



## **Minutes for Combined Trustees and Steering Group Meeting**

Dove Cottage, 7.30 pm, 26<sup>th</sup> June 2025

**Present:** Lynden Jackson, Paddy Fielder, Mike Rouse, Sue Jackson, Carol Garrett, Richard Blackwell, Caroline Manning, Chris Bishop, Sally Holmes, Tammy King and Roger Cockerton

### **1. Welcome and apologies**

- Apologies were given from Steve Chappell and Joy Walton

### **2. Previous Minutes (13<sup>th</sup> February 2025)**

- Minutes were approved.
- Action points still needing doing from meeting 13<sup>th</sup> Feb -

Publicity - All the following is work in Progress -

- Increase awareness of Project by joining more village Facebook pages.
- Increase publicity in GP Practices
- Articles into more village magazines
- Produce leaflet with activities and contact numbers.
- Apply to do more events - local fetes

Forms and Paperwork - Work in Progress

- Caroline to help Mary on visits so will need appropriate DBS form.
- Mary to send any confidential information to Chris where it can be stored privately and only accessed by password.

Improve Resilience

- Sally to be given access to website to be able to read information - Still to sort
- Claire Sheehan and Lucy Robbins' daughter to be approached re. graphics for The Project
- Caroline to invoice project - Work in Progress

### **3. Chairman's report and update**

- All services running well.
- Cross Green Lunch Club is coming to a natural close after many years (see report from Joy Walton).
- Lynden worried re latest cyber attacks on Co-op and High school. He is concerned to make the Debenham Project data as secure as possible. Chris and Lynden to work on an IT Cyber Policy.

#### **4. Activity Leaders' report of Project activity and progress since last meeting**

##### **Carers/Fit Club - Sue Jackson**

Fit club is going well although we have had one member go into residential care & also Carole who had been part of the project since its inception died this week. We have a waiting list. Carers club continues as ever (with lots of cake) & we have three new families join us.

**Action** - Carol to take note of new families from Sue/Lynden so can include in research as part of the Respite Project.

##### **TLC - Caroline Manning**

TLC meets on the 3<sup>rd</sup> Friday of the month, group numbers are 5 – 7 attendees made up of carers and usually one cared-for. The numbers consist of :- 3 volunteers, (2 past carers and a retired social worker), 8 carers, 1 – 3 cared-for, 1 past-carer. We have had two new carers join the group this year. One new member brings her husband with her and he has coped well sitting with the two other cared for gentlemen. The group continues to support each other on all aspects of caring, emotionally and physically. We have introduced a notice board, highlighting useful information and services that might be useful. We supported one of the group as she looked for an appropriate care home by helping with form filling, visiting homes and being a listening ear.

Now that we have three cared for members to the group, we now use two volunteers to support them. It takes some time to settle them and keep them engaged. We are exploring ideas for some different activities, like crayons and paper, memorabilia of the 50s and 60s such as books and cards. We have decided that for the moment, we are unable to support any more cared for members to the group as it will impact on the carers

**Action** - Carol to buy materials needed for the group and hand in receipts to Lynden.

##### **Lunch Clubs**

The lunch club run by Steve Chappel at Coopersfield is going from strength to strength. All the guests have got to know each other very well and look forward to it every month. Steve has a team of excellent volunteers and regularly tries out different menus which everyone loves. They can have up to 14 guests one of them which always brings a dessert is aged 99. (See Steve Chapple's report )

The Cross Green Lunch Club run by Joy Walton and Tony Mowles, began 15 years ago as a support network around an Age UK model. It has worked very well and the group members have become good friends doing a variety of social outings together. (See full report already sent from Joy Walton). Unfortunately after the death of 2 founder members the organisers have decided to draw to a close the Cross Green lunch club, although the members will continue to meet as friends.

