

Parkinson's UK  
Cirencester & Stroud Branch  
Minutes of Committee Meeting 7<sup>th</sup> November 2022  
Frampton Mansell Village Hall

**Attendees:**

Kevin Young (KDY) - (Chair & Acting Treasurer)  
Karen Young (KY) – Secretary  
Diane Shelley (DS)– Cam & Dursley Rep (Via Zoom)  
Steven Goldblatt (SG)  
Karen Brookes (KB)  
Angie Fenton (AF) (via Zoom)

Jane Henderson – PUK

**1. Welcome & Apologies:**

KDY opened the meeting at 2.30pm.

**2. Minutes from last meeting**

The Minutes from the last meeting dated 22<sup>nd</sup> Aug were accepted.

**Note:** The October Committee meeting was cancelled due to covid, however the Matters Arising, and outstanding actions were reviewed and up dated via email with committee members on 3<sup>rd</sup> Oct.

**3. Matters Arising**

| Original Meeting date | Action no. | Follow up Action required  | Responsible | Date:                                 |
|-----------------------|------------|--|-------------|---------------------------------------|
| 4th April 2022        | 4h         | <p><b>Local Business contacts:</b><br/>We have now joined Cirencester Chamber of Commerce. (CCofC) See Agenda item 11.3 for up-date</p> <p>Review to see if there are similar opportunities in Stroud – It was agreed to see how the CCofC works out before joining any other – Review in June 23</p>  | All         | <p>Closed 07/11/22</p> <p>On Hold</p> |
|                       | 4K         | <p><b>Branch Website</b><br/>Met with Athena Web Services through CCofC to complete a specification for the website design, final quotation (£1,232) – (including charity discount) circulated to committee, however currently on hold pending PUK HQ review.</p> <p><b>ACTION:</b> JH will chase up the decision makers at PUK HQ</p> <p>Note: the quotation expires end November</p> | JH          | End Nov                               |

|           |    |  |     |                    |
|-----------|----|--|-----|--------------------|
|           | 5d | <p><b>Cash Pooling</b><br/>Stuart Keay (SK) has transferred all funds from Nat West to Barclays. Closure letter prepared but requires signature from DS.</p> <p><b>Action:</b> DS to liaise with SK to get closure letter signed.</p> <p><b>Action:</b> Need to Contact Cash Pooling team to add KB &amp; SG as signatories to Barclay's account and to allow for KDY (as acting Treasurer) to initiate payments via online banking,</p>   | DS  | End Nov            |
|           |    |  | KDY | End Nov            |
|           | 1  | <p><b>Committee Members Required</b><br/>Still urgently need volunteers:<br/>Treasurer<br/>Membership Secretary<br/>Social &amp; Fundraising</p> <p>Ongoing Urgent Issue: JH is continuing to advertise via PUK sites.<br/>It was agreed that we could work with someone working remotely.</p> <p>KB offered to look at the Social/Fundraising role.</p> <p><b>Action:</b> KDY to prepare a job role description and share with committee.</p> <p>A change to evening committee meetings may open the roles to potential volunteers that may still be working.</p> <p><b>Action:</b> All to continue to tap into their networks.</p> | KDY | End Nov            |
|           |    |  | All | Ongoing            |
| 25th July | 6  | <p>A donation of £227.00 is about to be made from a local school's Bake-Off event, a cheque is being sent to SK. SK to send a Thank You note when cheque is received – <b>DS stated that the cheque had been sent direct to PUK HQ – not via branch</b></p>  |     | Closed<br>07/11/22 |
|           | 7  | <p><b>Risk assessments</b><br/>Risk assessments to be carried out on all new activities as part of the planning/booking process<br/>Copies to be filed as record</p>   |     | Closed<br>07/11/22 |
|           | 8  | <p><b>Improvement of membership database:</b><br/>The Branch database has been aligned and updated in line with the PUK<br/>However, there are still some anomalies and missing data.</p>  |     |                    |

