



# Minutes for Combined Trustees and Steering Group Meeting

Dove Cottage, 7.30 pm, 2<sup>nd</sup> October 2025

**Present:** Lynden Jackson, Paddy Fielder, Sue Jackson, Carol Garrett, Richard Blackwell, Caroline Manning, Chris Bishop, Roger Cockerton, Janice Romaniszyn and Sally Holmes.

## 1. Welcome and apologies

- Apologies were received from Tammy King, Lucy Robins, Joy Walton and Mike Rouse.

## 2. Previous Minutes (26<sup>th</sup> June 2025)

- Minutes were approved and action points were checked.

## 3. Chairman's report and update

- Debenham Project is going well, with lots of great new ideas and projects. Lynden has received praise on the website and how helpful the TLC is. With at least 50 families in the Debenham area on the list with the Memory Clinic there are plenty of people out there that need our support.

## 4. Progress Reports

### Activities and Groups

Carers Club -

All going well, no issues to report.

Fit Club -

All going well, no issues to report.

TLC - Carer Support Group -

All going very well. Caroline feels it is at its full capacity, with 8 Carers, 4 cared for and 4 volunteers coming. Any more would make it hard to give the carers the full support that they need. If more families need this support another session may need to be considered.

Songs For Sharing -

All going well, there have been several guest singers and new song sheets are being organised.

### Services

Post Diagnosis Support Service -

Paddy has been in contact with Debenham GP Surgery. He is happy for people to contact him direct if people have recently received diagnosis.

## Transport -

Lucy Robins and Janice Romaniszyn will be taking over the running of the transport in the near future.

**Action** - They will need a mobile phone and number to receive calls.

## Home Visits, Forms and Paperwork -

Please see Caroline's and Mary's report. In their report they suggested that two more volunteers are found to help, as every visit can take several hours and there is a need with more families seeking help. Families reaching crisis point need to know Shaftesbury (Suffolk Dementia Support) can help them. Paddy offered to help.

**Action** - Lynden has someone in mind who would also make a good volunteer for this role, he will talk to this person.

## Events

### Garden Party -

Was a great success.

**Action** - Chris would like photos for website.

### Felixstowe Outing -

Was a great success. Please see Joy Walton's report on the event.

**Action** - Chris would like photos for the website.

## Advice and Information

### Website - All going well.

**Action** - Needs photos of events to replace old ones.

### Publicity and Promotion - Please see detailed report by Carol Garrett.

It was mentioned how important it is to get the newsletter into GP surgeries, especially Debenham. Also if the newsletter is to be a regular item, 2 monthly, then a budget for printing needs to be sorted. The newsletter will need photos, stories from carers sharing their experiences, maybe recipes from Steve. It will need circulating and delivering.

**Action** - Budget needs to be sorted.

- Help with ideas for the newsletter and circulating.

- Tammy needs photos, stories, content that can be used on social media, please send this regularly to Carol or Tammy.

### Carers Directory - needs updating.

**Action** - Carol needs help checking the information in the Carers Directory, Paddy put forward his wife Sarah to help.

## 5. Outreach

**Referrals** - It was discussed when a family is referred to the Debenham Project (DP); this could be after their visit from the GP, or after their assessment at the Memory Clinic, or after they have been in touch with Shaftesbury .

The order of events for a family seeking help usually is as follows -

- See GP

- See Memory clinic or Consultant

- added to Well Waiting List, wait around 35 weeks

- Diagnosis which can take up to 2 months

- then possibly a follow up check, but then basically on their own.

The DP is there to support the family through the diagnostic process and afterwards.

The Memory Clinic and Shaftesbury need the DP to prepare a referral form which they can give to families needing support from DP. The aim would be for GP surgeries to use this form too.

**Action** - Paddy and Lynden to prepare a Referral Form.

**Representation** - Lynden and Caroline are making sure the DP is visible to a range of organisations including Dementia Forum, Shaftesbury and Dementia Community Group.

