



## **Minutes of a Joint Meeting of The Trustees and Steering Group** **of** **The Debenham Project.**

A joint meeting was held on Thursday 27<sup>th</sup> October 2022 at 7.30pm in Dove Cottage.

### **1. Attendance and Apologies.**

Present: Paddy Fielder (Chairperson), Lynden Jackson, Sue Jackson, Chris Bishop, Roger Cockerton, Mike Rouse, Richard Blackwell, Mary Morley and Carol Garrett.

Apologies: These were received from Peter Holme and Joy Walton.

Paddy thanked everyone for coming and opened the meeting at 7.30pm. Paddy then welcomed Carol Garrett who will be helping Lynden and Paddy with The Project. Carol introduced herself and gave a resume of her professional experience.

### **2. Previous Minutes ( 21<sup>st</sup> July 2022)**

The minutes of the previous meeting were unanimously approved.

### **3. Chairman's Report of Project Activity and Progress since the Last Meeting.**

- a. Lynden reported that The Project is currently doing pretty well and numbers have increased.

The new Coopersfield Lunch Club now has 14 members.

Fit Club membership is now 16 (max no. 20)

Carers Club Numbers are down from pre-covid but still twenty plus.

One-to-One is continuing on an informal basis with requests for assistance with form filling, general help and information still being received.

Transport requests are frequent and this service is quite “administrative heavy” Ideally drivers are not asked to assist more than once every two weeks and we always try to match up passengers with familiar drivers. The service is offered only for medically related appointments with occasional exceptions for a nursing home or hospital visit. Sue and Lynden will continue administering this service.

- b. All members had received a copy of The Project Development, updated on 22<sup>nd</sup> October 2022, and discussions followed under the remaining agenda points.
- c. i) Website Upgrade. Chris reported that there have been discussions with John Feeney-Howells regarding systems and costs. Using Wordpress for The Project has been suggested and an illustration of a layout was distributed to members. The basic set-up cost would be £348 + VAT. Chris would then add the content to the site. Any further professional help would then be charged at £116 per hour + VAT. John Feeney Howells could host the site and check content regularly for a fee of £10.50 per month + VAT. The hosting fee is at a favourable rate as The Project is a charity. It was agreed that the upgrade should press forward as fast as possible at the quoted costs. Chris was thanked for all his work on this project.
- ii) Booklet. Richard reported that work had begun on updating the content but there is still more to be done. He suggested that re-vamping the image for any literature should be put on hold until a design for the whole project image has been decided to ensure consistency.
- iii) Debenham High School. Louise Ramsey, deputy head at the high school, is keen on pupils being involved with community projects. Lynden and Carol Manning are planning to talk to the school some time in November. It is hoped that a music group from the school will be able to entertain at The Coopersfield Christmas lunch and that some students might be able to come and help at the carer’s café in the future. Student groups are planned for next term where pupils can share their ideas on dementia and have discussions with Project members.
- iv) Peer Support Group. Past carers, Caroline Manning and Jean Haste, ran an online group for carers during the covid lockdown period. It was suggested that a more formal group could be formed using Zoom for those who aren’t able to attend in person. It is hoped that this could start next January, possibly on a Friday.
- v) Post-diagnosis Support Service. Paddy reported that carers often approach The Project directly or when attending the Carers Club with requests for advice

and information. Some come on their own and others with the person they are caring for. People are signposted to services and to others in the group who can offer support and help with queries using their experience and understanding. Peter Haas may assist with this service as he is a volunteer with professional career experience in health and social care practice.

vi) Computer Upgrades. Paddy proposed that a new laptop be purchased for The Project. Roger confirmed that there are sufficient funds for this. The proposal was unanimously supported and Lynden was asked to look for a suitable one in the price range of £1,300 - £1,400

It was noted that some software now comes as rental rather than purchase.

vii) Respite Support. Ideas were proposed for the best way to give support from Project funds.

Roger suggested perhaps applications could be made for grants of £50-£100 to assist with respite cover. It was noted that Halesworth have a Dementia Carers Support Fund for which funds are specifically raised. Our Project, however, has £22k in funds already but assessing need and distribution can be problematic. Another suggestion was that a donation, of say, £1k, could be made to a food bank. However, this would not directly assist with respite care. Debenham Church administers a non-denominational support fund and a donation could be made to this. Information of this fund would need to be made readily available. It was agreed that further exploration into recipients and distribution should be made.

viii) Debenham Shed. Dennis Morley is the new chairman of Debenham Shed and has invited Debenham Project Carers and Cared for to visit The Shed for an afternoon. This suggestion was well received and is to be followed up.

#### **4. Leadership.**

- a) Structure and Responsibilities. Lynden's previous model for leadership structure was approved.
- b) Leadership Roles. Caroline Manning is a new task leader. A task leader for transport is needed. It was agreed that a regular entry should be made in the Debenham Parish Magazine requesting help for tasks and entries should also be made in other local parish magazines and on social media platforms. Richard will explore contacting local Parish Council Clerks and social media platforms.
- c) Potential Recruits. Mary will approach a neighbour who has recently shown an interest in doing some voluntary work.

## 5. Project Development.

- a) Promotion. It was agreed that improving communia
- b) Consultation Event. A focus group should be formed. Past, current and young carers, families, volunteers and early-stage dementia sufferers should all be involved.
- c) Launch Date & Venue. Preparations should begin mid-January for a launch date in April. Local television, radio and the press should be contacted about the re-launch. Past carers should be invited to speak about The Project.

## 6. AOB.

Carol offered to help anywhere she can.

Joy had provided updates on The Cross Green Lunch Club, The Felixstowe Hut Outing and Leaflets.

Mary read these out on Joy's behalf. A copy follows these minutes.

The next joint meeting will be held at 7.30pm on Thursday January 26<sup>th</sup> 2023 in Dove Cottage.

Paddy thanked everyone for attending and closed the meeting at 9.05pm.

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### Notes from Joy.

*Cross Green lunch club continues as described -places to eat and visit are still of interest to the 8 members.Steve Chappell and I have discussed a low key Christmas meet up of 6 Cross Green and Coopersfield clubs, but nothing confirmed or planned, at present.*

*The Hut, Felixstowe outing on 31st July 2022 was a success -32 people attending . The outing requires a high ratio of volunteers to guests, which makes the day possilbe- drivers and also people to both carry out tasks and offer their friendship. Door to door ,tailored to the person, transport is essential .Of 11 drivers, 4 'new' drivers were recruited this year .Involvement of residents at Coopersfield with the Hut outing was a positive development , for several reasons.*

*At present,I intend to offer the Hut outing again next year. I think the amount paid by each guest can be increased -this would acknowledge the ongoing increase in cost of food and transport. I think the guests would understand this and in fact, be comfortable with paying more for the day- maybe a difference with or without transport provided, in the cost , would be fair. It would still be very good value and something special that can only be offered due to the Project model .Funding from the Project would still be required.*

*Leaflets- nothing to report , as the development document suggests .*

*I have sent a selection of photos to Sarah Carruthers, to use for the revised booklet. They range across the 12 years the lunch clubs have been running, and include the Southwold Pier outing, the Lady Orwell cruise, the 5 Hut trips and the Cross Green lunch club at Home meals and visits to places of interest .I am happy to donate my many photos to any archive ,should one develop, also the photos of the 1940's tea dance.*