|                                 |     |   |     |                    |
|---------------------------------|-----|---|-----|--------------------|
|                                 |     | <p><b>Action:</b> KLY to contact Local Networks with queries and anomalies.</p> <p>Follow up actions as detailed below will need to be completed once a Membership Secretary is appointed:</p> <p>Contact members to ascertain:</p> <ul style="list-style-type: none"> <li>• Correct contact details &amp; method (i.e., post or email)</li> <li>• If the member is family/carer/supporter, newly diagnosed, or long term diagnosed.</li> <li>• With further questions (to be devised) to ascertain what members want from the branch, meeting times, locations, and subject matters for speakers (Part of the function of the Focus group – see previous action).</li> </ul> | KLY | End Nov            |
|                                 |     |   | TBA | Ongoing            |
| 22 <sup>nd</sup><br>Aug<br>2022 | 4.0 | <p><b>Newsletter</b></p> <p>Three issues of a monthly newsletter have now been circulated (Sept/Oct/Nov). Currently shared electronically.</p> <p>Still need to identify those members who would prefer a copy by post – see previous actions – Membership database.</p> <p>DS provides input from CAM activities that are incorporated into the Newsletter.</p>  |     | Closed<br>07/11/22 |
|                                 | 5.0 | <p><b>Distribution of Funds</b></p> <p>A discussion was held with regards to the transfer of monies to PUK Group funds for Research, and if our members had any say in which research projects they wanted to support.</p> <p>08/09/22 - note from JH: We are allowed to choose as a branch which research, we want to donate to – these are the current project: <a href="https://www.parkinsons.org.uk/research/our-research-projects">https://www.parkinsons.org.uk/research/our-research-projects</a></p> <p>02/10/2022 – included in Oct Newsletter</p>  |     | Closed<br>02/10/22 |
|                                 |     | <p>There was also discussion about the proposed funds that could be raised as a result of the PPU event, and if the branch would benefit, or if we had to send direct to PUK Group? It was noted that the current poster stated “All donations to PUK” thus suggesting that it must go direct to PUK.</p>   |     | Closed<br>2/10/22  |

|                         |      |   |  |                    |
|-------------------------|------|---|--|--------------------|
|                         |      | <p><b>Action: KDY to speak to Dave Trinder, (DT) as main organiser of the event, to ascertain where he wanted the funds to go.</b></p> <p><b>Post meeting note: DT has changed the poster to read all donations to Cirencester &amp; Stroud Branch of PUK.</b></p> <p>02/10/2022 – See AOB for update</p>   |  |                    |
|                         | 8.0  | <p><b>Branch Membership Fee</b></p> <p>SG suggested that we charge our members an annual fee to help with the running cost of the Branch. This is to be explored, with members with reasoning (what, why)</p> <p><b>Action: To be explore KDY/SG</b></p> <p>08/09/22 - After discussion with Neil Smart, it was suggested that this would add a huge level of administration to the branch, for very little gain. It was suggested that we recommend members request for their donations (made on joining) are directed to the Branch.</p> <p>Agreed that no further actions are required</p>             |  | Closed<br>07/11/22 |
|                         | 11.0 | <p><b>Volunteer Calls</b></p> <p>See Agenda Item 11</p>   |  |                    |
|                         | 12.1 | <p><b>2023 Programme</b></p> <p>See Agenda Item 12.2</p>  |  |                    |
|                         | 12.2 | <p><b>Fundraising</b></p> <p>It was suggested that Barclay's bank have, in the past matched £1 for £1. As we bank with Barclay's it was suggested that they could perhaps support this?</p> <p><b>KDY to investigate</b></p> <p><b>Post Meeting note:</b> KDY has visited bank and they have confirmed that they do this, but it has to be one of their employees that supports/organises the charity event. The Cirencester Branch has used up their budget for this year, but they suggested that we try other Branches to see if this is an option – Action All</p> <p><b>See Agenda Item 12.3</b></p> |  | Closed<br>02/10/22 |
| 22 <sup>nd</sup><br>Aug | 12.3 | <p><b>Annual Review/AGM</b></p> <p><b>See Agenda Item 12.1</b></p>  |  | Closed<br>07/11/22 |

|  |      |  |     |         |
|--|------|--|-----|---------|
|  | 12.4 | <b>In Memoriam donations</b><br>Committee to advise KDY of the names and addresses of the Funeral Directors in the Branch Area.<br>02/10/2022 – details received, KDY to contact organisations - Ongoing | KDY | Ongoing |
|--|------|--|-----|---------|

#### 4. Chairman's Report (KDY)

Another busy month with lots of things started, progressed, or completed since the last committee meeting held 22nd Aug, noting that the October meeting was just an online review of actions by the committee due to Covid!!

The AGM was delayed a month again to the 17th of Oct, due to the Queens State Funeral. Neil Sharp from PUK. Details in Agenda item 12.1. My thanks to all the previous and current committee members for their support.

