



# Combined Trustee and Steering Group Meeting

**Thursday 23<sup>rd</sup> May 2024, 7.30pm, Dove Cottage**

**Present:** Lynden Jackson, Sue Jackson, Paddy Fielder, Carol Garrett, Richard Blackwel, Karen Walsh and Steve Chappell.

- 1) **Welcome and apologies.** Paddy welcomed everyone and noted that the following apologies had been received from Mike Rouse, Chris Bishop, Caroline Manning, Joy Walton and Roger Cockerton.
- 2) **Previous Minutes** from meeting held Thursday 18th January 2024. These were agreed and approved as an accurate record of the meeting.
- 3) **Actions:**
  - i. **All:** to consider ways to ensure sustainability and resilience of the project. Paddy again raised the issue of maintaining our thinking on the longer term resilience of the project, particularly in view of the critical and central roles played by Lynden and Sue. No conclusions were reached, other than trying to involve those of a younger age and to keep this issue on future agendas. ONGOING.
  - ii. **Lynden:** to maintain contact with the Dementia Forum. To be discussed later. DISCHARGED.
  - iii. **All:** to try and increase the number of available drivers. Two drivers had recently passed away. Need to maintain supply of drivers and encourage others to assist here. ONGOING
  - iv. **All:** To consider value for money of the garden party and to consider whether there are better ways of spending the equivalent amount of money. It was agreed that the garden party was an excellent showcase for the project and very much appreciated by all attendees. It was agreed, however, that we should always ensure best value for money within the aims and objectives of the project and maybe revisit this issue at a later date.
  - v. **Chris:** to update the website with details of the steering group members. ONGOING
  - vi. **Carol:** to contact Sarah Caruthers to seek assistance with formatting of the directory then circulate to steering group members and a few carers for comment/feedback. DISCHARGED.
  - vii. **Carol** to contact SuffolkArtLink to explore potential activities. Contacts made but it doesn't look like SuffolkArtLink are able to provide the sort of art activities that would suit our project. DISCHARGED.
- 4) **Impact Report and Accounts for the year 2022 – 23.**
  - i. The Trustee's annual report for 2023 had been circulated. This forms part of the background knowledge for the project. Lynden will submit the impact statement for 2023/4 in the summer. **Action all: Please feedback any comments to Lynden.**

## **5) Chairman's report of Project activity and progress since last meeting**

- i. **Activities:** Things have continued to develop. We have very active services and groups. Financially the project is in good shape. It costs £8500 per year to run. Income comes, largely, from the community, donations, wills etc. The overall aim is maintain sufficient reserves to be able to run the project for 2 years, though the report references 1-2 years. The group expressed appreciation to Roger for his safe pair of hands in managing the finances.
- ii. **Lunch clubs:** Several members of the club have been lost since the Project started, including (recently) Margaret who will be well missed. Other helpers have been stepping in. Lost seven in lunch clubs since January. Steve suggested whether it might be a good experience for high school students to come to lunch club to gain experience of dementia and carers. **Action: Steve to drop Lynden an email to consider ways of contacting high school.**
- iii. **Songs for sharing:** – going from strength to strength. The basic format has been retained including time for tea/coffee/chat. There was some discussion about the easiest way to cover costs. Posters with the dates are crucial for promoting this activity. **Action: Joy will sort posters for mid June onwards. Joy may also consider getting more entertainers in.**
- iv. **Carers club:** getting along fine. Numbers are increasing again. Costs have risen remarkably. 30% increase in cake costs.
- v. **Fit club:** also doing well. 16 out of 19 at fit club today.
- vi. **TLC:** – highly valued. About 5 participants at present.
- vii. **Post diagnostic service:** Paddy said he had not seen anyone. It was agreed that there is a need to advertise this service with surgeries, including designing a card for GPs to give out. Action: Paddy to explore options with Debenham surgery, including developing some sort of pathway that informs people of where to get advice.
- viii. **Transport:** there is high demand for this service e.g. 16 requests last week. Lynden emphasised that this service is only for medically related appointments.
- ix. **Publicity and promotion:**
  - a. Debenham Parish Website now contains information about the project. There is basic information but there is a link to our site and the What's On section. The group agreed that is important to ensure that our website is up to date with activities.
  - b. There is a need to know how effective are our links with the Medical Practices. Do we know how many referrals we get? Think there is a need to revive/nurture relationships.
  - c. I have continued to maintain contacts with Parish Councils and other groups. Discussions have been positive, however, feedback has raised a couple of issues.. Although the project is known, the perception is that a) it really only applies to Debenham and b) it's for those with dementia rather than for the carers. It was agreed that we should review how we promote the project.
  - d. In relation to Parish and Benefice newsletters: I continue to send Lynden's monthly note to them but I think they often feature our project only when we have an event coming up or a report on an event. Not so successful with just dementia information.
  - e. Window stickers: this is still work in progress.

## **6. Current Financial Status**

- i. This was dealt with earlier, finances are healthy.

## **7. Future events and Activities**

- i. **Garden party:** everything is in hand.
- ii. **Summer outing:** all in hand. Carol expressed a view that maybe we need to improve communications within the Trustee and Steering group as she wasn't aware of the date of the outing. Agreed! The group expressed thanks to Joy for her report and for organising the outing.
- iii. **Carers' Directory:** This has been updated and it is hoped to have a final version soon.
- iv. **Professional and Inter Community Collaboration:** Lynden had been tasked to keep in touch with Dementia Forum. He has met with other similar local groups. All agreed the need to just get on and do! It was agreed to create a Dementia Community Partnership. We will share and develop work together. One of the things they're most interested in is our Directory. It is likely that this group will meet about quarterly, informally, mainly to continue sharing ideas and activities.

v.

## **8. AOB**

- i. The project has received another donation from Ruby and the Angel. Tammy has worked hard for the group and raised over £3,000 for the project. It was suggested, and agreed, that she should be presented with a bouquet of flowers by way of showing our appreciation. Should celebrate her contribution.
- ii. 7<sup>th</sup> September DebFest. Paddy may be away, as might Lynden. Paddy will check if he's here. The project would have a space in the information area.

## **9. Dates and times for future meetings**

- i. 17<sup>th</sup> October at 7:30pm in Dove Cottage (This has been booked so is confirmed)