

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 3rd July 2023
Siddington Park

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
Kath Clements (KC) - Committee Volunteer (Via Teams)
Roger Threlfall (RT)– Branch Member

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

1. Welcome & Apologies:

KDY opened the meeting at 7pm and welcomed everyone. Apologies were received from Diane Shelley – the Committee passed on their good wishes to DS.

2. Minutes from last meeting

The minutes from the last meeting dated 5th June were accepted.

3. Matters Arising - Status as of 3rd July

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 03/07/23 – Kit has started a new job and has had limited time to address his actions New Action: KDY to contact Kit to ascertain his availability and capacity to support the Committee and the branch	Kit KDY	12 th May 7 th July
	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

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25 th July 2022	12.4	In Memoriam donations Funeral Director contacts in the branch area to be reviewed.	All	Jan 24
9 th Jan 2023	12.2	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 20 th 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 03/07/23 – Sara contacted – she is a little unsure about doing a talk, and KDY/KLY will have a chat with Sara and advise committee of outcome.	KLY	Next meeting
	12.7	PUK – Neil Smarts replacement 05/06/23 – KLY to ascertain contact details for Neil Smarts replacement for future contact 03/07/23 – Still chasing PUK (Jane Henderson) for details of Neil’s replacement	KLY	Next Meeting
6 th Feb	14.4	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” – Published on Website 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 – Shared with Cheltenham New Action: Joining pack to be established	AF Closed Closed AF/KLY	 End Sept
	8.0	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 06/05/23 – Meeting agreed for 15th June in Tetbury with KDY/SG/KC to carry out website training	Closed	
6 th March	8.0	New Committee Volunteer Role Call has gone out to all members for new volunteer roles – no response to date. Will continue to push for volunteers.	KDY	Ongoing
	8.0	Zoom Licence 03/07/23 – JH has established a Teams app for use with committee meetings	Closed	
		Seasonal Newsletter will be issued to keep those members who do have internet access informed of ongoing news and activities about the branch. 05/06/23 – Summer Newsletter completed – Autumn Newsletter planned for Oct	KDY	Oct 23

	4	<p>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.</p> <p>01/06/23 – They have agreed to come and talk to us - proposed date; November Committee Meeting – tbc 03/07/23 – Still to be confirmed</p>	KDY	Ongoing
3 rd May	4	<p>Christmas Lunch 2023- Note proposed new venue Ingleside House Other Venues are also being reviewed Action: KDY to investigate Venues/ costs ongoing 03/07/23 – Various locations have been approached: Priory at Tetbury – too small a venue Stratton House Hotel – No response Action: All to investigate possible locations for Christmas Lunch (Cricklade Café/South Cerney Golf club)</p>	All	Next Meeting
	9.3	<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 See Previous action</p>	Kit	5 th June
	9.5	<p>GDPR Training - Status as of 03/07/23</p> <p>Angie Fenton completed Steven Goldblatt - has not completed Diane Shelley - expired on 17/05/2023 Christopher Merrill - has not completed</p> <p>Action: All to ensure GDPR training is completed</p>	SG/DS/Kit	Next Meeting
	12	<p>Cirencester Chamber of Commerce Awards (CCofC) - Team of the Year (Committee/Focus Group) Awards night 7th July Claire Bale from PUK will also be attending Good opportunity to share with PUK what research opportunities we are working on</p> <p>Also, great opportunity to market our branch to the local community</p>	Closed	
	14.3	<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) 03/07/23 – Trial event taking pace 6th September</p>	KLY	Ongoing

	14.4	<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. 03/07/23 – Plan received from Longfield’s for a full day of activities planned for 25th September. Issues to be confirmed:</p> <ul style="list-style-type: none"> • Max 20 people – is this 20 PWP +carers or includes Carers? • Can the word “Patient” be changed to PWP • Is lunch included or need to be paid for • Donation – how do we make a donation? 	KDY	ongoing
	14.5	<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
	14.6	<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 Park in 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 – 03/0/23 - Ongoing</p>	All	Next Meeting
5 th June	7	<p>Programme 23/24 Sue Mills (PUK) was unable to attend the May meeting, so will need to rebook for later in the year Action: KLY to confirm future booking 07/06/23 – email Sue Mills – offered August 21st as alternative 03/07/23 – no response from Sue Mills – Will continue to chase</p>	KLY	ongoing
	9.5	<p>Other Fundraising - 2024 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</p>	KLY	Oct ‘23
	14.4	<p>Articles for Website/ Agreed to publish SG’s Story – A Day in the life of a person with Parkinson’s!</p>	Closed	

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

In addition to Chairs report:

Further discussion was held with regards to the “Stroll” technology, experienced by several of our branch members at an event in Gloucester. Stroll are going to be demonstrating again at our members meeting on 17th July. This could potentially be something that will benefit our members if you get involved with the project going forward, but it needs some clinical input.

