



Combined Trustees and Steering Group Meeting

Dove Cottage, 7.30 pm, 17th October 2024

Present: Lynden Jackson, Paddy Fielder, Joy Walton, Mike Rouse, Caroline Manning, Sue Jackson, Karen Walsh, Carol Garrett, Roger Cockerton and Richard Blackwell.

- 1) Welcome and apologies. Paddy welcomed everyone and noted that apologies had been received from Chris Bishop, Tammy King, Steve Chappell
- 2) Previous Minutes from 23rd May 2024. These were agreed and approved as an accurate record of the meeting. Comments and actions:
 - a) Two more drivers have been (provisionally) added to the driver pool since last meeting.
 - b) We believe Steve contacted the High School about developing relations.
- 3) Chairman's Report and Update
 - a) **Activities and groups** – all have been well attended, all are successful and much appreciated. Groups have gained members but we have also had some losses. Songs for sharing is going particularly well as is the TLC group. Lynden expressed his compliments to Caroline and her team in relation to TLC.
 - b) **Garden party and Felixstowe trip** - both wonderfully appreciated.
 - c) **Promotion and awareness** going well. We are getting new members and there have been new requests for information.
 - d) **New activities** – inspired by Mary Hunt, she and Caroline are formalising forms and paperwork support. Caroline and Mary have suggested doing this in pairs to ensure consistency and mutual support.
 - e) **Poster campaign** - Lynden and Sarah have developed and produced a whole new series of posters to reflect individual activities that we provide. One for the new Carers' Directory is in the process of development.
 - f) **Carers' Directory** - we have received positive comments from both professionals and carers.
 - g) **Finance and funding** – we are noticing the impact of inflation on basic project costs. An overall increase of just over 25%. Overall costs therefore nearer £11,500 from around £8,000. The Debenham Coop has nominated us as their charity. Woodbridge Coop also adopting us for three months. We get 15.5% discount at the Grange Farm.
 - h) **Leadership** – we have strengthening leadership on the agenda. The project will have two new Trustees after this meeting
 - i) **Looking to the future** - Lynden feels we should keep doing what we do best and, wherever possible, avoid all bureaucracy. As for any concerns, the key one would probably be around project sustainability. Lynden said, and the group agreed, that it would be helpful to have some clerical support in various areas.
 - j) **Managing crises** - also we all need to consider how we manage crises following Coopers Field recent issues regarding flooding.

- 5) Activity leaders' reports - Paddy proposed that, for future meetings, we should have reports in advance of meetings to facilitate discussion. This was agreed.
- a) **Carers Club** - 30 last week and two new families. Going well.
 - b) **Fit Club** – is full! 23 attendees and there is a waiting list.
 - c) **TLC** - usually 5 or 6 attend each month. Everyone very supportive. One concern was in relation to a potential safeguarding issue. This was logged with Lynden but has since righted itself. This raised a query about whether the project has a relevant safeguarding policy. This policy (and all project Policies) are now on the website. It was agreed that all Policies may need reviewing and amending/updating. The safeguarding issue had triggered thoughts about overall safeguarding. Paddy agreed to let Caroline have a copy of the relevant Hospice Policy Caroline mentioned recent interruptions that had taken place at a TLC meeting, It was agreed that she should make a sign to ensure no interruptions to the group meetings.
 - d) **Lunch Clubs** - Cross green club is as in the report circulated ahead of the meeting. Coopersfield currently has 16 members and 4 volunteers. The club is going well. Coopersfield lounge was flooded but Lynden has arranged alternative location with the URC.
 - e) **Songs for Sharing** – this is fantastic each time. Attendees have been enjoying some comedy songs along with regular favourites. If there is any funding for percussion instruments then that would be helpful. Lynden said he would ask if Karen can borrow church box of items. Usually 13-27 people come to this activity. It is vibrant, folk have coped well with recent changes, there is a good team with 6 constant helpers. However there is room for more people. It was agreed that Karen should purchase the percussion instruments that she feels appropriate and provide Roger with an invoice.
 - f) **Post-Diagnosis Support service** - Paddy has had a consultation with Luke about reminding partners, and patients who are newly diagnosed, of our services and support. There were two new attendees at the info club with whom he spoke. Lynden says it is important also to keep in touch with folk and the group agreed about the importance of ongoing contact and support.
 - g) **Transport** – this service is an ongoing success though some difficulties with managing it. On average, there are over 15 journeys a month to more than 25 geographical locations. There are currently 21 drivers with 2 potential new ones. Lynden admitted that this does take a lot of work.
 - h) **Garden party** – this year's was another great success. The date for 2025 has been agreed as being 28 June 2025. It will follow a similar format. Thanks were expressed to Mike for all his work here.
 - i) **Felixstowe outing** – see report submitted ahead of the meeting. It is not possible to sort the date for next year until January. Joy reported that she has this activity set up in such a way that it is sustainable if she is not here. Parking is an issue for this outing but Joy feels she has a solution. It was questioned whether having a minibus might be helpful but Joy feels strongly that a door to door service is important to reflect individual needs. Joy mentioned that she and Carol had given thought to whether we could offer something in the winter time. Maybe February and possibly at leisure centre. Carol and Joy will explore possibilities. Paddy reminded us of all the hard work behind the scenes that go into both this activity and also the garden party. The group agreed and expressed appreciation to those concerned.