There has been quite a bit of fundraising activity since the last meeting. Details of which are included in Agenda item 12.3

A visit to the facilities at Longfield's was undertaken, and their services included in the November Newsletter. We have had some positive feedback from Louise Wilson, Community Engagement Officer who will be visiting us in January. See extract below:

*"Thank you for passing our information onto all your members. We are certainly seeing an increase in people with Parkinson's making contact and attending our groups, so it is having an impact and means we can offer support to more people. This is brilliant, thank you so much for all of your support."*

I continue to meet with the Cirencester Chamber of Commerce, networking with several local businesses, who may be able to help support our Branch with services, volunteers, or fundraising, including Athena Web Services to provide a website solution, Nick Hunt Director of Strategy at St. James Place, who offer local charities help and support through their CSR program, and Lauren Flannigan from Helping Old Friends, Cirencester who is keen to work with us.

The need for a website is becoming increasingly more important for communication with our current and potential members.

I was invited to join the "Clubbing Together" committee to assist in planning of the next event on 19<sup>th</sup> May 2023, where I met Aaron Coleman, the new area fundraiser for PUK. As I am going to be Vice-Captain of Cirencester golf club in 2023, social golf will fall into my remit.

We held the first Cuppa & Chat meeting at Cirencester Baptist Church 26th Oct which was well received, so we will be adding it to the events/social programme going forward.

The November Newsletter was issued 27th Oct

KLY & KB attend the Cirencester Soroptimists on 2nd Nov, they gave a presentation about our branch, and again made some valuable contacts for help and support. Especially the Churn project, where it was suggested that we could share activities and events. KLY & KB will continue to keep in contact with them.

I feel that our Branch is functioning consistently and moving in the right direction, with positive feedback from both our members and others, (see extract below) about what we are trying to do to support them, so thank you to all for your efforts

*“Another brilliant newsletter! So informative, I really do hope you generate more members to benefit from all your hardworking. A couple of the ‘Young Ones’ living in your area expressed an interest in joining so I hope they’ve made contact.*

*Thank you for all that you are doing to benefit the Parkinson’s community. A very welcome injection of enthusiasm and ideas. Keep up your great work!*

*Very best wishes*

*Alison Anderson”*

Finally, we do need to resolve a couple of issues urgently:

- Our website
- Find a Treasurer
- Find 2 further committee members:
  - Social / Fundraising
  - Membership Secretary

#### 5. Treasurers Report (KDY - Acting)

The financial statement 1<sup>st</sup> Jan- 7<sup>th</sup> Nov 2022 was circulated to the committee and is summarised below. Note: Nat West Balance now transferred to Barclays Account

##### Barclays (Cash Pooling)

|   |                  |
|---|------------------|
| <b>Income:</b><br>(Fundraising, NatWest Transfer, In Memorium, Cam Council Grant – room hire) | £13711.20        |
| <b>Expenditure:</b><br>(Exercise Class Subsidy, Admin expenses)                               | £186.00          |
| <b>Balance as of 07/11/2022</b>   | <b>£13525.29</b> |

JH mentioned that Annual Financial returns will be due by end of February 2023, and that a spending plan budget will be required by the end of the year. JH will provide assistance for completing both.

As previous, it was noted that a Treasurer is needed urgently.

**Action: KDY to prepare 2023 spend budget by end of 2022 and start preparation for Annual Financial Returns for Feb 2023.**

## **6. Cam's Report (DS)**

A good month with membership picking up. It was reported that there are more new members attending since pre-covid times. With 1 new member joining last month.

**Action: DS to check with new members with regards to GDPR and then share details for membership database to be updated – by end Nov**

A grant has been received of £180 from Cam Council to pay for room hire.

DS has made good contact with the Parkinson's Nurses and with a ladies walking football group in Gloucester.

**Action: DS to share details, so that we can always communicate to all branch members by 20<sup>th</sup> Nov (for possible inclusion in Dec Newsletter)**

The Cotswold Cats & Dogs home are visiting in Nov & there is an open meeting planned on 1<sup>st</sup> Dec with Coffee & Mince Pies, which is open to all.

## **7. Up-date on 2022 Activities**

### **7.1. 2022 programme:**

- Nov 21<sup>st</sup> Members Meeting – Dr Tina Smith: research project/Phil Collins & His ukulele workshop
- Dec 12<sup>th</sup> Christmas lunch – 31 people booked to date.