##### **Songs For Sharing**

This is run by Joy Walton and Karen Walsh and has 4 regular volunteers. It is held the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month at Coopersfield Lounge, 10-11.30 with attendance averaging 20. Guest artists continue to be invited, and birthdays and anniversaries are celebrated. The next songbook is being planned. In February, we had the wonderful Andy Ottley -aka Elvis- to entertain us, followed by a 2 course lunch, a fun filled event with singing and dancing.

##### **Post Diagnosis Support Service - Paddy Fielder**

This service is aimed at supporting Carers and Cared for after diagnosis or after seeing their GP and are waiting for formal diagnosis, pre diagnosis. Paddy has spoken to several carers, especially those who have more recently joined, listening and offering support. Some of them are particularly challenged by the situation they find themselves and their loved one. We are especially fortunate to have the support of the TLC group.

**Transport - Lynden Jackson**

The Transport service continues to provide a very necessary and greatly appreciated service in enabling anyone (mainly elderly and frail) in the Debenham area who has obvious difficulty in attending a medically related appointment. Since the beginning of the year we have arranged 124 journeys and accompanied 32 individual passengers to appointments. There are currently 62 "passengers" on our books that we have helped.

We currently have 20 regular driving volunteers – 3 have recently retired, 3 have recently joined, and a couple who are available on an occasional basis. All our drivers have been DBS checked within the last 5 years with just a couple that Lynden is following up on. The aim is to ensure that all drivers will eventually subscribe to the (free) DBS update service.

**Garden Party - Mike and Lyn Rouse**

The Garden Party is to be held on 28<sup>th</sup> June 2-5 pm. All preparations are in hand and everyone is looking forward to it.

**Felixstowe outing August 3<sup>rd</sup> 2025- Joy Walton and Tony Mowles**

It will number approx 40 at the Hut this year, final arrangements for transport to be made in July. The menu will remain the same, with a few improvements to make the day run smoothly. Karen Walsh will again lead our entertainment. Ian Lightfoot, Suffolk Rickshaws, has had health problems this year, so I am waiting for him to confirm. Parking at the seafront near the Hut proves increasingly difficult and the car park was problematic last year, so this year I will ask a volunteer to be car park based, with credit card and coins, ready for drivers to arrive after dropping passengers off. Price this year will be £20.

**Website - Chris Bishop**

Updates continue as necessary, monthly newsletter plus bits of maintenance. The Trustee and Steering Committee Minutes page has had a small redesign. Security has been worked on with John and Chris meeting with Peter Woods from Atec ltd to discuss security -

- a. We need to have a policy for all users of the secure documents on our Google Drive
- b. This will need to address best practices for staying safe on-line
- c. It will cover keeping accounts secure, protecting passwords and avoiding hackers.
- d. We will probably need to review our password length and use 2 factor authorisation where possible. We will need to change passwords regularly and not use the same password for multiple accounts
- e. Watch out for phishing attempts in emails
- f. Always log out of accounts when finished
- g. Use regularly updated anti-virus software and scan computers regularly
- h. Keep operating systems, browsers and applications updated to avoid system vulnerability

**Action** - Lynden and Chris to work on a detailed policy and hope to present a draft at the next meeting.

**Publicity and Promotion**

Each month Carol and Tammy submit an advert for the carers' club and info café to all local newsletters and village magazines. The same information is posted on Debenham Facebook page and local Nextdoor sites. Tammy is regularly posting notes and items on the Debenham Facebook page. We are still working on how to expand this to other local Facebook and social media sites.

They have produced a small handout to promote all aspects of the project, which can be handed out to anyone at any time.

As part of their support for the project, Christies Care are including the project in their own publicity and promotion activities.

Caroline and Carol recently went to The Dementia Market Place event and promoted The Debenham Project with a variety of organisations and gave out plenty of flyers. Suffolk Family Carers weren't even sure The Debenham Project was still going. Caroline will keep in contact with them.

**Action** - For the next print run of the small handout, the colouring and font size will be changed to make it more readable for those with sight impairments and/or dyslexia. We need to find ways of developing more effective relationships with our local surgeries.

