

Parkinson’s UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 9th January 2023
Bear Inn, Cirencester

Attendees:

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

1. Welcome & Apologies:

KDY opened the meeting at 7pm.

Apologies have been received from Karen Brookes.

The Committee expressed their condolences to Karen on the loss of her mother.

A potential new volunteer, Bethany Clarke, was invited to attend this meeting, but did not turn up, or offer any apologies.

2. Minutes from last meeting

The Minutes from the last meeting dated 7th November 2022 were accepted.

Note: The December Committee meeting was cancelled due to the unavailability of committee members, however the Matters Arising, and outstanding actions were reviewed and up dated and circulated via email.

3. Matters Arising - Status as of 7th Jan 2023

Original Meeting date	Action no.	Follow up Action required	Responsible	Date:
4th April 2022	4h	<p>Local Business contacts: 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 by All in June 23 – to be diarised by KY</p>	KY	Closed 07/11/22
	4K	<p>Branch Website 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>ACTION: JH will chase up the decision makers at PUK HQ</p>		Diarised for June 23 Meeting

		<p>Note: the quotation expires end November 17/11/22 – PUK have agreed for us to have our own website – see JH email to KDY dtd 16th Nov</p> <p>KDY has contacted Website Services to confirm specification/cost/compliance to PUK guidelines.</p> <p>Website is now a regular Agenda Item – See agenda</p>	JH	Closed 17/11/22
	5d	<p>Cash Pooling Stuart Keay (SK) has transferred all funds from Nat West to Barclays. Closure letter prepared but requires signature from DS.</p> <p>Action: DS to liaise with SK to get closure letter signed. NatWest Confirmed Account closed statement dtd 30th Nov 2022</p> <p>Action: Need to Contact Cash Pooling team to add KB & SG as signatories to Barclay's account and to allow for KDY (as acting Treasurer) to initiate payments via online banking. 17/11/22 – Forms now with SG & KB for completion. KDY can initiate online payments 04/01/23 - SG completed & submitted forms – Await KB</p>	DS KB	Closed 30/11/22 20/01/23
	1	<p>Committee Members Required Still urgently need volunteers: Treasurer/Membership Secretary/Social & Fundraising</p> <p>Ongoing Urgent Issue: JH is continuing to advertise via PUK sites. It was agreed that we could work with someone working remotely. KB offered to look at the Social/Fundraising role.</p> <p>Action: All to continue to tap into their networks. 17/11/22 – Job roles created – to be shared with the committee - Completed</p> <p>A change to evening committee meetings may open the roles to potential volunteers that may still be working.</p> <p>Action: All to continue to tap into their networks. 08/12/22 - Potential new volunteer identified through JH. KDY/KLY contacted and invited to next committee meeting</p>	KDY All	Closed 17/11/22 Ongoing
25th July	8	Improvement of membership database:		

		<p>The Branch database has been aligned and updated in line with the PUK, However, there are still some anomalies and missing data.</p> <p>Action: KLY to contact Local Networks with queries and anomalies.</p> <p>30/11/22 - Completed and updated, but still require reconciliation with Cam members list.</p> <p>Action: DS to provide list of names for Cam Members</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"> • Correct contact details & method (i.e., post or email) • If the member is family/carer/supporter, newly diagnosed, or long term diagnosed. • 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). 	KLY	Closed 30/11/22
			DS	13/01/23
			TBA	
	12.4	<p>In Memoriam donations</p> <p>Committee to advise KDY of the names and addresses of the Funeral Directors in the Branch Area.</p> <p>02/10/2022 – details received, KDY to contact organisations - Ongoing</p> <p>17/11/22 -Contacts now made – No further action at this point</p> <p>09/01/23 – This action to be diarised for review in Jan 24</p>	KDY	Closed 17/11/22
			KY	Jan 24 Committee meeting
7 th Nov 2022	5	<p>Annual Financial Returns & Budget</p> <p>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 to KDY for completing both.</p> <p>KDY to prepare 2023 spend budget by end of 2022 and start preparation for Annual Financial Returns for Feb 2023.</p>	KDY	Budget: Dec 2022 Financial Return Feb 2023