Note: KLY is in contact with the local Tesco store who may donate raffle(s) prizes for the Christmas lunch, dependant on what they offer, we may either do a free raffle, or if the prize is a substantial one, we may use it as a fundraising opportunity.

**Action: KLY to keep Committee informed of any developments. DS will help with the raffle.**

Other Activities:

- Pub lunch at the Ram: Tuesday 29<sup>th</sup> November
- Cuppa & Bacon Roll – Cirencester Baptist Church – Wed 30<sup>th</sup> Nov
- Night at the Museum – Thursday 1<sup>st</sup> December - 15 people booked to date, but have a max of 30 people – need to advertise to fill spaces.

**Action: KLY to send out a communication to all members. JH to share Night at the Museum details with other Groups - by Monday 14<sup>th</sup> Nov.**

## **8. Focus Group**

Meeting held on 27<sup>th</sup> September, with invited guest (Alison Anderson), The work done to date was reviewed, and it was agreed that the Newsletter fulfilled a lot of the issues identified with communication and making people aware of what is available for them, with a wider choice of events and activities, at different times and locations, for our different groups within our membership.

The next Focus Group Meeting will be held on 12<sup>th</sup> January 2023, and to be more of a social event.

**Action: KDY to find a suitable location - end 2022**

KDY & SG will be visiting Cricklade drop in café next week to meet the people in the group and maybe gather further ideas.

## **9. Group Membership**

Note: We still do not have a membership secretary, but actively recruiting – see previous actions. – (KLY acting as Membership Sec)

We currently have 122 Branch members recorded on our database of which 78 appear as active members on the PUK data's. There are some discrepancies that need to be addressed with PUK Network – see previous action, and new members identified in the Cam group, see DS action previous

## **10. Up-date From PUK Network**

Nothing significant to report this month

## **11. Volunteer Call**

JH is no longer holding her monthly area volunteer calls; however, the All-Volunteers call is still taking place. Next call will be in Jan 2023.

**Action: A Committee member (TBA) is to attend and report back to meeting.**

## **12. AOB**

### **12.1. AGM – Feedback**

Neil Smart from PUK officiated at the AGM on 17<sup>th</sup> October. We had 17 members present at the meeting. SK, the Treasurer stood down, KDY was officially elected as Chair, as was KLY as Secretary. KB, SG & AF were also elected as Committee Volunteers.

Minutes from the AGM were circulated.

### **12.2. 2023 Programme**

It was agreed to divide the programme into sections:



- Committee Meeting dates
- Members Monthly information/speaker programme
- Social Events
- Regular Events (i.e. Lunch at Ram/Cam coffee mornings/Ciren coffee mornings etc)

The Programme will be published monthly with confirmed details for each event as appropriate.

Programme to Date:

| Month | Members information/speaker meeting   | Social /Other Events                   | Regular Events recurring   |
|-------|---|--|--|
| Jan   | Longfield's Health & Well Being   |  | Cam Meeting<br>Pub Lunch – Ram<br>Ciren- Coffee Morning<br>Stroud - Long table Carers Cafe |
| Feb   | Tim Bird – Tai Chi/PD warrior Demo & talk   | Wine & Quiz Night - Stroud #           |  |
| Mar   | <b>AGM ##</b> & Mary Burton – Benefits of Physio & Exercise   |  |  |
| Apr   | Open discussions meeting: Ann Henderson – Parkinson's Advisory Services<br>Deb Thurman – PD Nurse                           | World Parkinson's Day Activities - tba |  |
| May   | PUK – Living aids<br>Sue Mills from PUK   |  |  |
| Jun   | Stephen Moore – Carers Hub<br><i>Note: May want to change timings of this meeting so working carers/partners can attend</i> | Stroud Brewery Tour #                  |  |
| Jul   | Tbc *   | Gloucestershire Conference - tba       |  |
| Aug   | Tbc*  | Marjorie's Tea Party - TBC             |  |
| Sept  | Tbc*  | Willow Trust Boat trip - TBC           |  |
| Oct   | Tbc*  |  |  |
| Nov   | Mark Cummings   |  |  |
| Dec   | Christmas Lunch/Dinner  |  |  |

#### Monthly Members Information/Speakers:

There are four months\* where we still need to find a speaker. There are 4 suggestions to fill those places:

- Renishaw – manufacturers of the product used for DBS – **Action: KB to confirm dates – 5<sup>th</sup> Dec**
- The Canal Trust circa £75 in speakers cost. **Action: KLY to confirm - 5<sup>th</sup> Dec**
- Therapy Dogs circa £60-£100 costs: **Action: KLY to confirm - 5<sup>th</sup> Dec**
- Stroud Seed exchange & gardening Club: **Action: KLY to confirm - 5<sup>th</sup> Dec**

## AGM – It was suggested that Caroline Russell the new CEO for PUK, was invited to chair our next AGM, or if she is not available in March, to attend one of our members meetings.

