



Minutes for Combined Trustees and Steering Group Meeting

Dove Cottage, 7.00 pm, 24th June 2026

Present: Lynden Jackson, Paddy Fielder, Sue Jackson, Carol Garrett, Richard Blackwell, Caroline Manning, Chris Bishop, Mike Rouse, Roger Cockerton, Steve Chappell, Joy Walton, Tony Mowles, Roy Parratt and Sally Holmes.

1. Welcome and apologies

- Apologies were received from Tammy King, Lucy Robins and Janice Romaniszyn.
- Roy Parratt was introduced as a future new Trustee for The Debenham Project.

2. Previous Minutes (5th February 2026)

Action points from Minutes of meeting on the 5th February were discussed. Mike Rouse has agreed to be a Safeguarding Officer alongside Paddy Fielder. The minutes were agreed and signed off.

3. Review from all Task Leaders

Please see all reports from Task Leaders under the link which was sent out prior to the meeting.

The following items were discussed -

Lunch Club - The present Lunch Club is at full capacity so the development of a second lunch club would be very welcome. Ruth Glazer who has recently moved to the village is a chef and has shown interest in starting a second lunch club.

Fit Club - Fit Club is at full capacity although they have unfortunately lost one member, there are still 4 on the waiting list.

Website - There is a need to find somebody to take over this aspect of the Project some time in 2027, someone up to date with the latest website possibilities as the website needs updating.

Carers Club - Is going well and is still very popular. Melissa Uthwatt-Bouverie, Caroline Manning and Sally Holmes have offered to take over the running of the café. Their first one is the 14th July.

Family Support/TLC - Both Family Support and TLC are going well. At TLC, two past carers who help with Care to Dance, are beginning to help support other carers at TLC. Mary and Caroline at

TLC are able to see what needs the carers have and help direct them, this may mean the assistance of Shaftesbury Suffolk Memory and Dementia Support (Shaftesbury) or a home visit. Post Diagnosis - There is a lack of support for people outside The Project as statutory agencies are overwhelmed and underfunded to a dangerous degree. The Debenham Project helps to fill in the gaps.

Respite Care - There is a need to emphasise with our families the precise circumstances and criteria for support within the scheme e.g. within normal working hours, not weekends etc. TLC helps to see which families may benefit with respite care but Caroline is also talking to carers at Carers Café to see if there are any families that may benefit there too. Further development of the evaluation questionnaire is needed to ensure that our offering is made available to all families within The Project to ensure fairness and transparency.

Transport - Two participants have asked that the driver goes to the appointment with them, so that they can update family members about what has happened, one driver was willing to do this, in the other case, the driver did not feel comfortable to be part of the appointment. It was discussed that each driver should be asked if they are happy to go with a client into their appointment, and to inform the client at booking if a particular driver wasn't happy so the client knew this.

Songs For Sharing - All going well, but it has become clear that all cared for need a carer or a friend with them to reassure them and can't just be dropped off on their own.

The Hut - All going well nearly up to capacity.

Juke Box Party - Was a great success, especially Elvis and Gina, the raffle helped pay for it. Another party is planned for November at the Leisure Centre with Elvis and Gina booked for a return visit.

Care to Dance - All going well, but there are problems with getting carers and cared for there, can the transport service help?

Allotment - Hasn't had many people come forward, there is an open morning on the 14th July. If not many people come, the decision will be made to give the allotment back to the community.

4. Future Plans for The Project -

A planning day for the future of The Project is planned for the 29th September at the URC. All Trustees, Task Leaders and Volunteers will be invited to come along and discuss ideas for The Project, different organisations will be there to discuss how they operate like the similar charity in Halesworth. Shaftesbury will be there and Phil Martin from Community Action Suffolk will help facilitate the day. It will also be a chance to say a BIG thank you to Lynden and Sue.

The Trustees are aware that Lynden and Sue are a very hard act to follow, they want the change over to be as smooth as possible. They are planning for each Trustee to have particular job roles like Governance, Volunteers, Safeguarding etc., so roles and responsibilities can be shared out.

Action -

The Trustees would like all the Task Leaders to send in ideas for the future of The Debenham Project to Sally Holmes by the end of July.

Budget for the 29th September - Carol to organize.

Lynden stated that it was a privilege to set up and run The Debenham Project, that the priority of The Project was caring for the carers, that it was important for The Project to be inclusive including the elderly, frail and all carers that need support. It is the task leaders and their teams of volunteers that make The Project work, a family atmosphere which is important not to lose.

6. A.O.B

The Leisure Centre do a Thursday Special at lunch times this could be a possible time when carers and cared for could meet.

Action - Joy offered to check this out with DLC.

Caroline regularly takes a couple to Care to Dance then has to go to TLC; it can take up her whole day. It would really help if the Transport Service could be used to help with this.

Action-

Trustees to look into the Transport Service being available for carers and cared for to use to get to Debenham Project activities.

Caroline needs a DBS; Lynden will organise this.

Trustees decided to cancel the annual Garden Party due to extreme weather conditions and the effect the heat would have on the vulnerable guests.

The Chair said a final big thank you to Lynden and Sue, everyone joined in with a round of applause.

7. Next Meeting - Wednesday 21st October 2026 7pm in Dove Cottage