

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 2nd Oct 2023
Siddington Park

Attendees:

Jenny Hoffman (JH) – Treasurer
Steven Goldblatt (SG) – Vice Chair
Karen Young (KY) – Secretary & Membership Sec
Angie Fenton (AF) – Committee Volunteer
Kath Clements (KC) – Vice Chair

1. Welcome & Apologies:

KC opened the meeting at 7pm and welcomed everyone. Apologies were received from Kevin Young – the Committee passed on their good wishes to DS
Attempts were made to link with Diane Shelley via Teams and Zoom, but both failed so KC will update DS on the meeting discussions.

2. Minutes from last meeting

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

3. Matters Arising - Status as of 2nd October

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 1/09/23 – No response from Kit – JH has been emailed to ascertain his status as a volunteer 02/10/23 - No response from Kit – Assume that he no longer wants to be a volunteer. JH is aware.		Closed
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		

		<p>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.</p> <p>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</p> <p>06/03/23 - Diarise for review July with Sara Webb</p> <p>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.</p> <p>01/09/23 Discussions had with Sara, she does not want to do a talk</p> <p>2/10/23 – Agreed to close out this item, but add it as a potential subject for 2024 speakers programme</p>		Closed
	12.7	<p>PUK – Neil Smarts replacement</p> <p>05/06/23 – KLY to ascertain contact details for Neil Smarts replacement for future contact</p> <p>03/07/23 – Still chasing PUK (Jane Henderson) for details of Neil’s replacement</p> <p>01/09/23 – No replacement yet – Propose that we close this out, as we will be notified by JH when/if he is replaced</p> <p>2/10/23 – Agreed to close out action</p>		Closed
6 th Feb	14.4	<p>Joining Pack</p> <p>New Action: Joining pack to be established</p> <p>2/10/23 KC/SG have met and drafted out a list of what should be in the pack along with an agreed introduction letter. To be finalised and agreed as part of Nov Chair Meeting</p>	KC/SG	Update at next meeting
6 th March	8.0	<p>New Committee Volunteer Role</p> <p>Call has gone out to all members for new volunteer roles – no response to date. Will continue to push for volunteers.</p> <p>2/10/23 – Barry Thornicroft is keen to help set up session in Stroud – KDY/SG going to visit on 3rd Oct to discuss</p>	KDY	Update at next meeting
		<p>Seasonal Newsletter will be issued to keep those members who do have internet access informed of ongoing news and activities about the branch.</p> <p>05/06/23 – Summer Newsletter completed – Autumn Newsletter planned for Oct</p>	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. 01/06/23 – They have agreed to come and talk to us - proposed date; November Committee Meeting – tbc</p> <p>03/07/23 – Still to be confirmed</p> <p>01/09/23 – Now confirmed for 16th Nov</p>		Closed
3 rd May	4	<p>Christmas Lunch 2023-</p> <p>01/09/23 – Christmas lunch provisionally booked for Wednesday 13th December at the Old Lodge Minchinhampton (12.5% service charge waived).</p> <p>02/10/23 - Communication sent out to all (£20 two course £27 three Course)</p>		Closed

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) 05/06/23 – KLY to chase Kit for update On hold See Previous action 02/10/23 - Closed see previous actions</p>		Closed
9.5	<p>GDPR Training - Diane Shelley - expired on 17/05/2023 KC to assist DS in completing training</p>	KC/DS	Next Meeting
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 place 6th September 01/09/23 – postponed until 4th Oct - KDY to update at next meeting</p>	KDY	Next Meeting
14.4	<p>Longfield's Open Day Happened on 25th September 2/10/23. - See AOB/Chairs report</p>		Closed
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. 2/10/23 - Paternoster School facilities are not suitable - will review the facilities at Siddington Park when available to see if they would be suitable for use by our members</p>	SG	Closed
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 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 05/06/23 – venue still needs to be sourced as an alternative as a halfway point between Ciren & Cam/Dursley – All to investigate – 01/09/23 – Committee meetings to take place at Siddington Park until further notice – next meeting dates: 2nd October 6th November 4th December</p>	All	Next Meeting ongoing

