

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 3rd May 2023
1 The Mead, Cirencester / Zoom

Attendees:

Kevin Young (KDY) - Chair
Jenny Hoffman (JH) – Treasurer
Steven Goldblatt (SG) – Committee Volunteer
Karen Young (KY) – Secretary & Membership Sec
Angie Fenton (AF) – Committee Volunteer (Via Zoom)
Christopher (Kit) Merrill - Social & fundraising (Via Zoom)
Diane Shelley (DS)– Cam & Dursley Rep (Via Zoom)
Kath Clements (KC) - Committee Volunteer (Via Zoom)

1. Welcome & Apologies:

KDY opened the meeting at 7pm and welcomed everyone. It was stated that Karen Brookes was stepping down from the Committee due to new work commitments.

2. Minutes from last meeting

The amended version of the minutes from the last meeting dated 20th March were accepted.
Note: that the April meeting was cancelled

3. Matters Arising - Status as of 3rd May 2023

Original Meeting date	Agenda item no.	Follow up Action required	Resp.	Date:
4th April 2022	4h	Local Business contacts: Review if we want to join Stroud Chamber of Commerce Review in June 23	All	Review Jun - 23
	5d	Cash Pooling SG has resubmitted his forms JH is a signatory, and was voted in formally as Treasurer		Closed
	1	Committee Members KC/JH/Kit – formally voted in as committee members at AGM Profiles & pictures for JH/KC have been added to website Action: Kit to provide a short introductory profile for inclusion on the website	Kit	Closed 12 th May
	8	Cam Members Membership letters have been circulated to all Cam Members to confirm details and if postal or email contact is preferred. KC/DS to provide information to Membership Sec (KLY) for updates to the database by recorded post. As new members join, KC/DS to provide details as above	DS/KC KC/DS	05/06/23 Ongoing

25 th July	12.4	In Memoriam donations Funeral Director contacts in the branch area to be reviewed.	All	Jan 24
22 nd Aug 2022	5	Treasurers' role Action: KDY/JH to arrange handover	KDY/ JH	12 th May
7 th Nov 2022	6.2	Cam Speakers/Activities Now included in Monthly Cam report Walking football in Dursley is a general group, and not Parkinson's specific		Closed Closed
9 th Jan 2023	12.2	2023 programme – See Agenda Item 7 Members meetings: Renishaw – manufacturers of the product used for DBS It was agreed not to pursue this as we could not get a date confirmed. Note: that a member who has had DBS is willing to share her experience, and her husband can give a technical presentation on DBS. – Action: KLY to canvass members to ascertain level of interest in this topic. 01/03/23 – positive feedback about this topic was noted at the members meeting on 20th Feb – Sara Webb to confirm if she is still willing to do this later in the year 06/03/23 - Diarise for review July with Sara Webb	KLY	Closed July 23
		Social & Other Events Stroud Events – (Wine Tasting & Stroud Brewery tour to be out on hold for the time being)		Closed
	12.7	Rural Reach Out Project Reference Neil Smarts Memo – Reaching out Across Local Community 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 07/02/23 – Note to JH to ascertain how this is to progress now NS is leaving 06/03/23 – still to be completed 03/05/23 – NS has now left PUK, with no indication of who is replacing him. KDY will continue to pursue	KDY	ongoing
	6	Cam 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. 07/02/23 – Person that runs the group is attending the Cam meeting on 16th Feb - DS to ascertain if we can advertise her group in our Newsletter/website 06/03/23 – DS still waiting for response 03/05/23 – No further contact received DS to chase	DS	05/06/23

6 th Feb 2023	14.2	<p>Wiltshire Parkinson's Hospitals 07/02/23 – SG gave an update of how the Wiltshire organisation operates with good communication for community and doctors' surgeries etc we could learn from this.</p> <p>06/03/23 – Action associated with how organisations communicate the existence of the Branch and what we do to support people diagnosed with Parkinson's with our area. (See also information flyer/useful information booklet and joining pack – all of which are linked)</p> <p>PUK have created a new pack for “newly diagnosed” – KLY has order 10 copies of the pack and will share details with committee when received. – Received and available – Already distributed 4 packs</p> <p>Action: Kit to use his contacts within the medical world to ascertain how we can provide information about our branch at time of diagnosis. Contact operates outside the Gloucestershire area, so not able to help</p>		Closed
	14.3	<p>Information Flyer Flyer complete – Now complete with Website information</p>		Closed
	14.4	<p>Useful Information booklet/Joining Pack Work in process Ongoing review – see agenda item 10 Action: AF/SG /DS to report on process – Review next meeting</p>	AF/SG	ongoing
	6.0	KDY to share details of the “Grey Matters” Finance talk (Peter Skinner) to DS/KC – Peter is booked to speak at the main members meeting in Jube		Closed
	6 th March 2023	6.0	<p>Monthly Cam Report KDY requested that Cam monthly report contained:</p> <ul style="list-style-type: none"> • Statement of finances • Speakers booked • Membership changes <p>And was circulated at least 1 day prior to the committee meeting</p>	
	8.0	<p>Website SG/KC/Kit agreed to be trained for website content amendment as a backup to KDY. A process is to be drawn up to ensure that there is a review and approval following any amendment</p>	KDY	5 th June
		<p>PUK site still does not have a link to our local site. KLY has chased JH and requested that the Local Network Team Up-date the site. Committee to be kept updated of progress</p>	KLY	5 th June
		<p>New Committee Role – Vice Chair Role description has been produced – Need to circulate and discuss at the next meeting</p>	KDY	5 th June
		<p>Zoom Licence Committee agreed to purchase a zoom licence – to be actioned</p>	KDY	5 th June

