has had significant experience in managing a charity at trustee level, the second has considerable experience in the private care field) Both are female - the meeting felt that it was important to develop an appropriate gender balance. Consideration was also given to further possible trustees. It was agreed to leave this for the time being. It was also agreed that the total number of trustees should be no greater than 7. It was agreed that decisions taken by the trustees would be on the basis of majority voting. Roger Cockerton will provide a PDF format copy of the trust documents for the website. Charitable status has been authorised by the Charity Commission but we are awaiting the administrative steps required to generate the charity number.

3. Trust Policy - Accounting and Expenses; Referrals; POVA.

Draft policies for the above areas were presented for comment. Trustees agreed to respond ASAP. Roger Cockerton agreed to act in the role of POVA administrator with Paddy Fielder acting as the POVA contact person.

The meeting agreed the aim of developing a single referral system based at the surgery and encouraging local authority, NHS and charitable agencies to use it as a central register of carers / cared-for. Paddy Fielder will progress the referral system.

The general basis of all policies was agreed. The chairman will publish the policies on the website after comments from the trustees and final editing.

4. Consideration of the financial position.

The treasurer reported that the bank balance stands at £5,000 in the form of a loan. The

MSLSP grant of £7,500 is awaited and the chairman is monitoring the situation to ensure minimum delay. A £50 donation has been received from Ruth Boulton as a result of her charitable sales of second hand books. £276 has been received from Kate Scott representing a local choral group who sang carols around the village, and donations made at The Christmas Evening held at The Red Lion. £7.50 was received in "Robert the Ram" donations at the project's stand in Dove Cottage at the Christmas Shopping Evening.

The treasurer agreed to produce the final draft of the expenses form asap.

5. Consideration of general progress on short term (Here and Now) objectives.

The chairman explained the direction that he was progressing the development of the project and that this was a critical period for the project - services were in place and it was now the time to carefully "stimulate demand" by increasing awareness of the project and the issue of dementia in the community - a number of approaches were mentioned. It was agreed that this should be the priority and that the referrals system was a key element. Referral packs would be produced.

The other important direction was towards NHS/PCT support for local professional services eg Assessments, Memory Clinic and funding of a comprehensive referrals approach, based upon the local GP practice, which would enable inputs from not only NHS sources but also from the various other (local authority and charity) agencies.

The chairman was authorised to continue the project development in these directions.

6. Consideration of Progress towards long term (Vision of Caring) objectives.

The meeting discussed the (confidential) draft concept plan for an integrated approach to social, day, very sheltered, secure, respite, nursing and intensive residential care. The trustees agreed that the chairman should continue to develop it with the relevant authorities in planning for a comprehensive local scheme for the care and support of all frail elderly in the Debenham catchment area. The members agreed to provide comment asap.

7. Any other business.

No other business.

8. Date of next meeting

Left open depending upon progress - circa early March