



Minutes of a Joint Meeting of The Steering Group and Trustees

Of

The Debenham Project.

A joint meeting was held on Thursday 30th November 2017 at 7.30pm. in Dove Cottage.

1. Attendance and Apologies.

Present: Paddy Fielder (Chairperson), Lynden Jackson, Mary Morley, Joy Walton, Sue Jackson, Richard Blackwell, Roger Cockerton, Chris Bishop and Steve Robbins.

Apologies: Mike Rouse, Gillian Shacklock and Peter Holme.

2. Minutes of the Previous Meeting.

Paddy opened the meeting.

There was one matter arising from the minutes of the last meeting: -

High School involvement with the Project. Paddy has approached Thomas Mills High School in Framlingham regarding D of E student involvement. They showed an interest in principle but could see that there could be problems with timing as our activities are held during the day when the students and supervising staff are in school. It was suggested that perhaps a staff member could attend with a student and then the student pair up with a Project user. The usual security checks would have to be undertaken.

The minutes of the last meeting were approved.

3. Matters arising from previous meetings that are not covered by the agenda.

None.

4. General Progress on Current Activities and Near-term Objectives.

- a. Fit Club. Sue reported that this is going very well and that there is still a waiting list.
- b. Carers Club. This is also thriving with regular referrals. Seven new people have joined in the last few months.
- c. Info' Café. This is also thriving and there will be a Christmas party next Wednesday 6th December.
- d. Way Back When. Steve reported that the numbers are not huge but it is quite a successful activity. Meetings are on the second Tuesday in the month at 2pm. with the next one scheduled on 12th December. Steve felt it was necessary for him to have a deputy who could stand in and run the session if he has other commitments. This has occurred on two occasions and the sessions had to be cancelled.
- e. Lunch Clubs. The club held at Steve's house has had two people leave recently. Lynden thought he knew of two people who might like to join. The lunch clubs are often still important for carers whose cared for person has moved on. The lunch club at Coopersfield is quite large with thirteen guests and six volunteers.

The club at 6 Cross Green now has 10 members which is possible because they often go out for lunch. Russell Ling is very good with providing transport. Clive Bignell is now a driver for the group. They have visited the Museum at Parham Airfield and are planning a visit to The Fitzwilliam Museum in Cambridge for The Codebreakers Exhibition. **They have also been invited to a garden in Ipswich for lunch next summer. This lunch group have gelled particularly well and because of this managed their May meeting without Joy when she was unable to take part at short notice.**

The trip to The Hut in Felixstowe was very successful and it is hoped to repeat it next year with some small adjustments to the arrangements. There were 23 people on this year's trip including 7 volunteers and everyone travelled by car. This was considered easier and cheaper than a coach. Joy felt that initial communications systems could be possibly be improved. Joy will try and book the venue for a Friday next year as some members often have visitors on a Sunday or like to attend Church. As the chips were rather soggy this year a different shop would be looked at and try to have them delivered. Joy will also take more wine! [Paddy suggested a wine box.]

- f. Cameo. The group will be attending the pantomime at The Wolsey Theatre in Ipswich again after their successful visit last year.

- g. Summer Garden Party. Thanks to the generosity of Mike and Lynn Rouse this was again a very enjoyable and happy event with wonderful refreshments and music. Mike and Lynn have kindly offered to host this event again next year and we all extend our sincere thanks to them.
- h. Music Group. It is hoped that this will be initiated in the New Year as Kate Scott is not able to commit to this just now. Jean and George Henderson have music books and are able to assist with this project.
- i. Information and Advice Service. This is used regularly by Social Services and others and helps to prevent hospitalisation.
- j. Transport. There are two new volunteer drivers and 150 trips were made in the last year.

Paddy congratulated all those involved with the above activities and services.

5. Recent Developments.

- a. Dementia Together. (Lynden) This is a countrywide organisation. It is run here by Sue Ryder who provide interface the infrastructure and local groups such as The Debenham Project are the local. It has been running for six months and there are currently 10 dementia alliances, two projects and others. The organisation receives £220k p.a. funding. Dementia Together was the stand-alone winner of a prestigious **national** award for working together.
- b. One to One. (Paddy) This is a group of six experienced ex-professionals who have received training to support individuals on a one-to-one basis. The level of involvement is driven by the client and the service frees up professionals for other work.
- c. Please Tell Me. (Lynden) This book is an interactive tool for Life History Therapy designed to help reduce isolation. There were copies for The Trustees and Steering Group to look at. Lynden has been approached by the author for assistance in gaining funding for a follow-up book, Please Tell Me More. The Debenham Project currently has 5 carers exploring it for evaluation.

6. Report and Accounts for 2015/16

Roger reported that last year the total income was £11,120 and expenditure £9,331 giving a surplus of £1,790

Since then all outgoings have come from day-to-day funding and the amount invested has remained untouched.

Current Trading Position. The Project has saved on insurance by changing the company providing cover but there is an overall projected overspend of £850

At the moment donations given for travel expenses are exceeding the amount claimed by providers. A profit should not be made on travel donations so Roger will look at these figures.

Overall the financial position is very sound, especially for an organisation of this size.

The Gift Aid tax return has not yet been submitted but should bring in £770-1,000

Paddy thanked Roger for presenting such clear accounts.

7. **Financial Position and Funding Prospects.** Covered in 6 above.

8. **Project Identity, Poster, Leaflets and Website re-design.**

The new re-designed poster is 'out and about'. The new booklet is on its way and Richard said that thanks were due to Sarah Carruthers for her artistic input. This fourth edition will have a similar content but with a different format. It was suggested that there might be a montage of pictures of people involved with the project at the back of the booklet.

The leaflets would also benefit from being reviewed.

The server for the website will be disappearing next year. It was agreed that the cost of approx. £10 per month for the website would be paid by Chris and he would be reimbursed by The Project. It was suggested that the web addresses which are not regularly used any more should be deleted from the account and this was agreed. Chris feels that the website needs updating and showed everyone some proposed changes to improve the website. Chris will approach John Feeney-Howells to see if he would be willing to assist with the re-design and what the cost would be. The content would be similar but with fresh presentation.

9. **Public Relations, Presentations and Discussions.**

- a. Dementia Forum. Dementia comes under the umbrella of Mental Health but at the mental health forum meetings, although well attended by professionals, it was felt that dementia was not being addressed sufficiently. It was, therefore, decided to form the Dementia Forum involving an expert group of professionals, carers and other parties.

- b. Dementia Friendly Communities. The Debenham Project is still a leader on this front and Lynden is asked about it regularly. Lynden feels that 'pro-active communities' are needed.

10. **Policy Matters**

The Project policies need to be reviewed regularly and amended when necessary. This process has started with looking at The Safeguarding Policy. This policy has been updated as a result of the change of insurers.

11. **Any Other Business.**

Roger has attended a Charity Commission Update meeting and said that policies need to be reviewed and updated.

Richard said that The Data Protection Act is being updated next May. The Project was not required to register previously but Mary will check to see whether this will change after May 2018.

Mary has been invited to attend the initial meeting of the Debenham Emergency Response Group. This is to be held on Thursday 14th December in Dove Cottage and Mary is planning to attend on behalf of The Project.

Paddy closed the meeting at 9.15pm.