

Cirencester & Stroud PUK – Committee Meeting Minutes

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 23rd Sept 2024
The Orangery, Siddington Park, Cirencester

Attendees:

Kevin Young (KDY) - Chair
Kath Clements (KC) – Vice Chair
Karen Young (KY) – Secretary & Membership Sec
Angie Fenton (AF) – Committee Volunteer
Janie Bates (JB) – Committee Volunteer
Diane Shelley (DS) – Committee Volunteer

1. Welcome & Apologies:

KDY opened the meeting at 14.00 and welcomed everyone.

2. Minutes from last meeting

The minutes from the last meeting dated 22nd July were accepted

3. Matters Arising - Status as of 22nd July – Updates in red

Original Meeting date	Agenda item no.	Follow up Action required	Resp.	Date:
	12	<p>Carers Group – JH/SG has suggested that we organise a regular carers group/meeting.</p> <p>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.</p> <p>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)</p> <p>05/02/24 – It has been agreed that a Carers meeting would be held. Meetings will be:</p> <ul style="list-style-type: none"> held every two months, alternate timings: Weekday/Sunday afternoon in a venue where there are two rooms so that Carers/PwP can be in two separate spaces to hold 15-20 people Nice location with reasonably priced beverages <p>Action: All to assist in sourcing a venue – suggestions: Siddington Park – the Pavilion Minchinhampton Golf club RAU</p> <p>13/05/24 – On Hold</p> <p>22/07/24 – KLY is meeting with Jenny on 24th July and will get an update and where she got with arranging these sessions</p> <p>KDY has discussed topic with Ali Henley (PUK Advisor) who is looking to set up carer's groups, and we will continue to share any relevant communications from Stephan Moore.</p> <p>23/09/24 -To be added to the agenda for discussion with Ali Henley – Note Ali will be at the Oct Stroud meeting</p>	KDY	Next Meeting - Ongoing
5th Feb 2024	5	The grant from Cam Parish Council has been received and is now in the account.	KLY	Review Dec 2024

	<p>SG checked with CDC, but no funding is available, however, it was suggested that we approach St Lawrences & Cainscross to see if there is anything available.</p> <p>Action: KLY agreed to investigate</p> <p>13/05/24 – no response from St Lawrences, but Cainscross have advised that there is funding, but we have missed the window for 2024, - Will look to apply for 2025</p>		
10	<p>Name Badges</p> <p>It was suggested that we have name badges at meetings and events, we do have some historical ones, but there has been a lot of new members recently and this is quite an administrative task to maintain and manage. It was agreed that this was a good idea but would be put on hold until we have more volunteers to help.</p> <p>13/05/24 – KDY has produced badges for the Committee, and will look at preparing badges for members</p> <p>22/07/24 – Old clip-on badges are still available and can be reused. AF agreed to create badges for members.</p> <p>Action: KLY to provide members names/locations and card for make-up of badges</p> <p>23/09/24 – All done – Badges to be collected in at end of each meeting</p>		Closed
2	<p>Treasurers Report:</p> <p>There have been some queries raised with regards to the allocation of costs against the budget.</p> <p>Action: KDY to review and discuss with JH at a convenient time</p> <p>22/7/24 – KDY has reviewed the budget allocations for May/June and made some adjustments, but it appears that there are some anomalies dating back to Jan that need to be reviewed</p> <p>Action: KDY to review and adjust accordingly</p> <p>23/09/24 – reviewed and updated accordingly</p>		Closed
8.4	<p>Murder Mystery event –</p> <p>Themed evening run by Phil Collins – This was to be held in May, but we have limited time to arrange – so will be delayed until later in the year.</p> <p>Action: KDY to contact Cotswold Brewery (planned location) to ascertain venue availability. KLY to contact Phil Collins to advise status</p> <p>22/07/24 – It was agreed that this would be rescheduled to next year. – Review in Jan/Feb</p> <p>23/09/24 – agreed that this is too much work for the committee so no longer going to hold this event</p>		Closed
12.2	<p>Drumming Therapy</p> <p>Branch funding of therapy sessions –</p> <p>KDY – to keep committee posted of developments – will be added as an agenda item for future meeting</p> <p>22/07/24 – We have had a small number of people sign up for this, due to the limitations of having to commit to a 10-week programme.</p> <p>We need to open out the invite to other groups</p> <p>Action: KLY to send to other groups and ask Jane Henderson to assist in recruiting people!</p> <p>23/09/24 – Sessions running well with 6 people taking part in initial trial – agreed to close action out with a report at the end of the period</p>		Closed
12.6	<p>Longfield Event 26th Sept –</p>		Closed