## 6. New Activities, Services and events

### Activities

Care to Dance -

Please see report sent out from Carol Garrett. Care to Dance started on Friday 3<sup>rd</sup> October at Worlingworth Community Centre. Unfortunately it couldn't happen at the DLC as couldn't match dates with the dance group. Mid Suffolk Council funding has enabled it to run. Several volunteers have agreed to help.

**Action** - Please can everyone promote this activity.

Allotment -

Please see report sent out from Carol Garrett. Carol's husband Derek has agreed to lead this activity to start with and will put together suggestions for the site and costings and will present it at the next Trustee meeting. Carol will work on a risk assessment.

**Action** - Volunteers will be needed to help run the activity - Paddy volunteered to help.

- Tools and garden equipment will be needed in the future.

### Services

Respite Care Support -

Please see Report prepared by Caroline Manning. There are four families using the respite service at the moment and although it's early days, the carers are already appreciating the support. The families all pay a third of the cost which means the budget is ok to expand to six families using the service. The aim is to apply for funding from the Suffolk Community Foundation at the end of the year when a new application process comes up. Grants up to £20,000 can be available, with consideration, based upon 1<sup>st</sup> year performance, for extension for a further 2 years. A proposal for the grant will need to be prepared. To help with the proposal a questionnaire for the carers using the service will be prepared too. This questionnaire will be given at the beginning, 3 months in and 6 months in to the respite care support, so it will be clear how the service has benefitted the family.

**Action** - Caroline and Carol to prepare questionnaire for families.

- Ideas for proposal, need to know what criteria is needed to gain funding.

- Lynden, Carol and Caroline to prepare proposal for grant.

- Lynden to send Caroline and Carol a copy of the funding application form so they know what data to gather.

### Events

1960's Party at 2-6pm on Friday 21<sup>st</sup> November at the DLC -

Please see report prepared by Joy Walton.

Joy has been working hard on this event and everything is running smoothly. The trustees want to thank Joy for all her hard work. It would be great if as many as possible support the event.

**Action** - Tammy is organising the raffle and needs donations please.

## **7. Governance**

### **Finance**

Roger had prepared financial statements for the period ended March 2025 with budget for 2024/2025 and budget for 2025/26 so a comparison could be done. Roger queried the rise in costs for Carers café and Fit Club. It was discussed the rise in refreshment costs, and also how important it is to have quality cakes for the carers and cared for, so it feels like a real treat for them to come to the café. They also take home cakes as a gift to enjoy the next day.

### **Safeguarding**

Safeguarding training will be taking place for trustees and steering group leaders on Tuesday 7<sup>th</sup> October at 7.30 pm at Dove Cottage. For volunteers there are 2 sessions on Thursday 9<sup>th</sup> October one in the morning or one in the afternoon, with a free lunch. Feedback on these sessions will be given at the next meeting.

It was discussed that a risk register needed to be worked out so that all the risks that The Debenham Project could face could be highlighted and a strategy planned.

**Action** - Roger and Paddy to work on risk register.

### **Resilience**

Chris discussed back-up of data and explained that it is now on Google Drive in the cloud, but also Chris and Lynden had external hard drives too. It was discussed whether passwords should be put on folders containing personal data, this was agreed.

It was highlighted that it wasn't necessary to keep data longer than 12 months, so some archive data could be got rid of. Also if people were no longer connected to the project they should be asked if their details be kept on file so they could keep in touch with DP or whether they wanted their details removed.

**Action** - Chris to add passwords to certain folders, change them 6 monthly and make sure those that need the passwords are sent them on WhatsApp regularly.

- Sally to help update database with Lynden and Chris's help.

### **Data Security**

Please see Draft Online Security Policy prepared by Chris Bishop

## **8. AOB**

Nothing was put forward.

## **9. Date of next meeting**

Trustees and Steering Group Meeting 5<sup>th</sup> February 2026 at 7.30 pm in Dove Cottage. Please could people make a note and add it to their diaries.