

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 5th June 2023
Siddington Park

Attendees:

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

Not in attendance: Christopher (Kit) Merrill - Social & fundraising

1. Welcome & Apologies:

KDY opened the meeting at 7pm and welcomed everyone to the new venue, Siddington Park Hub. It was noted that this is a further benefit from being a member of the Cirencester Chamber of Commerce, in that we get to use the facilities for free.

2. Minutes from last meeting

The minutes from the last meeting dated 3rd May were accepted.

3. Matters Arising - Status as of 5th June

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 05/06/23 – need someone local to engage with SCoC, we do not have the capacity at the moment – so defer until Jun '24	All	Review Jun - 24
	1	Committee Members Action: Kit to provide a short introductory profile for inclusion on the website 05/06/23 – KLY to chase Kit for response	Kit	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 05/06/23 – Details received – KLY to cross reference with Membership database.		Closed
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	<p>Treasurers' role Action: KDY/JH to arrange handover</p> <p>Also, Treasurer to verify April accounts as part of handover Handover meeting 12th May</p>		closed
9 th Jan 2023	12.2	<p>2023 programme – See Agenda Item 7 Members meetings: Talk on DBS 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</p>	KLY	July 23
	12.7	<p>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 01/06/23 – no further progress, decision not to follow up by KDY as fundraising efforts by Branch were sufficient to fund activities. 05/06/23 – KLY to ascertain contact details for Neil Smarts replacement for future contact</p>	KDY KLY	Closed 3 rd July
	6	<p>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 05/06/23 – It was agreed that no further action required as our members would not necessarily benefit</p>		Closed
6 th Feb	14.4	<p>Useful Information booklet/Joining Pack Work in process Ongoing review – see agenda item 10 05/06/23 - Great progress made on booklet which will be made available on the Website as “status as of June 23”</p> <p>It was agreed that as this the booklet covers Gloucestershire, that the Cheltenham Group might also find this useful. KDY to share with Cheltenham Chair as part of the collaboration - See Chairs report</p>	AF KDY	ongoing 3 rd July
6 th March	8.0	<p>Website SG/KC/Kit agreed to be trained for website content amendment as a backup to KDY.</p>		

		A process is to be drawn up to ensure that there is a review and approval following any amendment 06/05/23 – Meeting agreed for 15 th June with KDY/SG/KC to carry out website training	KDY	15 th June
		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 Now in place		Closed
		New Committee Role – Vice Chair Role description has been produced – Need to circulate and discuss at the next meeting 05/06/23 – Role description agreed, it was also agreed by the committee that SG and KC would both act as vice Chair, and that a call out would go out to all members for 2 more new Committee Volunteers.	KDY	3 rd July
		Zoom Licence Committee agreed to purchase a zoom licence – to be actioned JH has set up a “Teams” account 06/05/23 – Test to be conducted – All Committee members agreed for their emails to be shared. KLY to forward emails to JH who will set up a test	KLY/JH	3 rd July
3 rd May	4	Seasonal Newsletter will be issued to keep those members who do have internet access informed of ongoing news and activities about the branch. Members who have asked for postal communications have been sent a copy of the Summer Newsletter and a covering letter. 05/06/23 – Summer Newsletter completed – Autumn Newsletter planned for Oct	KDY	Oct 23
	4	The Branch donated £4000 from 2022 accounts to Parkinson’s Brain Bank. KDY has contacted them to request a visit from them to gives us a talk about what the Brain Bank does, and how our donation will help. 01/06/23 – They have agreed to come and talk to us - proposed date; November Committee Meeting – tbc	KDY	Ongoing
	7	Christmas Lunch 2023- Note proposed new venue Ingleside House Other Venues are also being reviewed Action: KDY to investigate Venues/ costs ongoing	KDY	Ongoing
	7	Dare to Dabble 24th May – Transport to be arranged – Used own transport	KLY	Closed
	9.1	The Incurable Optimist Event 12th April Review meeting to be held for lessons learnt Action: Meeting planned for 22nd May at JH/SG house – KLY to send out invites 05/06/23 - Meeting held –with record of lesson learnt for future fundraising events	KLY	Closed
	9.3	Clubbing Together 19th May All proceeds from halfway house sales to be donated to the Branch Halfway house raised around £500 for the Branch The event itself raised £7500 which goes direct to PUK for research		Closed

9.5	<p>Other Fundraising Kit is working on two fundraising projects. 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)</p> <p>05/06/23 – KLY to chase Kit for update</p>	Kit	5 th June
12	<p>GDPR Training 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.</p> <p>Status of committee GDPR:</p> <p>Kevin Young - expires 07/11/2024 Angie Fenton - has not completed Steven Goldblatt - has not completed Kath Clemments - expires 25/10/2024 Diane Shelley - expired on 17/05/2023 Jenny Hoffman - expires 15/09/2024 Christopher Merrill - has not completed</p> <p>05/06/23 – KLY to send link to those who need to complete/update GDPR</p>	KLY	3 RD July
14.3	<p>Cirencester Chamber of Commerce Awards (CCofC) - Team of the Year (Committee/Focus Group) A proposed entry has already been drafted, which will need to be completed and submitted before 24th May. Action: KDY to finalise submission and circulate to Committee for final comment before submission, along with the details if committee members want to attendance the event</p> <p>Submission made 21st May – Table for 10 booked for awards night on 7th July, Tickers £40.00 Each – Subsidised to £20 for members Payments via Bacs to Branch account</p>	KDY	3 rd July
14.4	<p>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. 01/06/23 – Meeting with CTFC on 11th June to discuss way forward (KDY & Mark Jee attending)</p>	KLY	Ongoing
14.5	<p>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 01/06/23 – promised plan delayed due to family bereavement – will keep committee updated. KDY to Chase for update.</p>	KDY	ongoing