	<p>17/11/22 – JH has provided KDY (JH email dtd 11/11) with a contact name of a treasurer who can help with doing the ARF & Budget for 2023 – KDY to contact them</p> <p>04/01/23 - KDY now has all templates and guidance. AFR & budget will be completed by end Jan 23</p>		
6.1	<p>New Cam Members DS to check with new members with regards to GDPR and then share details for branch membership database to be updated – by end Nov – See action above</p>	DS	13/01/23
6.2	<p>Cam Speakers/Activities DS has made good contact with the Parkinson’s Nurses and with a ladies walking football group in Gloucester.</p> <p>DS to share details, so that we always communicate to every branch member by 20th Nov (for possible inclusion in Dec Newsletter)</p> <p>09/01/23 – DS. Has been unwell, and unable to complete this action. It will be picked up and reviewed at the next Committee meeting</p>	DS	06/02/23
7.1	<p>Christmas Raffle 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.</p> <p>KLY to keep Committee informed of any developments. DS will help with the raffle.</p> <p>17/11/22 -reminder email sent 14/11/22, await response 26/11/22 - some raffle prizes have been donated for use at the Christmas lunch</p>	KLY	<p>Closed</p> <p>04/01/23</p>
7.2	<p>2022 Events & Activities KLY to send out a communication to all members.</p> <p>JH to share Night at the Museum details with other Groups - by Monday 14th Nov.</p>	<p>KLY</p> <p>JH</p>	<p>Closed Sent 11/11</p> <p>Closed – sent 8/11</p>
8	<p>Focus Group Meeting The next Focus Group Meeting will be held on 12th January 2023, and to be more of a social event.</p>	KDY	<p>Closed</p> <p>17/11/22</p>

		KDY to find a suitable location - end 2022 17/22/22 – Location found and invite sent out to focus group with agenda		
	11	Volunteer Call All-Volunteers call will be in Jan 2023. 09/01/23 – AF agreed to attend the Volunteers call and report back at the next committee meeting	AF	06/02/23
7 th Nov 2022	12.2	2023 programme Monthly Members Information/Speakers: There are four months* where we still need to find a speaker. There are 4 suggestions to fill those places: <ul style="list-style-type: none"> • Renishaw – manufacturers of the product used for DBS – Action: KB to confirm dates – 5th Dec • The Canal Trust circa £75 in speakers cost. Action: KLY to confirm - 5th Dec: Note sent to AC 8/11 – await response – Booked for 16th October 2023 • Therapy Dogs circa £60-£100 costs: Action: KLY to confirm - 5th Dec – 04/01/23 -Email request sent, plus a reminder - await response • Stroud Seed exchange & gardening Club: Action: KLY to confirm - 5th Dec <i>Dates shared with Sally Oates – costs have been quoted at £120 with proposed dates of 17th July or 16th Oct. 17/11/22 – a little costly – KLY to go back to Sally to see if we can get a reduction.</i> <i>26/11/22 - Sally can't reduce her costs, but has given a suggested alternative – KY to pursue</i> <p>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. KDY to contact Caroline Russell. 17/11/22 – Email sent to Caroline – await response. 26/11/22 - Caroline Russell is joining us for our members meeting in Feb 2023</p> <p>Social & Other Events # Stroud Events Action KB to confirm dates & Costs</p>	KB KLY KLY KLY KDY	06/02/23 Closed Ongoing Ongoing Closed

		<ul style="list-style-type: none"> Wine Tasting & Quiz – Cost £25-30 including food (to be subsidised for members) – Max 25 people <ul style="list-style-type: none"> Booked Feb 16th Wine & Cheese evening £20 per head - Need to advertise 09/01/23 – KY/KB to draft out details and circulate to members Stroud Brewery – Cost £25 per head including food (to be subsidised for members) - Date tbc <p>Willow Trust & Marjorie’s Tea party: KLY to confirm dates & Costs – 11/11 - Marjorie’s Tea party confirmed for 7th Aug.- Added to programme.</p> <p>Booking form for Sept sent to Willow Trust 11/11 - they will advise dates in Feb 2023</p> <p>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. Further investigation required. KB to find out more details. 13/11/22 - Oliver Kyte at Richmond Villages is contact. KDY to contact to arrange visit.</p>	KB/KY KB KY KY KDY	13/01/23 Ongoing Closed To Chase Feb 23 13/01/13
	12.6	<p>Transport Two companies that may be able to help our members with transport: Community Connexions & Cotswold Friends KLY to communicate services to members. Note sent out to all via the Dec Newsletter</p> <p>KDY to agree principles for subsidies. Branch will refund 50% of cost for travel for Branch meetings/activities & events</p>	KLY KDY	Closed 04/01/23 Closed 04/01/23
	12.7	<p>Rural Reach Out Project Reference Neil Smarts Memo - Reaching out Across Local Community</p> <p>KDY to put out a note and respond back to Neil 17/11/22 – note sent to NS – no response as yet. 09/01/23 – KDY to chase NS</p>	KDY	13/01/23