## **5. Potential New Activities**

### **Respite Care Support** - Caroline Manning and Carol Garrett

Since the last Steering Group meeting Carol and Caroline have continued to develop the plan to introduce respite support for the families within the Debenham Project. Following the last Trustees Meeting in May it was agreed that there will be a six month feasibility period where we will monitor closely overall management and evaluation of the service. Please see Caroline's report.

A discussion was had about the role of the Debenham Project within the Respite care initiative. There was concerns about the liability of the care if the Project was involved with the finance of it. There needs to be an agreement with Christies and The Debenham Project as to duty of care who is liable and a get out clause for The Project. The T&Cs of the respite care Support taken from Christies Care need to be looked at carefully.

Katie from Christies Care coming to see members of TLC on Friday 27<sup>th</sup> June.

**Action** - Lynden to send through comments on wording of T&Cs  
- When T&Cs agreed, Roger to set up DD and pay deposit to Christies so trial of 6 months can begin

### **November '1960's Party'** - Joy, Tony, Tammy and Carol

A 1960s party is being organised for Friday 21<sup>st</sup> November 2-6 pm at the Debenham Leisure Centre, Please see Joy's report for details and examples of flyers and ticket. 200 tickets will be produced at least 100 need to sold to break even. Flyers have been produced and will be circulated and a major push will be done in September. Postman Harry is happy to help distribute. There is hope Dance East will come along and show some 60's dancing along with 'Elvis'.

**Action** - Chris to advertise the party on the Website, Tammy to send over details.  
- Raffle prizes will need to be organised nearer the event.

### **GP Social Care and other Suffolk Support Services**

The new dementia support group, Shaftesbury Suffolk Memory and Dementia Support (SSMDS) are working hard to catch up on the 398 outstanding referrals which they inherited when they took on the role. Most of those referrals come from memory clinics or GPs. Caroline and Lynden are members of the governance and advisory group for SSMDS. The 10 people that make up the group were all well experienced and they came away feeling very positive. The aim will be that GPs and Memory Clinics will refer to SSMDS and they will then refer individuals to The Project. A dementia Advisor from SSMDS Nickie Smith will be visiting Lynden and TLC soon.

#### **Action**

Try to improve pathways between GPs and The Debenham Project, so that families get support as soon as they get the diagnosis.

## **6. Project Governance**

### **Financial Status**

At present there is £21000 in bank account. Still to pay drivers expenses.

It was stated that all Trustees and Steering Group should claim their expenses, it is important that a true cost of expenditure is shown.

Roger has managed to sort out Just Giving Money of £1200.

**ACTION Lynden** to arrange that the Project phone and internet bill is put through the account, a DD must be set up.

### **Safeguarding**

It was agreed at the Trustees meeting on Thursday 15<sup>th</sup> May 2025 that training from Christies Care would be organised for Trustees and group leaders.

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

### **Resilience**

Sally is helping to do a wide variety of admin jobs to support Lynden and the Project. Lynden expressed his concern about her potential workload. If at any point it gets too much she is to say and ask for help.

### **Action**

Chris to show Sally and Caroline how to view data on website.

Sally to eventually do Transport invoices and drivers expenses.

### **Data Security**

**Action** - Lynden and Chris to work on a detailed policy and hope to present a draft at the meeting after this.

## **7. AOB**

Carol Wood was remembered, she had been a carer, past carer, and volunteer for The Project over a long time and will be greatly missed.

It was discussed the benefit of carers registering with Suffolk Family Carers so if anything happened to them people would be aware they had a dependant with dementia at home needing support. Eg a Key Fob. Also a badge for the cared for showing they have dementia so that people that don't know them realise and will support them and the carer eg a badge saying 'I am Cared For'.

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

Joint Trustee and Steering Group meeting 7.30 pm 2<sup>nd</sup> October in Dove Cottage

Trustee Meeting on 4<sup>th</sup> September cancelled