4. Chairman’s Report (KDY) - (See Paper 1 attached dated 3rd May)

The Committee reviewed and discussed the Chairs report dated 3rd May (issued prior to the meeting):

It was noted that KDY had missed KC off the welcome message for new committee members.

Although our new website went live on 20th March, a seasonal Newsletter will be issued to keep those members who do have internet access informed of ongoing news and activities about the branch.

Action: KDY to publish dates of when Newsletters will be circulated – 5th June

The Branch donated £4000 from 2022 accounts to Parkinson’s Brain Bank. KDY has contacted them to request a visit from them to give us a talk about what the Brain Bank does, and how our donation will help.

Action: KDY to keep committee informed of developments – Ongoing

5. Treasurers Report (KDY - Acting)

A copy of the Accounts was shared with the committee a summary is detailed below

Action: Treasurer to verify accounts as part of handover.

Account Summary:

Starting balance (01/01/23):	£13,163.60
Current balance (03/05/23):	£13, 908.62
Petty Cash (branch)	£59.93
Movement (+ve)	£685.09

Expenditure YTD

Research Project – Parkinson’s Brain Bank	£4000.00
Fundraising Costs:	
• PMA event	£507.45
Group/Social Meetings (room hire, speakers etc)	£1169.15
Correction – Member Accidental Payment	£145.00
Admin	£67.99
Other Expenses	£616.20
Total	£6505.79

Income YTD

Fundraising	£5000.63
Interest	£155.05
Donations/gifts	£345.00
In memoriam	£1690.20
Total	£7190.88

PMA Fundraising Event – 12th April Summary:**Expenditure**

Catering Costs	£106.53
Hall hire	£300.00
Gift for Paul	£46.99
Total	£453.52

Income:

Ticket Sales	£4629.32
Raffle/Donations/Refreshments/T-shirt sale	£568.33
Sumup Sales	£23.59
Total	£5221.24

Total Income: **£5221.24**

Total Expenditure: **£453.52**

Total raised: **£4767.72**

Note that we are still waiting for proceeds of ticket sales from Bingham House. Invoice has been submitted for £90.00 but has not yet been paid.

6. Cam's Report (DS/KC)**March Meeting:**

14 people, including two new members, attended the March coffee morning and thoroughly enjoyed a return visit from Claire Greenwood. Claire entertained us with Pam Ayres poems and other skilfully performed reductions delivered in her comedic style.

April Meeting:

A talk from Deryck Pritchard from SARA was enjoyed by 13 of us, including one new member and a welcome visitor from Cirencester. Deryck gave us an informative and entertaining talk about the work of the Severn Area Rescue Association, their lifeboats and station at Sharpness. The strength and dangerous side of the river was something to behold. £56 was presented to SARA from a collection on the day and a contribution from local funds.

May Meeting - Ann Henderson

June Meeting – Hedgehog Rescue

Cam Accounts

Opening balance:	£131.53
Receipts from March/April coffee morning raffle	£27
Outgoing stationery and SARA donation	£43.32
Current Balance:	£115.21

7. Review of 2023 Programme (All)

The March version of the programme for 2023 was shared with the committee.
(Latest version is on Website)

May – Living Aids – Sue Mills (PUK) + Active Cotswold - Kate Holland

June – Carers Hub – Stephen Moore + Grey Matters – Peter Skinner

July – “Stroll” – VR technology + Ice Cream Tasting

Aug – tba

Sept – Pets as therapy + Alison Anderson’s report from WPC, Barcelona

Oct – Cotswold Canal Trust

Nov – Mark Cummings

Dec – Christmas Lunch - Note proposed new venue Ingleside House **Action: KDY to investigate costs**

Other Events:

- **Dare to Dabble 24th May** - Transport to be arranged **Action KLY – by 12th May**
- **Marjorie’s Tea Party 7th Aug**
- **Willow Trust Boat trip 6th Sept.**

8. Website (KDY)

Website is now live. Training being arranged – See previous action
To remain as a general agenda item for review of content updates

9. Fundraising (All)

9.1. The Incurable Optimist – 12th April

A very successful event with lots of positive feedback.