12.8	<p>Committee Meetings Future committee meetings will be held at 7pm going forward. A more suitable meeting location is to be sourced 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) Meeting to be held in the Boardroom at the Bear Inn, Cirencester at 7pm</p> <p>Zoom meetings to be available for those unable to travel KDY to ascertain if we have a Zoom licence for the branch – if not, then do we can purchase one? Zoom licence not required</p>	All	Closed 09/01/23
12.9	<p>Articles for Dec Newsletter Any items for the December Newsletter to be emailed to KDY by 20th November</p>	All	Closed 09/01/23
12.10	<p>Branch Ambassador KDY to contact the Mayors of Cirencester & Stroud and request support -by End Nov 17/11/22 – email sent out to both Mayors – await response 09/01/23 – KDY to chase</p>	KDY	13/01/23

4. Chairman's Report (KDY)

KDY wished everyone a Happy New and added his condolences to KB on the loss of her mother.

KDY gave an overview of what has been happening since the last meeting on 7th Nov:

P-UK CEO Caroline Russell has agreed to visit the branch on 20th Feb and is looking forward to participating in the Tai Chi Session and will be available for a Q&A session. KDY will arrange for her to arrive early and have a light lunch with the committee before the meeting:

Action: KDY to liaise with PUK CEO and advise Committee of details and logistics – before 20th Feb

KDY has visited the Cricklade café with SG and has met with organisers, to encourage sharing of activities and experiences. An invite to our February Members meeting with Caroline Russell has been given to them, (and will also be extended to other local Branches). The Cricklade Café is a good, well attended event, in a good venue, this highlights that our venues could be improved.

Action: KDY to extend invite to our members meeting to other Groups – By End Jan
Action: KDY to add venue/location discussion to the Focus Group Meeting Agenda – By 12/01/23

Our **Membership** is growing - See **Agenda Item 11**.

Our December **Social Event** at the Corinium Museum in Cirencester on 1st December was well received, and acts as a good indicator that we need to arrange more social events.

An additional monthly social event **Cuppa-Chat** has been set up at Cirencester Baptist Church, which is now included on the programme. We are trying to set up a further social café in **Painswick**.

We continue to have good returns from being members of the **Cirencester Chamber of Commerce**, relationships are being made with organisations who may be able to help us with our fundraising ideas and events, including the Rotary Club. Relationships will continue to be developed in the forthcoming months.

The **Website** is now underway, a relationship also formed through the Chamber of Commerce with Athena Web Services. – See **Agenda Item 8** for details.

Fundraising ideas are ongoing: **Clubbing together**, the annual Golf Competition, organisation is well under way, with KDY now on the committee. We have had contact with **Mr Paul Mayhew- Archer** about his “**Incurable Optimist**” evening which he is happy to perform for us, so we are going to plan an event for April time this year. Finally if there is to be a PPU6 this year, we will be looking to help support this - See **Agenda Item 9**

The **Christmas Newsletter** was issued in December, A short version will be issued for Jan 2023 which will give highlights of 2022 and a look forward to events and activities for 2023.
Action: KDY to issue Jan Newsletter – by 20th Jan

It is anticipated that the Website will be the main source of information once it is completed, however it was suggested that we continue with a monthly communication to ensure continuity of contact.

The 2023 programme is developing well with a variety of events, timings, and locations – See **Agenda item 7**.

We are still in desperate need of additional volunteer committee members, and we had contact with a potential volunteer Bethany Clarke, and invited her to this meeting. We all need to continue to tap into our networks to see if we can encourage anyone to join us – See existing actions.

The **AFR** in progress, a snapshot is included in the Treasurers report.

There are **three important actions** to be resolved urgently:

1. Our website which is now progressing but is incomplete
2. Find a Treasurer – no one found at all so far
3. Find 2 further committee members: Social /Fundraising & Membership