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 01/09/23 – emailed SM again 2/10/23 – Still pursuing via Jane Henderson</p>	KLY	ongoing
	9.5	<p>Other Fundraising - 2024 Contacted Paul Sinha – 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 2/10/23 - Paul Sinha is not doing any extra events next year</p>	KLY	Closed
3 rd July	1.0	<p>Stroll presentation at 17th July Members meeting Expand invite to others: 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)</p>		Closed
	7.0	<p>Mark Cummings Attendance at Nov Members meeting 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) 01/09/23 – Still to be confirmed 2/10/23 - Not going to be in attendance</p>		Closed
		<p>Focus Group Meeting KDY to facilitate - suggested date 23rd August & location, Siddington Village 01/09/23 – Still to be arranged - Agreed to postpone until early 2024</p>	KDY	Jan 2024
	8	<p>Website: Changes page – to be added to website</p> <p>Website status reviewed and up and running to be removed from agenda – Action: KLY to remove from next Agenda 01/09/23 – Oct meeting agenda up-dated</p>		Closed Closed
	9	<p>Clubbing together – 17th May 2024 Branch will be responsible for running the Halfway house KDY to keep branch posted on future planning</p>	KDY	Ongoing
	<p>PPU 6 – 23rd Sept KDY to contact Dave Trinder in respect to a kick off meeting for advertising and marketing the event. By 7th July 01/09/23 – event planning & ticket sales underway</p>		Closed	
	<p>Running Club fundraiser (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. 01/09/23 – Branch supported the event</p>		Closed	
	<p>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. JH to investigate if any organisations can help</p>	JH /KDY	Ongoing	

	<p>2/10/23 – Need to have an employee associated with the financial institution, and a specific fundraiser to qualify for matched funding.</p> <p>Actions: JH to review with her Employer to ascertain if they would consider matched funding, KDY to add a note to the newsletter to ask if any of our members have any contacts</p>		
	<p>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</p> <p>01/09/23 – Set up and running</p>		Closed
10	<p>Cirencester Scene contact details – Still need to be updated - KLY to contact Scene to address anomalies 01/09/23 – details updated</p>		Closed
12/13	<p>(Agenda items to be combined: ACTION: KLY for next meeting)</p>		Closed
	<p>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.</p> <p>2/10/23 - Added to Kudo board – KDY to Link from Website</p>	KDY	Next Meeting
	<p>PUK have launched their new strategy for 2023-26: Four priorities:</p> <ol style="list-style-type: none"> 1. Pushing for excellent health and care. 2. Building your community of support. 3. Getting your treatment faster. 4. Fit for the future. <p>KDY/SG/KC to look at Branch strategy to ensure it aligns to PUK's 2/10/23 – to be added to Agenda for Nov Meeting</p>	KDY	Ongoing
	<p>PUK's July's Newsletter KDY to look at updating our website with links from PUK 2/10/23 – Website to be updated</p>	KDY	Next meeting
14	<p>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 – KDY to draft format and agenda 01/09/23 – Chair/V chair meeting held on 31st July as alternative to full committee meeting – Sept meeting postponed, but notes updated _ next meeting 2nd Oct</p>	KDY	Closed
	<p>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. KDY/KLY to arrange and then to update contact references 01/09/23 – Sim card purchased on pay as you go basis</p>	JH	Next Meeting

		2/10/23 – JH o set up standing order for the contract to pay on a 3 monthly basis		
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4. Chairman’s Report (KDY) - (See Paper 1 attached dtd 2nd Oct 2023)

In addition to Chairs report:

Events:

It was agreed that the Willow Trust Boat Trip was enjoyed by all and is to be booked for next year:

Action: KLY to Book for Sept 2024

Projects:

It was agreed that a letter of indemnity is drafted to limit the Branch’s liability for projects, equipment, etc where the branch is subsidising members costs, but not endorsing the product

Action: SG for discussion on Nov Meeting

PPU6

SG suggested that the Branch send Dave Trinder something following his incident at the PPU6 event.

Action: KLY to contact Dave T’s Son to find out what would be suitable by next meeting

5. Treasurers Report (JH)

Account Summary:

Starting balance (01/01/23):	£13163.60
Income:	£15500
Expenditure:	£8900
Current balance (30/06/23):	£19757

Note:

Budget for Fundraising was £8000 – Actual YTD circa £12,000

Budget for In Memorials was £800 – Actual YTD £2276

JH requested time at the next full committee meeting to workshop the 2024 budget

Action: KLY to add to Dec Agenda

The Branch needs to have a clearly defined policy and rules for how and who makes commitments for subsidies and limitations of subsidies, and a clear process for payment and approval.

Action: JH to draft a policy, rules and process for discussion at the Dec Meeting

Petty Cash summary:

Starting Balance (01/01/23)	£100.00
Income:	£219.18
Expenditure:	£314.13
Current Balance: 02/10/23	£5.05

6. Cam’s Report (DS/KC)

Over the last three months an average of 15 members have attended the Cam coffee mornings. Including 3 new members.