- j) **Website** – the new website is up and looking good. There have been some challenges moving stuff over but these are being resolved. The Policies need review and it was agreed that this is the responsibility of the Trustees to do this. It was agreed that each Trustee and Steering Group member should provide Chris with a short profiles for the website. Joy and Karen were also asked to provide a photo for the website.
 - k) **Publicity and Promotion** – Carol had submitted a report ahead of the meeting. She welcomed the offer from Tammy to assist with Social Media postings. She invited suggestions for further development in this area.
 - l) **Forms and paperwork** – this was covered earlier in the meeting.
- 6) **Current Financial Status** – a report was circulated ahead of the meeting. We currently have a £2993 deficit. Roger proposed doing away with restricted fund so that we can spend as Trustees wish. That said, we are reasonably well positioned to run things as we are. Thanks were expressed to Roger for managing this and for making the accounts understandable. Lynden agreed to send Richard numbers for the increased use of Dove Cottage following the Coopersfield flooding. Steps to change the bank account are in motion which will enable us to do internet banking. Lynden agreed to send out an email asking for bank details for drivers etc so that payments can be made online. Help make easier to use Lynden's laptop.
- 7) **To introduce and welcome two new Trustees** – Lynden introduced and proposed the acceptance of two new Trustees, namely Carol Garrett and Tammy King. This was carried unanimously. Roger will inform the Charity Commission once the Bank issue has been sorted. Roger agreed to send Lynden links to Charity documents that the new Trustees should read to understand our responsibilities etc.
- 8) **To consider how to plan for resilience** - Paddy set out the purpose of the discussion based on the Resilience document that Lynden provided prior to the meeting. Paddy proposed that we should talk about additional admin/clerical support for Lynden and Sue. It was agreed that additional support in this area would be helpful. It was proposed and agreed that Paddy, Lynden, Carol and Sue should meet to consider and draw up an appropriate Job Description. Then we can advertise for such a position. It was agreed that this should take place before our next meeting. Lynden said that it is fortunate that task leaders just get on and do it. He sees his role, and that of the project as supporting these activities/providing rooms/accommodation/funds etc. However, it was also agreed that the same applies to Lynden as applies to task leaders. We agreed that we should ask each activity leader to consider the "What if" situation and maybe each to develop a handover document. It was agreed that these should be prepared ahead of our next meeting
- 9) **To consider how to maximise the benefits of the Project's financial resources** – A short discussion took place about how we spend our funds and how we could increase income of needs be. Lynden was contacted by Halesworth dementia group about provision of respite care and sharing practice etc. In relation to providing respite support and care, which both Lynden and Carol have been exploring, Lynden proposed, and it was agreed that Carol and Caroline should liaise with Halesworth Dementia Group to look into this and put forward a proposal/paper for our next meeting. The group recognised that any activity of this sort could mean a continuing expense. Halesworth do this until funds run out. It was agreed that it is for Trustees to consider, where will the money come from and how long will it last. Lynden said that if we do develop this sort of support it must be professional and not a befriending service.
- 10) **AOB** - Paddy thanked Carol for just getting on with things.

- 11) **Dates and times for future meetings** – Next meeting Thursday 20th February 2025 at Dove Cottage at 7:30pm (confirmed after the meeting).

Summary of actions:

1. All task leaders to provide short briefings ahead of each meeting so these can be circulated prior to the actual meeting.
2. Paddy to provide Caroline with a copy of the Hospice Safeguarding Policy.
3. Caroline to make a sign to ensure no interruptions to the TLC group meetings.
4. Karen to purchase percussion instruments that she feels appropriate for Songs for Sharing and provide Roger with an invoice.
5. Carol and Joy will explore possibilities for organising and running a winter event.
6. Trustees to agree a process for reviewing all the Project's Policies.
7. All Trustees and Steering Group member to provide Chris with a short profile for the website.
8. Joy and Karen to provide Chris with a photo for the website.
9. Lynden to send out an email asking for bank details of all drivers etc so that payments can be made online rather than by cheque.
10. Roger to send Lynden links to Charity Commission documents that the new Trustees should read to understand their respective roles and responsibilities etc.
11. Paddy, Lynden, Carol and Sue to meet to consider and draw up an appropriate Job Description for additional secretarial support.
12. Each activity leader to consider the "What if" situation and each to develop a handover document. It was agreed that these should be prepared ahead of our next meeting
13. Carol and Caroline to liaise with Halesworth Dementia Group to look into how they provide respite care and put forward a proposal/paper for our next meeting.