It was agreed that we would extend the invite to the Parkinson’s nurses, representatives from the Cheltenham & Cricklade branches, and the clinicians from the Cirencester and/or Gloucester hospital to attend our meeting.

Action: KLY to email Parkinson’s Nurses (list as per the info booklet), SG to contact Cirencester & Gloucester Hospital clinicians, KDY to contact Cheltenham & Cricklade branches – by 7th July (Note: can you please advise KLY responses)

5. Treasurers Report (JH)

A copy of the Accounts is attached (paper 2)

Account Summary:

Starting balance (01/01/23): £13163.60
 Income: £10023.10
 Expenditure: £7128.79
 Current balance (30/06/23): **£16057.91**

Petty Cash summary:

Starting Balance (01/01/23) £100.00
 Income: £192.00
 Expenditure: £268.90
 Current Balance: 30/06/23 £23.10

6. Cam’s Report (DS/KC)

Our June meeting saw 18 people, including Kevin and Steven, hearing all about hedgehogs. Although under threat we are lucky in Gloucestershire to have a fairly large number compared to other areas.

Pat our new volunteer provided invaluable help in Diane’s unfortunate absence. We welcomed another new member but missed some regular attendees which may have been due to the regular monthly update not being sent.

Finances

Opening balance £140.21
 Income Coffee morning £20.00
 Expenditure Hedgehog rescue £40.00
 Current balance £120.21

7. Review of 2023 Programme (All)

	July	Aug	Sept	Oct	Nov	Dec
Ciren	Stroll – VR Technology Ice Cream Tasting	Drumming Therapy By Inspire Drums	Pets as Therapy Alison Anderson	Cotswold Canal Trust	Mark Cummings (tbc) Parkinson’s Brain Bank (tbc)	Christmas Lunch

C&D	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			

Action: KC to check with DS to see if we have had confirmation from Mark Cummings with regards to his attendance in Nov (Note that he has left BBC Radio Gloucestershire)

Suggested speakers for 2024:

Neil Russell – London to Barcelona for Parkinson's
Sue Mills – Living Aids (rescheduled from May '23)

It was suggested that we hold another focus group meeting to ascertain what events, activities, and speakers we need to organise for the 2024 programme. We are also conscious that we have a core group of attendees to meetings and events, and we want to expand that out to be more inclusive for all our members. We may need to have a marketing campaign to attract current members and new members to some of the events.

Fundraising ideas would also be added to the agenda for the focus group

It was suggested that we also invite other contacts from our community network to assist in this activity. RT suggested that Siddington Park may be able to help, as well as other members of the Chamber of Commerce. RT also suggested that he may know someone who could help with marketing.

Action: KDY to facilitate - suggested date 23rd August & location, Siddington Village

8. Website (KDY)

Website status reviewed and up and running to be removed from agenda – **Action: KLY to remove from next Agenda**

A changes page is to be added to website to show updates and changes – **Action KDY**

9. Fundraising (All)

9.1. Clubbing Together 19th May – Washup meeting

Total of £7200 was raised on the day for PUK, of which £517 was raised at the halfway house for Branch funds.

The Branch will be responsible for running the halfway house next year – Friday May 17th May

Action: KDY to keep us posted on future planning meetings

9.2. PPU6 – 23rd Sept

Now advertised on the website. Tickets are now printed and available. Need to start to promote and sell tickets using the same process as we did for the PMA show.

Action: KDY to contact Dave Trinder in respect to a kick off meeting for advertising and marketing the event. By 7th July

9.3. Running Club (JH)

In support of Neil Russell who is currently running to the World Parkinson's Conference, JH's running club are planning to hold a fundraising event (Quiz/fish & chip evening) – JH to ask if the branch can support the event or possible benefit from the fundraiser rather than direct to PUK research.

9.4. Matched Funding

Some banking organisations and companies offer match funding to charities. Barclays bank in particular. Need to investigate to see if the branch could benefit from this in future fundraising effect.

