

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 4th Dec 2023
Cainscross - Stroud

Attendees:

Kevin Young (KDY) - Chair
Jenny Hoffman (JH) – Treasurer
Steven Goldblatt (SG) – Vice Chair
Karen Young (KY) – Secretary & Membership Sec
Angie Fenton (AF) – Committee Volunteer – (Via Zoom)
Kath Clements (KC) – Vice Chair
Diane Shelly (DS) – Cam
Barry Thornicroft (BT) - Stroud

1. Welcome & Apologies:

KDY opened the meeting at 5.45pm and welcomed everyone. Introductions were made as this was BT's first meeting

2. Minutes from last meeting

The minutes from the last meeting dated 2nd Oct were accepted.

3. Matters Arising - Status as of 4th December 23

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
25 th July 2022	12.4	In Memoriam donations Funeral Director contacts in the branch area to be reviewed. 04/12/23 – update – Details received from BT's son who works as a funeral director in Stroud	All	Jan 24
6 th Feb	14.4	Joining Pack New Action: Joining pack to be established 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 Committee Meeting 04/12/23 – Final drafts of letters will be available for review and approval by the committee for the Jan committee meeting	KC/SG	Jan 24
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. 2/10/23 – Barry Thornicroft is keen to help set up session in Stroud – KDY/SG going to visit on 3 rd Oct to discuss 04/12/24 – BT has been confirmed as a committee member and will be running the Stroud Meeting with support from committee and Janie Bates (member volunteer)		Closed

Cirencester & Stroud PUK – Committee Meeting Minutes

		<p>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</p> <p>04/12/23 – Published in Oct – Next one due Jan 24</p>		Closed
3 rd May	9.5	<p>GDPR Training - Diane Shelley - expired on 17/05/2023 KC to assist DS in completing training 04/12/23 – DS struggling with the training website. KC will assist.</p> <p>Note to be issued to Jane with regards to struggles that members may have accessing the Training modules online</p>	KC/DS KLY	Next Meeting By next meeting
	14.3	<p>Walking Football - Cirencester 4/12/23 – Walking Football now a regular event - bookable through website</p>		Closed
	14.6	<p>Action required to find a suitable venue where we can have a face-to-face meetings.</p> <p>04/12/23 – we now have the option of 2 locations for committee meetings in Stroud (Cainscross) & Cirencester (Siddington Park) – Next Meeting venues will be agreed at committee meetings</p>		Closed
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 4/12/23 – still chasing –</p>	KLY	ongoing
3 rd July		<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 04/12/23 – Discussed at Chair/vice Chair meeting – to be arranged – Work in progress</p>	KDY	Jan 2024
		<p>Clubbing together – 17th May 2024 Branch will be responsible for running the Halfway house KDY to keep branch posted on future planning 04/12/23 – added as an agenda item – KDY to keep committee updated as assistance will be required to run halfway house</p>	KDY	Ongoing
		<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>		Closed

		<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>4/12/23 – No responses or progress, after discussion it was agreed that this was to be closed</p>		
		<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 - Done</p>		Closed
		<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</p> <p>2/10/23 – to be added to Agenda for Nov Meeting</p> <p>4/12/23 – Reviewed as part of Chair/vice chair meeting and agreed that we could map our activities to the PUK strategy – To be reviewed in 6 months</p>	KDY	Review in June Chair/vice Chair meeting
		<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.</p> <p>KDY/KLY to arrange and then to update contact references</p> <p>01/09/23 – Sim card purchased on pay as you go basis</p> <p>2/10/23 – JH o set up standing order for the contract to pay on a 3 monthly basis</p> <p>04/12/23 – KDY to issue an invoice every 3 months to cover phone costs</p>	KDY	Closed
2 nd Oct	4	<p>It was agreed that the Willow Trust Boat Trip was enjoyed by all and is to be booked for next year: KLY to Book for Sept 2024</p>	KLY	Jan 24
		<p>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</p> <p>SG for discussion on Nov Meeting</p> <p>04/12/23 – Draft letter agreed at Chair/vicechair meeting – to be included in future correspondence with service providers as part of the SLA</p>		Closed
		<p>SG suggested that the Branch send Dave Trinder something following his incident at the PPU6 event.</p>		Closed