5. Treasurers Report (KDY - Acting)

KDY shared a copy of the Jan Treasurers report & AFR for 2022

Cirencester & Stroud
01 January 2022 to 31 December 2022

Balances and Bank Reconciliation

		Unrestricted	Restricted	Total
Bank balances at 07/12/2022		0.00	0.00	0.00
Bank name Description Balance				
Barclays Cash Pooling ACC	13,163.60			
E Total bank balance	13,163.60			
Reconciling items as at 07/12/2022				
F Plus: receipts not cleared in bank	0.00			
G Less: uncleared cheque payments	0.00			
H Adjusted bank balance	13,163.60			
J Petty Cash 07/12/2022	0.00			
K Total adjusted cash and bank balance	13,163.60			
C Opening cashbook balance at 01/01/2022		0.00	0.00	0.00
A Plus: income		14,558.29	0.00	14,558.29
B Less: expenditure		1,394.69	0.00	1,394.69
D Cashbook balance at 07 December 2022		13,163.60	0.00	13,163.60
Difference between adjusted cashbook balance and bank balance at period end			0.00	

Treasurer: _____ Signature: K Young

Verified by committee member: _____ Name: _____

Signature: _____

Date: _____

Note: "Total adjusted cash and bank balance" K should equal "Cashbook balance" D

Summary of 2022 Finances:

The Starting Balance for 2022 was £7,047 (NatWest + Barclays) with a Year End Balance of £13, 164. The cash is now held in the PUK’s Barclays Cash Pooling Account. The NatWest Account is now closed. That gave us an increase in funds of £6,117

A summary breakdown of the expenditure is as follows:

Expenditure	Cost (£)
Exercise Class subsidy	156
Event Expenses:	400
Admin	30
Room Hire	122
Services:	686
• Speakers Fees	
• Website deposit	
Total	1395

A summary Income

Income	Cost (£)
In Memoria Donations	440
Fundraising	5989
Event Fees (Museum/Xmas Lunch)	917
Bank Transfer (Nat West Closure)	7210
Sum-Up device Test	2
Total	14558

Note that the totals include the Payments for the Christmas Lunch that was postponed until 11th Jan due to the weather. The final payment for the website will be paid for in 2023 when completed.

It should also be noted that we now have a “Sum-Up” card payment device, which has a charge of 1.19% transaction fee, so this will need to be included in future AFR’s.

It should also be noted that DS holds a float for Cam incidental expenses, which is self-funding, via raffles/tombola’s etc at the Cam meetings.

Action: DS to include a brief financial statement going forward as part of her Cam Report.

A draft budget for 2023 was circulated for comment. The final Budget & AFR will be finalised by Feb.

Action: KDY to finalise Budget & AFR – Feb 2023

Note: The PUK budget template automatically calculates the recommended transfer to PUK for research and centrally funded projects.

Budget Yr	Predicted Transfer to Central	Actual Transfer to Central
2022	£4844	£2000
2023	£4115	Proposed transfer £4000

It was agreed that as there is a potential to spend more this year in support of activities and events for our members, and we need to factor in the remaining cost for the website, that we would propose a transfer of £4000 to centrally funded projects. This was to be proposed to members at the AGM in March.

Action: KY to ensure that AGM agenda includes this proposal – By March 2023

6. Cam’s Report (DS)

DS reported that her last meeting in Cam was 1st Dec. A tombola and raffle were held which contributed £82 towards the float for Cam. (See previous actions re reporting).

DS has been unwell recently and unable to progress the Cam programme for 2023 at his point and may have to cancel the Jan Cam meeting. However, she now has some help from an additional volunteer.

Action: DS to confirm as soon as possible if the Cam meeting is to go ahead, and to advise status on previous actions with regards to Cam Members.

DS also mentioned a new group that has been set up in Cam for “Invisible Illnesses”.

Action: DS to investigate and advise if there could be any tie up with our group.

7. Review of 2023 Programme

The programme for 2023 was shared with the committee. It is now divided up into Members meeting, regular catch ups and Social Events:

Jan 16th - Longfield & Art Taster

Feb 20th - Thi Chi/PD warrior & Caroline Russell

Mar 20th – AGM & Mary Burton - Physio & exercise

Apr 17th – PD advisory service & PD Nurse – Note KDY/KY will be on holiday, so will need Committee member to run this meeting.

May 15th – Living Aids

Jun 19th – Carers Hub

Jul/Aug/Sept TBA

Oct 2nd – Cotswold Canal Trust

Nov 6th - Mark Cummings

Dec 4th – Christmas Lunch

Social events Planned:

Feb 16th - Wine & Cheese evening in Stroud - to be advertised

Apr 11th – WPD - Activities tba

Apr – date tba - The Incurable Optimist show – to be arranged

May 19th – Clubbing together

May 23rd – Dabble in Art at Nature in Art – date confirmed. Transport and advertising to be arranged

Jun – Date tba – Stroud Brewery tour & lunch

Jul date tba – Gloucester Conference

Aug 7th Marjorie’s Tea Party

Sept – date to be confirmed – Willow trust boat trip

Cam coffee mornings, Lunch at the Ram, Cuppa chat at Cirencester Baptist Church, Longtable drop in at Brimscombe are still all ongoing social activities

We also have a contact for a potential coffee morning in Painswick.

