



Minutes for Trustees Meeting

Dove Cottage, 7.30 pm, 11th March 2026

Present: Lynden Jackson, Paddy Fielder, Carol Garrett, Richard Blackwell, Chris Bishop, Mike Rouse, Roger Cockerton and Sally Holmes.

1. Welcome and apologies

- There were no Apologies all Trustees were present. Chris Bishop left after discussion on the Online Security Policy.

2. Data Security

The draft on line security policy was explained by Chris Bishop, policy was agreed by all trustees. Roger suggested in the future that the computer system Google Drive should be changed to Microsoft Sharepoint.

Action Chris to discuss with ATEC re possibly changing computer system.

3. Finance - Roger went through financial statement.

It was agreed that the transport mileage paid by passengers will go up to 45p per mile the same amount the drivers are given.

Action - Sally to let Lucy and Janice know that price has gone up from 1st April.

4. Future Planning for The Project

The Debenham Project Scheme of Delegated Authority put forward by Roger was agreed by all Trustees to start immediately.

Roger stated may need to change bank to a more versatile one like HSBC.

Action - bank arrangements to be reviewed in a few months.

New Volunteers -

Need to advertise for new Volunteers e.g. Parish Magazine,
Need to assess skill set, what areas they could possibly help within The Project.
All New volunteers will need to do safeguarding training at the start.

Trustees -

Need to advertise for more Trustees to increase skill mix, could advertise on charity websites.
Need to be clear on role of Trustee.

Action - Carol to look out template.

Roger and Carol to pull information together to outline the role of a Trustee.

It was suggested present Trustees list their skill set so it is clear what skills we have among us and what are missing, this could help when looking for new Trustees.

Risk Management -

Action - Roger to look at risk management template.

Applying For Grants -

To be eligible for grants and to help with governance the Trustees need to work out what policies are missing and need to be put in place, e.g. Health and Safety

Action - Carol to look into what policies are needed.

Need more KPIs (Key Performance Indicators) showing the Debenham Project's success and value to people, this will help with applying for grants.

One way would be to develop feedback questionnaires for volunteers, and participants of the Projects groups like Carers Café, Sing and Share, TLC etc

An afternoon session getting all the volunteers together to discuss skill sets and gain feed back is planned for September/October - to be organised.

Leadership of Project-

A decision needs to be made as to whether there is one manager who oversees all the task leaders and the Trustees oversee the charity and legal requirement of The Project, as it is at present.

OR

The Trustees still oversee the charity and legal requirements but they also divide the management of all the tasks, groups, between them, so each Trustee has a responsibility to oversee a task Leader.

Action - Mike to look at other charities to see how they are managed and what the role of the Chair is.

- The expectations and role of the Chair needs to be decided, do they just oversee the meetings or can they have a greater role in managing the charity.

Announcement of Sue and Lynden leaving

The news of Lynden and Sue standing down needs to be announced to everyone.

Action

- A combined message from Lynden and Carol will be emailed to all volunteers,

- Sally and Lynden to compile a list of volunteers

- A combined message from Lynden and Carol will be put in the May edition of the Debenham Parish Magazine. The message will need to be sorted by the 18th April. This message will make it clear that Sue and Lynden will still be a part of The Project, and that Paddy will be standing in as Chair in the interim period. Lynden plans to stand down at the end of June at the Garden Party on 27th June.

It's important that The Project carries on as normal during the transition, especially the carers café, Caroline and Sally to shadow Sue in the intension of taking over eventually.

5. AOB

Carol asked if the 20 volunteers who missed the safeguarding training had done the training. It was discussed if the 42 slides were too many to look through, but it was decided it was important that each volunteer had the same training.

Action - Lynden will contact the 20 volunteers to check safeguarding has been done.

On the 1st April Christies fees will be going up by £2 per hour to £31.50. It was agreed the families using the respite would continue to pay £10 per hour but will be informed that Christies prices have gone up.

Paddy suggested that an appeal for funding could be asked of Aspalls or may be SEERS medical. It was agreed to see if Mid Suffolk Council will help with Respite trial first.

Lynden stated that the Dementia Forum now had respite care on the commissioners agenda, this could help with the long term funding of the respite project.

Roger stated that Caroline still needs to put in her expenses - Carol will remind her.

6. Date of next meeting

Trustees Meeting 13th May at 7.30 pm in Dove Cottage.

Action - Please can all Trustees send in dates they can do for June July and August.