Action: KC to provide information to add new members to the membership database.

We have enjoyed talks from Severn Freewheelers, Steve Tilley and Mary Burton.

In July two volunteers from Severn Freewheelers explained how their service provides out of hours delivery services to the NHS. Totally Funded by sponsorship and donations they have saved the NHS a substantial amount of money and contributed to saving many lives. A collection of £77 was presented to them on the day. August saw Steve Tilley who walked the coast of England and Wales in aid of the charity MIND. Steve shared some entertaining stories and stunning photographs from his journey which lasted over a year. He now plans to write a book about his exploits and is considering his next trip. A donation of £20 was made.

In September Mary Burton, hot from her workshop at the Gloucestershire Conference, provided some useful advice and guidance on keeping active with an emphasis on doing something you enjoy. She explained and demonstrated how the brain and body work in a person with Parkinson’s particularly in relation to balance and movement.

A grant application for £300 has been made to Cam Parish Council to provide funds for room hire, refreshments and speaker costs.

Each month attendees are reminded of branch events and the website. They have been encouraged to attend the Christmas Meal but have also requested we organise a meal local to Cam in place of a December meeting

Finances

Opening balance:		£120.21
Income:	Coffee morning	£46.00
Expenditure:	Stationary/Stamps	£8.60
	MND Donation	£20.00
Current balance		£137.61

7. Review of 2023 Programme (All)

	Oct	Nov	Dec
Ciren	Cotswold Canal Trust Kate Holland – Chair Exercise Suzie Compton – Gloucs Health Watch – GP access Survey	Parkinson’s Brain Bank + TBA	Christmas Lunch
C&D	St Johns Ambulance	tba	
Other Activities	Walking Football		

2024 Meeting Dates:

	1st Monday of month		3rd Mon	3rd Thurs	2nd Thurs	last Wed
Month	Full Committee Meeting	Chair/Vice Chairs Meeting	Members Meeting	Cam Meeting	Tetbury Coffee	Cuppa Chat
Jan	8th		15th	18th	11th	31st
Feb		5th	19th	15th	8th	28th
Mar	4th		18th (AGM)	21st	14th	27th
Apr		8th	15th	18th	11th	24th
May	13th (BH)		20th	16th	9th	29th
Jun		3rd	17th	20th	13th	26th
Jul	1st		15th	18th	11th	31st
Aug		5th	19th	15th	8th	28th
Sep	2nd		16th	19th	12th	25th

Oct		7th	21st	17th	10th	30th
Nov	4th		18th	21st	14th	27th
Dec		2nd	Tba - Christmas lunch			

Suggested speakers for 2024:

Speaker	Actions
Neil Russell - London to Barcelona for Parkinson's – Note that Neil is speaking at the RAU on 12 th Oct	JH to contact Neil to ascertain if he is willing to speak to us
Sue Mills – Living Aids (rescheduled from May '23)	KLY to chase Sue for a date:
Longfield's Wellbeing Centre	KLY to arrange with Louise Wilson
Medical Detection Dogs	KC has already contacted them for Cam, but to extend the invite to include a talk at Cirencester as well
Mary Burton – to speak at Cirencester	KLY to Contact
Acupuncturist Talk	KLY to contact
Speech Therapist	SG to provide KLY with contact details
Diet & Nutrition	AF to speak to her contact to see if she could speak to us or is aware of anyone that can.
Tim Bird – Exercise Class	KLY to Contact
Painting/Crafting	KLY to contact Artist who attended previously+ any potential new contacts
Music/Singing/Ukulele	KLY to contact Shirley Jee, + others to arrange
Red Arrow Pilot	KLY to Contact
Aerobility – Flying access for those with disabilities	KLY to Contact

It was suggested that a note be added to the Autumn Newsletter to ask if any of our members have any specific requests

Action: KDY to Add to Newsletter

8. Fundraising (All)**8.1. PPU6 – 23rd Sept**

Despite the event having to be curtailed due to DT's incident, the feedback we received was very positive, and we managed to raise £3496. There are still a number of auction prizes to sell, and most of the raffle prizes have not been collected, but we may be able to re raffle them at the next event. The PPU6 committee are considering organising an new event –“PPU6 Unfinished business” – but are waiting for DT to be released from hospital before any decisions are made.

It is still to be decided is a PPU7 will take place next year.