Review meeting to be held for lessons learnt

Action: Meeting planned for 22nd May at JH/SG house – KLY to send out invites

9.2. Hill & Valley Choir – Concert 13th May

Ticket sales may have stalled, so need Committee members to push sales. Poster and details are on our website. KDY is attending meeting with Mark & Shirley Jee w/c 8th May to discuss what we can do to help

9.3. Clubbing Together 19th May

Planning is going well, need volunteers for cakes/scones/bakes

Coffee/Tea/etc left over from PMA will be used

All proceeds from halfway house sales to be donated to the Branch

SG suggested that we also gain some publicity from the event to promote the Branch.

Action: JH/AF agreed to do some baking, KLY is volunteering at the Halfway house.

9.4. PPU6 – 23rd Sept

Dave Trinder has identified the date for the next PPU – Committee will be kept informed of how the Branch can support the event – Ongoing

9.5. Other Fundraising

Kit is working on two fundraising projects.

- “Let’s Do this” - marathon organisers who manage marathon events and work with Charity partners for fundraising
- Cripps Barn – Lunch & music event in conjunction with the Charity Clink

Action: Kit to provide committee with a summary of the projects for review and discussion on how we can support - before next meeting (5th June)

10. Welcome Pack/Information Booklet

These items re considered to be linked and are work in progress.

AF has updated the first 5 pages of the booklet and is working on the rest.

SG has agreed to co-ordinate the activity which is also to include best practices from Cam and other groups. This will remain on the agenda for continuing review.

11. Group Membership (KY)

Membership Currently stands at 146, however the PMA event may have generated more interest in the Branch.

David Ashby has joined PUK and will be attending the Cam meeting.

We have been advised by PUK of 2 members that have passed away: Robert Newbold & Bernadette Langton, and Marianne Willis has move into a home and no longer wants to receive any correspondence.

Database updated accordingly.

12. Up-date From PUK Network (AF)

Only 1 key item raised from PUK – All volunteers are to check that their GDPR training is up to date. Note that a refresh of training is required every 18 months.

Action: KLY to ascertain from PUK what the status of volunteers GDPR training is – by 5th June

13. Volunteer Call (AF)

No call this month

14. AOB

14.1. Update from Aprils Members meeting (AF)

27 people were in attendance, with an interesting talk by Anne Henderson and her colleague. Deb Thurman, also attended, but a lot of people wanted to speak to her on a one-to-one basis. Note to be taken for next time to arrange 1:1 session the next time we have a Parkinson’s Nurse attending a meeting.

14.2. Articles for Website/Summer Newsletter

Any suggestions for inclusion to be forwarded to KDY by end of May.

14.3. Cirencester Chamber of Commerce Awards (CCofC)

It was suggested by the Chamber that we enter the Committee into the CCofC awards for Team of the Year. As a committee, we have achieved a lot in supporting our members, and it would be excellent publicity for the Branch.

A proposed entry has already been drafted, which will need to be completed and submitted before 31st May.

Action: KDY to finalise submission and circulate to Committee for final comment before submission, along with the details if committee members want to attend the event

Action: KDY by 12th May

14.4. Walking Football - Cirencester

Ben Langworthy from Get Out & Get Active Gloucestershire is in discussion with Cirencester Town Football club in respect to setting up a walking football group.

Action: KLY to keep committee updated of any progress

14.5. New Members Event

KDY has suggested that a “New Members event” is arranged to introduce new members to the Branch. This will be tied into the Welcome Pack/information booklet.

14.6. Longfield’s Open Day

A (free) open day at Longfields is being arranged (KDY & Richard Alcock), the plan is for our members to be able to sample some of the activities on offer at the Well-Being Centre. Longfields have promised a plan for review by 26th May.

Action: KDY to keep committee updated – Ongoing

14.7. Swindon Hydrotherapy Pool

KDY/SG visited the Swindon pool following an introduction at the PMA event. Both KDY & SG did not consider the pool to be suitable for our members, however, SG has contacted the Paternoster School in Cirencester, who have a pool to see if our members could use this facility.

Action: SG to keep committee updated of progress.

Meeting Closed 21: 00

Date of Next Meeting: Monday 5th June – Venue TBA

Note: Action required to find a suitable venue where we can have a face-to-face meeting, and that is convenient for all attendees. Tetbury was suggested as a possible location.

Action: KDY/KLY to investigate venue