Action: JH to investigate if any organisations can help

9.5. Just Giving Page

It was agreed that it would be a good idea to have a just giving page set up via our website for donations.

Action: SG/JH to look at setting up a just giving page – by next meeting

9.6. Future fundraising

Ideas to be discussed at the next focus group meeting – see previous action

Post Meeting Note: KDY is going to be Club Captain of Cirencester Golf Club, and his chosen charity is Parkinson's, therefore any funds raised during his captaincy will be donated to our Branch.

10. Welcome Pack/Information Booklet

Current version now published on the website and will be updated as and when new information is added (version controlled).

SG offered to carry out a review of the document – **Action: SG by next meeting**

Welcome pack still needs to be created – see matters arising.

Cirencester Scene contact details – Still need to be updated - **Action: KLY to contact Scene to address anomalies**

11. Group Membership (KY)

Membership database had now been consolidated with Cam information. The PUK Membership database was not available prior due to a technical problem, so updates will be captured at the next meeting.

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

(Agenda items to be combined: **ACTION: KLY for next meeting**)

Assemble Volunteers Call, Wednesday 7th June 2023

- Video from Caroline Russell for Volunteers' week 2023 on Assemble. Sending her thanks and admiration for all we do.
- Reflections / highlights from World Parkinson's Day 2023. The light up blue campaign was a success, lighting up over 150 buildings over the U.K. There were over 300 items of media coverage, 22 of these were national coverage.
- Look at the Kudoboards on Assemble to see "What we did on WPD 2023" We can add things to this. - **Action: AF to look at adding our PMA event to the Kudo board.**

- There is also a WPD slide deck showing ideas we may be able to use.
- PUK have launched their new strategy for 2023-26: Four priorities:
 1. Pushing for excellent health and care.
 2. Building your community of support.
 3. Getting your treatment faster.
 4. Fit for the future.

Action: KDY/SG/KC to look at Branch strategy to ensure it aligns to PUK's

- “All Volunteer calls” are relaunching but will now be quarterly. They will still be recorded and available to watch back.
- Parkinson's Connect is a programme allowing doctors and healthcare professionals to refer you directly to PUK at point of diagnosis so you can access the whole network of offered support. Only currently available in 6 NHS healthcare trusts. Next stage will be rolled out late 2023 /2024.

Things to share from July's Newsletter

- PUK are working with 'Re-Engage', a telephone befriending service to offer call companions.
- Joe Wicks has made a dedicated workout for People with Parkinson's for WPD 2023. Available on Youtube. (link below) Also a video interview with neuro-physiologist Milly Khan from Guys and St Thomas' Hospital on the benefits of HIIT for Parkinson's.
- PUK is funding a new online programme with '4D Life' at a reduced price of £12.75 a month for PUK members. Including online resources, videos, nutritional tips, and recipes to help people get started and enjoy being active with the condition.

Workout... <https://www.youtube.com/watch?v=ufat0isRhSw>

Interview... <https://www.youtube.com/watch?v=VRS44KWJgoE>

Action; KDY to look at adding some of these links to our web

13. AOB

14.1 **Chamber of Commerce Awards** – See matters arising

14.2 **New Members Events** – See previous actions – Focus group

14.3 **Longfield Open day 25th September** – See Matters arising

14.4 **Incumbent Bikes** – See Chairs Report

14.5 **MBH** – Conductive Education Session – 1st session was held 3rd July, 2nd Session planned for 10th July. Last session 4th September – will solicit feedback from attendees to see if further sessions will be arranged – Note that PUK will require us to put in a Service Level agreement for future session.
Action KLY – Sept

14.6 **Drumming for therapy** – See chairs report

14.7 **Walking Football** – See matters arising

14.8 **Committee Meeting Frequency** – It was agreed to review the format for committee meetings, with the suggestion that the Chair + Vice Chairs meet one month and then a full committee meeting alternate months. Also, can we be flexible in the night of the meeting to fit in with other activities -
Action: KDY to draft format and agenda by End July

14.9 **Mobile Phone** – Currently the contact phone number on all our literature and websites is KLY personal number, this was fine however, it was a problem when KLY was away on holiday. It was suggested & agreed by the committee, that the branch buys a phone/sim card (pay as you go) as a dedicated phone, so that when anyone is away on holiday, someone else can pick up messages.

Action: KDY/KLY to arrange and then to update contact references

Meeting Closed 21.00

Date of Next Meeting: Monday 31st July – Venue Siddington Park, Cirencester - Note this may change because of action 14.8 above