14.6	<p>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.</p>	SG	Ongoing
	<p>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 Goods Shed in Tetbury want to charge £75 for meeting room But we can set up a monthly afternoon Coffee & Cake as part of their standard offerings free of charge. – see AOB</p> <p>Siddington Parkin Cirencester have agreed to host our committee meeting f.o.c. – location has been sent to committee members as part of meeting invite. Will continue to utilise this venue</p> <p>05/06/23 – venue still needs to be sourced as an alternative as a halfway point between Ciren & Cam/Dursley – All to investigate</p>	All	Next Meeting

4. Chairman's Report (KDY) - (See Paper 1 attached dtd 5th June)

In addition to Chairs report:

KDY has formed collaboration with the new Chair of the Cheltenham Branch. They will be using the framework of our website and will be sharing ideas. It was noted that the Bristol Branch also had a new Chair, who will also be included in the collaboration.

The Chair also shared the details around an issue that occurred with one of the speakers we had booked to discuss financial affairs (Grey Matters). The speaker initially appeared to be a useful source of advice for financial matters, however, it was perceived by one of our members as inappropriate and forceful sales techniques. In response to this concern immediate and appropriate action was taken to cancel the speaker and advise the company of the effect this had had. The CEO of the company has apologised.

5. Treasurers Report (JH)

A copy of the Accounts is attached:

Account Summary:

Starting balance (01/01/23):	£13163.60
Current balance (05/06/23):	£14804.43
Petty Cash (branch)	£70.43

Total: £14874.86

6. Cam's Report (DS/KC)

May coffee morning in Cam enjoyed a very informative talk on benefits and grants from Ann Henderson and Belle Whitaker, Parkinson's UK advisors. With 21 attendees, including one new member and a potential new volunteer, this was one of our best attended groups.

Cam Accounts

Opening balance - £115.21

Income - £25.00

Current balance - £140.21

7. Review of 2023 Programme (All)

Post meeting note: May Meeting outcome

Sue Mills (PUK) was unable to attend (need to rebook for later in the year)

Action: KLY to confirm future booking

Kate Holland for Active Cotswolds held an exercise session and discussed what activities people wanted to do, and circulated a form to be completed via KLY

Sue Mechan from the Megan Baker House gave a talk on Conductive Education, which resulted in several members signing up for a session to begin on 3rd July (subsidised by the branch)

	June	July	Aug	Sept	Oct	Nov	Dec
Ciren	Gloucestershire Carers Hub Mindsong	Stroll – VR Technology Ice Cream Tasting	tba	Pets as Therapy Alison Anderson	Cotswold Canal Trust	Mark Cummings Parkinson’s Brain Bank (tbc)	Christmas Lunch
C&D	Hedgehog Rescue	Free wheelers	St Johns Ambulance or Coastal Walks	Mary Burton Physio	St Johns Ambulance or Coastal Walks	tba	
Other Activities			Marjorie’s tea. Party 7 th Aug	Willow trust boat trip 6 th Sept Gloucester Conf 14 th Sept			

Note: Need to check to see if Mark Cummings is still going to speak at our group as he is leaving BBC Radio Gloucestershire – **Action: DS to Contact Mark to confirm**

Suggested speakers for 2024:

Neil Russell – London to Barcelona for Parkinson’s

Sue Mills – Living Aids (rescheduled from May ’23)

8. Website (KDY)

Website status reviewed and up and running to be removed from agenda.

9. Fundraising (All)

9.1. The Incurable Optimist

Review Meeting held – see matters arising

Issue with the promised hamper from Waitrose has been resolved by SG & KDY, we know have a £75 gift voucher for raffle/auction at our next event.

9.2. Hill & Valley Choir – Concert 13th May

Good entertaining evening which resulted in an approximately £1000 in donations.

9.3. Clubbing Together 19th May

See Matters arising.

9.4. PPU6 – 23rd Sept

Now advertised on the website. Tickets will go on sale shortly.

9.5. Other Fundraising

See Matters Arising

Also, contacted Paul Sihna – the Sinnerman from ITV's the Chase, via his agent/website to see if we can arrange a fundraising event for next year. Have been asked to get in contact in October, after his event at the Edinburgh Fringe.

Action: KLY to diarise contact and keep committee updated

10. Welcome Pack/Information Booklet

Great work by AF – See matters arising

11. Group Membership (KY)

Membership remains stable at 147. Cam Membership updates received.

Action: KLY will review and consolidate the Membership database

12. & 13 Up-date From PUK Network & Volunteer Call(AF)

(Agenda items to be combined)

Volunteer Call being reintroduced as part of Volunteers Week – Call is next Wednesday.

Action: AF will attend call and report back any key messages

13. See above

14. AOB

14.1 Articles for Website/Summer Newsletter

Any suggestions for inclusion to be forwarded to KDY ongoing.

Agreed to publish SG's Story – A day in the life of a person with Parkinson's!

Action: KDY to add website

14.2 New Members Events – Not discussed – carry forward to next meeting

14.3 Incumbent Bikes – See Chairs Report

14.4 Tina Smith Research Project – Two new dates added Friday 16th June & Wed 12th July – Tina will send out the communication to members participating

14.5 MBH – Conductive Education Session – trial session booked for 6 members on 3rd July.

Meeting Closed 20.40

Date of Next Meeting: Monday 3rd July – Venue Siddington Park, Cirencester (unless alternative venue is found -See below)

Note: All committee to investigate alternative venues for committee meetings that are convenient for travel between Cirencester & Cam