		KLY to contact Dave T's Son to find out what would be suitable 4/12/23 – missed opportunity agreed to close		
5		JH requested time at the next full committee meeting to workshop the 2024 budget - Actioned – see agenda		Closed
6		Cam's Report (DS/KC) 3 new members. KC to provide information to add new members to the membership database.	KC	Next Meeting
7		Need an activity to compliment the Brain Bank Speaker in Nov: Actioned Note: New Action – trip to Brain Bank for 2024 to be arranged	All	Closed
		Speakers/Events for 2024 It was suggested that a note be added to the Autumn Newsletter to ask if any of our members have any specific requests. Actioned (no real response)		Closed
8		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. KDY/KLY are investigating the possibility and will update committee at next meeting Not successful		Closed
10		It was agreed that a New Members event will be useful. Plan to be discussed 04/12/23 – see previous action: "Joining Pack"		Closed
12		Carers Group – JH/SG has suggested that we organise a regular carers group/meeting. 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. 04/12/23 – JH in contact with other groups/organisations to ascertain what the most successful model is. This is still work in progress. KLY to provide JH with Longfield's Contact details (Louise Wilson)	JH/SG	Next Meeting
12		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 04/12/23 – still working with website designers - WIP	KDY	Next meeting
		Next Meeting: Chair/Vice Chair meeting Date: Monday 6 th Nov – TBC Venue – TBC KDY to confirm date/venue 04/12/23 – it was agreed that the format of alternate full committee meeting/Chair vice Chair meetings will continue in 2024. Jan meeting will be a full committee meeting to start the year – dates/time locations to be communicated	KLY	ASAP

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

KDY's report was circulated prior to the meeting and content accepted

Actions/Issues raised at the Chair/Vice Chair meetings that need to be discussed at the relevant point in the agenda/Matters Arising.

5. Treasurers Report (JH)

Account Summary:

Starting balance (01/01/23):	£13163.60
Income:	£16642.20
Expenditure:	£9771.13
Current balance (04/12/23):	£20034.67

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 Jan Meeting

Petty Cash summary:

Starting Balance (01/01/23)	£100.00
Income:	£351.18
Expenditure:	£385.04
Current Balance: 04/12/23	£66.14

A workshop was held to discuss the budget for 2024

Action: JH to draft a budget for 2024 for review and agreement at the full committee meeting in Jan 24.

KC has been successful in getting a grant from Cam Parish Council to pay for room bookings/refreshments etc and suggested that we apply for grants from the Local Parish Councils that may help with some of the costs for the Cirencester & Stroud meetings

Action: SG agreed to investigate

6. Local reports

6.1. Cam's Report (DS/KC)

October and November meetings have continued to be well attended with a consistent total of 16 attendees. We seem to have a core group of around 8 members who attend each session with the other 8 varying. Both sessions have been exercise based with demonstrations from Caroline and Gerry and members joining in as they felt able. Fun seemed to be had by all.

Caroline is a registered nurse qualified to deliver exercise. Following interest from members she is going to run a Friday morning session every other week in the new year for People with Parkinson's.

Gerry runs a Use it or lose it class weekly at the pulse which some members attend.

At the end of November, we had a Parkinson's stall at the Cam Christmas light switch on. Donations for a tombola type stall were received from members with £88 raised.

Finances

Opening balance	£137.61
Income (coffee mornings and tombola)	£118.00
Expenditure	£0
Current balance	£255.61

6.2. Stroud Report (BT)

The first Stroud meeting will be at Cainscross on Tuesday 9th Jan. Work is underway to advertise the new meeting. We will need to agree logistics, budgets, petty cash for refreshments etc

Action: BT to source a high-profile speaker to the first meeting and to liaise with Janie Bates (who has volunteered to help run the meetings)

Post meeting note: discussion at the Christmas meal agreed

7. Review of 2023 Programme (All)

Dec Meetings – Christmas Meal at Old Lodge Minchinhampton
47 members have booked to attend the 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	4/12/23 – NR agreed to speak to us – date to be confirmed
Sue Mills – Living Aids (rescheduled from May '23)	KLY to chase Sue for a date: 4/12/23 - ongoing
Medical Detection Dogs	KC has already contacted them for Cam, but to extend the invite to include a talk at Cirencester as well 4/12/23 – Contact details provided for local MDD contact – KC to contact to confirm dates for both Cirencester & Cam
Mary Burton – to speak at Cirencester	4/12/23 – KLY in contact – await response
Speech Therapist	SG to provide KLY with contact details
Diet & Nutrition	4/12/23 - .AF has sourced a potential Speaker for diet & Nutrition. KLY to advise AF of dates available
Tim Bird – Exercise Class	Booked
Painting/Crafting	AF may know someone who could run a crafting session for us
Music/Singing/Ukulele	Mindsong/singing booked Phil Collins (Ukelele) – offers a number of interactive talks – will book most popular – Committee to decide – Action KLY to send round list
Red Arrow Pilot	Booked
Aerobility – Flying access for those with disabilities	Not practical
Longfields – Louise Wilson	KDY to Contact
Acupuncturist	BT has contact with an Acupuncturist – will see if available for a talk in ~Ciren/Stroud
Trip to Brain Bank in 2024	KLY to arrange !