**Action: KDY to contact Caroline Russell – by End 2022**

### Social & Other Events

#### # Stroud Events Action KB to confirm dates & Costs

- Wine Tasting & Quiz – Cost £25-30 including food (to be subsidised for members) – Max 25 people
- Stroud Brewery – Cost £25 per head including food (to be subsidised for members)

**Willow Trust & Marjorie’s Tea party: Action: KLY to confirm dates & Costs - 5<sup>th</sup> Dec**

Other activities will be added and update during the year. The Programme will be published monthly as part of the Newsletter with confirmation of dates and details.

### Regular Events

There is a potential to arrange a drop in café in the Place at Painswick, Richmond Village complex. Will need someone to do meet & greet and provide.

Further investigation required. **Action: KB to find out more details - 5<sup>th</sup> Dec**

### 12.3. Fundraising

Will be included as a regular agenda item going forward:

| Event                          | Details   | Amount raised | Comments   |
|--------------------------------|---|---------------|--|
| PPU 5<br>24 <sup>th</sup> Sept | Annual event organised by Dave Trinder, his friends & supporters<br>Entertainment, raffle, auction & entrance tickets | £5689         | DT wanted funds to go towards supporting the branch, and in particular the website.<br>Great event, enjoyed by all who attended.<br>Thank you notes sent out to those who sponsored & supported the event. |
| Ladies drive off & Whist drive | Ladies Captain from Minchinhampton Golf Club held an event in support of Parkinson’s                                  | £300          | Thank you note sent out  |

Note: No In-Memoriam donations received but established process with three further funeral directors in the area

Contact was made with Tesco's Community Champion – Melanie Scrivens, who have offered to provide raffle prizes for future fundraising events.

#### **12.4. Chamber of Commerce Feedback**

See Chairs Report

#### **12.5. Website**

See previous action

#### **12.6. Transport**

Previously, transportation was paid for out of branch funds for members to attend group meetings, activities, and appointments, but this ceased to exist because of covid lockdown. Investigations have been undertaken to see if we can re-establish this. We have found two companies that may be able to help us to reinstate this:

Community Connexions – who can provide a minibus or individual pickups in the Gloucestershire area for a registration fee of £24 per year per person with a local return journey cost of £11.

Cotswold Friends – Cover Cirencester Area and surrounding villages. Membership is £12 per person per year, with up to 50p per mile for the journey.

The Committee agreed it would continue to subsidise this

**Action: KLY to communicate services to members. KDY to agree principles for subsidies.**

#### **12.7. Rural Reach Out Project**

Reference Neil Smarts Memo - Reaching out Across Local Community

The memo was discussed, and it was felt that we were already reaching out with the actions we are currently undertaking, in particular, spreading out activities across the region, looking at help with transportation, regular communications.

**Action: KDY to put out a note and respond back to Neil - 5<sup>th</sup> Dec**

#### **12.8. Committee Meetings**

Future committee meetings will be held later in the day to ensure that it is more convenient for those working to attend the meetings. It was agreed that meetings will start at 7pm going forward.

A more suitable meeting location is to be sourced

**Action: All to review potential committee meeting locations – note they need to have wifi to be able to host Zoom, and do not necessarily have to be in the same location every month. (As a backup – KLY will confirm if Frampton Village Hall is available in the evening)**

Zoom meetings to be available for those unable to travel – **Action: KDY to ascertain if we have a Zoom licence for the branch – if not, then we can purchase one.**

**12.9. Articles for Dec Newsletter**

Any items for the December Newsletter to be emailed to KDY by 20<sup>th</sup> November.

**12.10. Branch Ambassador**

The Committee still believe that it would be useful to have a local Ambassador to promote and support us. It was suggested that the local Mayors of Cirencester & Stroud may be a good candidate.

**Action: KDY to contact the mayors and request support -by End Nov**

**12.11. GP Contacts**

SG is visiting his GP and will use the opportunity to ascertain how best to contact the local GPs to promote our Group.

**Meeting Closed 16.30**

**Date of Next Meeting: Monday 5<sup>th</sup> December at 7pm**

**Location To be advised**