



Minutes for Trustees Meeting

Dove Cottage, 7.30 pm, Thursday 15th May 2025

Present: Lynden Jackson, Paddy Fielder, Mike Rouse, Carol Garrett, Richard Blackwell, Caroline Manning, Mary Hunt, Roger Cockerton and Sally Holmes.

1. **Welcome and apologies -**
Apologies from Tammy King
2. **Minutes from meeting held 13th February 2025 -**
Minutes approved.
3. **Actions -**
 - i. Complaints & Legal Matters Policy - Sub group of 3 trustees to be Paddy, Roger and Tammy.

ACTION - Sally to check everyone ok with this. Tammy and Roger have both agreed to be part of the sub group.

- ii. Relations with the Media Policy - actions done by Lynden.
- iii. Protection Of Vulnerable Adults (POVA) Policy - Lynden has removed Mary Morley and has checked all drivers are DBS checked.

ACTION - Lynden to check all drivers have an update number so DBS is automatically renewed.

- iv. All policies need to have dates changed to say they have all been reviewed and agreed in February 2025. Lynden has signed off all those that were completed.
 - v. Carol and Caroline have researched the Respite Care Initiative and have produced a report.
4. **Safeguarding Policy -**

Mike had initial worries that compared to other policies it was more detailed and complicated with legal Acts mentioned. Also he was worried re statement “ focusing on empowering individuals with dementia to make informed decisions...”

Mary explained that the legal Acts needed to be there and everyone agreed.

It was also agreed that to make informed decisions it depended on the level of dementia in the individual and so their level of understanding.

It was discussed that no individual could report to social services alone. Situations were to be observed and then reported back to Trustees to decide on action.

ACTION - Policy was agreed with the line 'depending on their level of capacity at the time' to be added by Lynden, Lynden then to sign off policy.

5. Safeguarding training -

It was agreed that training from Christies Care would be organised for Trustees and group leaders. It was suggested that a safeguarding awareness training session for volunteers should be included in the programme of a broader Project Volunteers event/conference/get-together.

ACTION - Carol to contact Christies to try and arrange a date for late September/early October. Sally to circulate date to everyone involved.

6. Respite Support Service for carers associated with The Project -

Carol, Caroline and Mary were complimented on their report.

The report was discussed and agreed it was important to give this service to the carers within The Project.

A 3 month feasibility study was discussed, Roger stated there were funds to support this.

It was agreed on a 6months trial, with a 3 month break in between to see how it was going, with just 4 of the carers in The Project. Later to add a possible 3 more carers.

Lynden stressed that the extended trial period would enable a consultation of all our current carers (to involve them in the design and development of the service), and our past carers (to inform us of their views based on their personal experiences). He also stressed the importance of using the period to carry out the research to develop the evidence to persuade potential funders to support an initial 3 year of service.

Funding/cost of the trial was discussed -

Christies charge £34 per hour plus 45p per mile mileage. (Christies can use carers that live near Debenham to reduce mileage).

Carers could be asked to pay contribution towards care.

Grants can be applied for, to help with the initiative.

ACTION - Carol to approach Christies with the objective to set up the trial for 6 months with 4 carers initially.

Carol and Caroline to ask carers what figure would be suitable for them to pay.

Lynden to share more carers details to Carol and Caroline to help with continued research.

7. To consider putting live documentation on the secure part of the website to aid resilience and continuity for the project -

ACTION - Sally to remind Chris to allow her access to be able to read documents and save material on website.

8. **To seek agreement that we should fund an advert for the carers' club and info café to go into all relevant and local newsletters/magazines -**

This was agreed. However it should advertise the breadth of the support that the Project offers and not just the Carers Club and Info Cafe. It should also clearly present the Project as being able to support everyone living with dementia, in and around the Debenham area and surrounding villages and communities.

ACTION - Carol to enquire costs for adverts in different magazines.

9. **Newsletter**

A newsletter was agreed, which could be bi-monthly. This newsletter could be left in Drs surgeries etc. It could contain the following -

- activities we do
- latest news of events
- the benefits of The Project how we can help
- Photos
- be light hearted
- phone numbers of support
- possible quotes from carers

ACTION - Tammy and Carol to produce newsletter

10. **Village fetes this summer -**

June 7th Mendlesham -Kat and Joy
June 14th Winston - Kat Sally and Lynden
July 5th Otley - Lynden, Caroline and Mary
July 12th Bedfield - Cancelled
July 12th Debenham - Paddy
Aug 2nd Earl Soham - Carol and Sally
Aug 30th Ashfield - Tammy and Carol

ACTION - Carol to contact Bedfield to say no longer need a stall.

Sally to send out above details to volunteers so they know which fetes they are working on and what they need to bring with them.

Caroline to send Sally details of marble game.

Sally to collate materials needed for marble game

Lynden to provide gazebo, signs and leaflets for stalls

11. **Winter event 21st November 2-6pm Community Centre.**

60s themed activity, with Elvis afternoon tea and a glass of wine. £20 per head.

Cost will be £1700. Trustees agreed to underwrite in case funds are not met.

12. **AOB**

Roger explained that the Just Giving group still owed The Project £2000 and he will continue on working on getting the funds.

13. **Dates and times for future meetings**

26th June 7.30 pm in Dove Cottage Steering Committee meeting

4th September 7.30 pm Trustee meeting in Dove Cottage