8. Fundraising (All)

- 8.1. Ruth Wright – PUK area Fundraiser** -PUK have changed the areas of responsibility for fundraising, and we now come under Ruth Wright. KDY met Ruth at the Cubbing together meeting, and she is keen to help support us. Ruth has asked for a list of marketing materials that we need, and she will see what she can do to source them. Our main request is for a pull-up of banner.
Action: KDY to advise Ruth of our requirement
- 8.2. PPU6 – Unfinished Business** - A follow up event is taking place in Saturday 16th December 3 bands are performing, with a raffle and auction. The proceeds from the event will be donated to the branch.
They may be a PPU7 event in 2024 - tbc
- 8.3. Cirencester Golf Club** - KDY become captain on 7th December with Parkinson's his chosen charity. KDY will keep committee informed of updates on events and donations.
- 8.4. Kingshill School Tutor Group** - AF reported that her daughters Tutor Group at school has chosen Parkinson's as a charity to support. It was suggested that someone from the Branch spoke to the tutor group to give them an understanding of Parkinson's
Action: AF to find out if this is feasible

9. Welcome Pack/Information Booklet

See Matters Arising

10. Group Membership (KY)

We Currently have 177 members (with an additional 9 email contacts where we are waiting for full contact details). We are anticipating more new members when the Stroud Group gets up and running.

We unfortunately lost two further members since our last report: Cynthia Stevens, and Chris Osgood.

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

We were on the front page of November's Network news with a photo of Kevin accepting the award for Team of the Year from Cirencester Town Council.

There is an online form and guidance for when asking Celebrities to support or endorse our events.

There is a list of items that can be recycled to raise money for PUK, including clothes, jewellery, phones, stamps and even cars.

AF is signed up to attend the All Volunteers call on December 11th

12. AOB

14.1 Recumbent Bikes – This is equipment that may benefit PwP. There is a project underway to ascertain if we can design and manufacture the bikes to widen the availability of them as only a small number exist in the UK. There may be issues with Patents etc. we are facilitating a small group of people looking at a feasibility study.

Action: KDY/KLY will keep Committee posted of any developments

14.2 Drumming for therapy – This is work in progress, again we are facilitating a project, with two universities for a trial on drumming therapy. Currently the team are looking to put together a request for funding for a proof-of-concept trial.

Action: KDY/KLY will keep Committee posted of any developments

14.3 Stroll – SG has taken the lead for all issues related to Stroll. Currently it is not economically feasible for the activity to take place in Cirencester, so anyone wanting to participate would need to go to Gloucester. – this may change in time, but Stroll/Get ahead Physical need more support from NHS/PUK. Note that the Branch had agreed to subsidise 30% of the initial assessment costs, however this may change once the policy on subsidies has been agreed.

Action: SG will keep committee informed of any developments

14.4 Walking Football – This is now establishing itself as a regular session on the 1st and 3rd Tuesday of the month. Several regulars have already signed up, but we need to expand and spread the word.

We need to ensure that there are qualified 1st aiders at each session, The walking football group have identified 10 of the volunteers that will get the training. The cost is divided 3 ways (the walking football group, the Branch & the individual) so there will be a £100 cost to the branch. Other than that, the football should be self-funding if we get enough players.

14.5 Nordic walking – This is now set to run from January with a booking system in place on our website. A weekly session at the Fitness hub, with a maximum of 10 places. The branch may need to budget some costs for this activity dependant on the number of people booking.

Action: BT to monitor the activity and keep the committee informed of any developments

14.5 Tetbury Good shed – There has been a low turnout at the last couple of sessions, so a question was raised as to whether we should continue with this. It was agreed that yes we would continue for the foreseeable future to see if attendance improves

14.6 Business Cards – It was agreed that business cards would be useful and possibly a poster to advertise our Groups

**Action: KDY to produce some generic business cards with Branch contact details.
SG to look at producing a poster**

14.7 Barn Theatre – It was agreed that we would become supporters of the Barn Theatre and help to advertise their productions on our website by becoming a Barn Champion.

Further investigation is needed into the cash back option for groups of people from our Branch attending one of the Built by Barn shows

Meeting Closed: 19.45

Next Meeting: Full committee meeting

Date: week commencing 8th Jan TBC

Venue – TBC

Action: KDY to confirm date/venue

Suggested 2024 meeting dates:

Week commencing	Meeting Type
8th Jan	Full Committee
5th Feb	Chair/Vice Chair
4th Mar	Full Committee
1st Apr	Chair/Vice Chair
6th May	Full Committee
3rd Jun	Chair/Vice Chair
1st Jul	Full Committee
5th Aug	Chair/Vice Chair
2nd Sept	Full Committee
7th Oct	Chair/Vice Chair
4th Nov	Full Committee
2nd Dec	Chair/Vice Chair