8.2. Cirencester Golf Club

KDY is going to be Club Captain next year, and his chosen charity will be the Cirencester & Stroud Branch of PUK. It is anticipated that between £3k & £5k will be raised from various events including Captains Day, charity socials and clubbing together. It is anticipated that help will be required from our members and the committee at some of the charity events. – KDY will keep the committee informed

8.3. Tetbury Good Shed – Joint event

The Arts Centre Manager Kathryn Limoi has suggested an event involving David Plummer, a wildlife photographer who has Parkinson's.

Actions: KDY/KLY are investigating the possibility and will update committee at next meeting.

9. Welcome Pack/Information Booklet

See Matters Arising

10. Group Membership (KY)

The database holds 139 email contacts and 30 postal addresses. We have had 16 new contact details added in the last 3 months.

It was agreed that a New Members event will be useful.

Action: KDY to add to the Chair/Vice Chair Meeting Agenda

11. Up-date From Sept & Oct PUK Network & Volunteer Call (AF)

Recommended podcasts...

Two Parkies in a Pod - <https://www.2parkiesinapod.com/>

Movers and Shakers – on Amazon, Apple and Spotify

When Life Gives you Parkinson's - <https://www.parkinson.ca/resources/when-life-gives-you-parkinsons-presented-by-parkinson-canada/> (also on Spotify)

Parkinson's Life - <https://www.parkinsonseurope.org/latest/resources/parkinson-s-life-podcast-a-voice-for-the-global-parkinson-s-community/>

Facebook group for Partners of People with Parkinson's ...

<https://www.facebook.com/groups/1734404233474754>

Input needed on People living with Parkinson's and the rising cost of living...

<https://surveys.parkinsons.org.uk/s/LocalNetworksVols/>

Next phase of cannabidiol (CBD) trial for Parkinson's non-motor symptoms needs participants in the UK

https://docs.google.com/document/d/15sz6G2_Qx1BNBkeA74ZC87bP_uBb-wrqnmBUrFumWno/edit

Landline telephones are going digital - are you ready?

<https://docs.google.com/document/d/1NCHKYORu5Y0uNE9izLVuTj401gUUpoE-USI5uhUZ1WQ/edit>

Online support website with contacts for all groups affected by Parkinson's including carers.

<https://parkinsons-together.vercel.app/>

A petition to sign for specific training for health professionals in Parkinson's-related dementia.

https://campaign.parkinsons.org.uk/page/131918/petition/1?ea_tracking_id=Website&_ga=2.62221100.1422436528.1695294208-547575886.1638955001

12. AOB

14.1 **New Members Events** – See item 10

14.2 **Longfield Open day 25th Sept Feedback** – See Chairs report

14.3 **Recumbent Bikes** – See Chairs Report

14.4 **MBH** – Conductive Education Session – 6 people attended the 1st session, 4 the second session, but the final session had to be cancelled due to lack of attendance (only 1 person avail). Feedback from attendees was that 3 people felt it was not for them, with only 3 people feeling that they benefitted.

The Branch had paid up front for the services, and the attendees were paying as they attended, which meant that the Branch have lost out on funds. As a result of this it has been agreed that where there is cost involved, payments must be made by the participants prior to the attending the event.

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

14.6 **Walking Football** – taking place 4th Oct

14.7 **Stroll** – A local session has been booked at Cirencester Golf Club for 4 or 5 members (cost of £60 pp – Branch has agreed to pay £20pp towards this). 5 people have booked for the sessions, 2 have paid, 2 have confirmed and will pay before the event, 1 has yet to confirm.

SG is participating in the Trial and is getting some benefits from it.

14.8 **Gloucester Conf - Feedback** – It was an interesting, but long day! 2 speakers in the morning and then a number of workshops in the afternoon.

14.9 **Carers Group** – JH/SG has suggested that we organise a regular carers group/meeting.

Note: see Item 11 above – Facebook page for partners/Carers (Facebook group for Partners of People with Parkinson's: <https://www.facebook.com/groups/1734404233474754>

Action: JH/SG to contact other groups who run this to find a model that would work for our Branch and report back to next full committee meeting.

14.10 Website hits – A question was raised about the number of hits on our website. **Post Meeting Note: There is a cost to acquiring the data from the website company – Action: KDY to ascertain costs a**

Meeting Closed: 20.45

Next Meeting: Chair/Vice Chair meeting

Date: Monday 6th Nov – TBC

Venue – TBC

Action: KDY to confirm date/venue