Action: KDY to contact Oliver Kyte and arrange a visit by end Jan.

8. Website

Work on our new website is underway with the help of Annemarie Thurgood from Athena Web Services. KDY showed the meeting the current page layouts. A page for the committee member bio’s has been developed. The 2023 programme will be a live feature. We will be able to edit and add our own information. All maintenance and upgrades of our website will be covered in the annual fee.

The website could be available for review in 3 weeks’ time. The content for the website needs to be agreed. This will be an agenda item for the Focus Group Meeting on 12th Jan.

SG suggested that we had a members area (password controlled) where we could publish minutes of meetings, Budgets etc.

Action: KDY to report progress at next meeting – Feb 2023

9. Fundraising

Clubbing Together golf event is planned for 19th May at Cirencester Golf club. KDY, is now on the committee, and Aaron Coleman, PUK fundraiser also attends. KDY is trying to secure some sponsorship though the Chamber of Commerce network. Although well organised as an annual event, the Branch have been asked to support the Halfway House, we will be able to pick up some donations for the branch. Details will be available via KDY.

Action: KDY to provide updates – ongoing

The Incurable Optimist, Paul Mayhew- Archer, the co-writer of the Vicar of Dibley and many other shows, has offered to perform his show for us as a fundraising event. He only charges expenses and in the past has raised between £2-3K per show for branch funds. We have agreed and confirmed that we want him to come and give his show, so we need to find a venue and agree a date. It was agreed that this activity would be managed by the Focus Group.

Action: KDY to add to Focus Group Agenda

PPU6, Will need to confirm with Dave Trinder if PPU6 is going to take place this year. Note that PPU5 in 2022 raised over £5K, a proportion of which is being used to fund the Website. Dave Trinder is going to be at the Focus Group Meeting.

Action: KDY to add to focus group and ascertain what support DT may need from the Branch.

10. Focus Group

The Next focus Group meeting is planned for Thursday 12th January. Items to be discussed include:

- Website Content
- Fundraising - The Incurable Optimist
- Programme for 2023
- Joining Pack

Action: KDY to report back on progress at the next meeting

11. Group Membership

Previous issues in understanding the content of the PUK database have been resolved, and work has been undertaken to reformat, consolidate and restructure our membership database to make it easier to access & interrogate information.

We now have a better view of who we can contact via email, and those that may need to receive information by post. A letter is to be sent out to all those that do not have email to confirm how we need to communicate with them in future.

Action: KY – work in progress until a Membership Secretary is appointed.

We have had **10 new members** join our Branch since the last committee meeting, with a potential of 4 more who may turn up to our next members meeting.

Note: We still need to reconcile names with DS to ensure our mailing list is accurate - see previous action.

The Branch also need to create a standard joining pack. DS has a version for Cam members, but we do need one for the whole of the Branch.

Action: KDY to raise at Focus Group Meeting – 12th Jan

12. Up-date From PUK Network

Neil Smart has decided to retire from PUK after 36 years. He will be leaving at the end of March.

13. Volunteer Call

AF agreed to attend the January All volunteer call and report back any key issues.

Action: AF to give feedback at Feb Committee Meeting – 06/02/23

14. AOB

14.1. Jan Newsletter

KDY to produce a short version of the Newsletter for January, with a quick summary/overview of things achieved in 2022, and plans for 2023.

Post meeting note: due to timescales KDY suggested that a combined Jan/Feb Newsletter be produced.

Action: KDY to produce a Jan/Feb Newsletter - end Jan

14.2. Wilts Parkinson's Hospital

SG has agreed to get some information from the Wiltshire Parkinson's Hospital.

Action: SG to investigate and report back at next meeting – Feb

14.3. Information Flyer

KDY has been working on an information flyer for our branch. But wanted to be able to include our website information on it before printing/sharing. This would be an ideal document to leave in Doctors Surgeries, PD nurses, Longfield etc.

Action: KDY to keep Committee posted of progress. – Ongoing

14.4. Useful Information Booklet.

AF is making progress on the Useful information booklet.

Action: AF to keep Committee posted of progress – Ongoing

Meeting Closed 20.30

Date of Next Meeting: Monday 6th Feb at 7pm

Bear Inn, Cirencester