		We have the opportunity to market our branch at this event, volunteers required from committee to attend (KC/JB/AF have said they would assist) Ongoing – Booking form to be completed – Action KLY Action: KLY to communicate details when known 23/09/24 – KDY/KLY to set up and man table from 12.00-14.00, KC/AF to cover from 14.00-16.00		
	12.7	Social Media - Facebook page – AF agreed to set up a page for our branch to help communicate our events, activities, and meetings Facebook page now up and running Need to continue to share information with Angie to keep refreshed – (Photos of meetings events etc)		Closed
July 22	4.0	Rollator: - Donated by a member of the golf club – Email has been circulated asking any member wants to buy (Retail at £599 – offered to members for £300). Action: KDY/KLY: Rollator to be taken to members meetings for demonstration 23/09/24 – Now sold to one of our members for £250		Closed
		Clubbing together donation: Suggested that the money raised gets donated to the same research project that the members have chosen. (see agenda item 11.3) – Action: KDY to advise Clubbing Together Committee of project agreed. 23/09/24 – Request accepted by the Clubbing together committee – Confirmation required	KDY	Next meeting
		Contacts from Chamber Event: Follow-up to contacts made at the Chamber event to be made to widen the awareness of our branch. Also, contact Aura Care who manage the Stratton Care Home – Action: KLY/KDY Note: We have already had contact with a resident who wishes to join our meetings but does not have transport – Contact to be made with all Care Homes in the Branch area to make management aware of Branch and activities provided for People with Parkinson's	KDY/KLY	Ongoing
		Car Sharing: It was suggested that the branch create a list of members who are happy to help with transport to and from meetings and events: Action: KLY to send out a communication to all members 23/09/24 – email sent but very little response – so agreed to ensure a request for help with lifts is added to communications for events/meetings etc	KLY	Ongoing
	6.1	Cuppa and chat First Wednesday in the month starting August 3pm -5pm at leaf and ground Dursley. Action: KC to add to the meetings schedule on the website and to be included in the regular communications to members.	KC	Next meeting
		Cam Monthly Newsletter: Committee to be included in the circulation of the Newsletter 23/09/24 – Still to be shared	KC/DS	Ongoing
	6.2	There is a problem with access to the Stroud Venue for Aug – Action: All to review to see if there is an alternative venue and KLY to communicate to All members – ASAP Resolved – Thanks to Janie		Closed
	7	Action: KLY to send out communication to all members about repeat speakers/topics they may be interested in 23/09/24 – completed, but will be repeated	KLY	Next meeting

8.2	McGills – Fairford Steam Fair – Friday 16th Aug – Selling drinks/cakes – they also want some merchandise to sell – Action: KLY to purchase some stock for resale 23/09/24 - actioned		Closed
11.3	<p>The members have voted on the shortlisted projects, and it was agreed that we would donate £4000 to Project no. F1902 – Harnessing the Brains self-cleaning system, and £2000 to F2202 – Growing brain cells to test new therapies.</p> <p>KDY also suggested to the Clubbing together committee, that they also selected the same research project to donate the funds raised at the golf event in May.</p> <p>We also would like to request that the Research Project Team come to speak to our members about the project and how the money is to be spent.</p> <p>Action: KDY to arrange transfer of funds, communicate with the clubbing together committee with regards to the project we have chosen, and contact the research project team to discuss a potential date to speak to our members.</p>		Closed
11.4	<p>Financial Assistance request – The branch have had a request for financial assistance from one of our members. This was discussed at length, as the branch do not have anything documented in place to cover this request (i.e. policy on how much we can pledge/limitations/rules etc). The level of financial assistance of £100 was agreed.</p> <p>Action: KDY to contact the member to arrange for the transfer of the funds, investigate if there is anything available in PUK as guidance, and draft policy for the Branch for review by the committee. 23/09/24 – Payment made to member KDY to request help from PUK via Hannah Spawls with a policy for future</p>	KDY	Next Meeting
11.5	<p>Freedom Leisure – Exercise Classes – Freedom Leisure have taken over management of the leisure centres in Cirencester & Stroud. (These were previously managed by Everyone Active, where PUK members had free passes for use of facilities). Freedom Leisure offer classes via doctor's referral schemes and are looking at developing service provision to target several other medical conditions and groups within the local community that would benefit from specialist support.</p> <p>We are looking to work collaboratively with them to source and acquire funding for the delivery these initiatives. Note that Jane Henderson is also speaking to them about similar topics and have invited her to join us in the discussions.</p> <p>Action: KLY/KDY to keep committee posted of any developments 23/09/24 – FYI – fundraising spin class being held on Friday 27th Sept.</p>	KLY	Ongoing
11.6	<p>Action: All to consider where we want to hold our Christmas lunch, and the level of subsidy for this event for next meeting 23/09/24 – The Lodge is still considered a good venue, but need to check parking arrangements at golf club, and costs for 2025</p>	KLY/KDY	Next Meeting

4. Chairman's Report (KDY) - (See Paper 1 attached dtd 23rd Sept 2024

KDY's report was reviewed during the meeting – Actions raised from discussions:

Walking football – Parky pals is going well, with a regular warm up exercise which has been developed, that could be used as a specific Parkinson's exercise class. With potential funding from PUK for training

Action: KDY to include in the discussions with Freedom leisure – ongoing

An application has been received today for the Treasurers role

Action: KDY to pursue

It was also noted that KDY was joining the Cirencester Chamber of Commerce Committee, this will give us further opportunities to promote the Branch and possibly encourage further sponsorship or charitable donations.

5. Treasurers Report (KDY) - (See Paper 2 attached)

KDY circulated the Treasurers report

Account Summary:

Starting Balance (01/01/23)	£20,016.06
Total Income to date:	£11 153.94
Total Expenditure to date:	£9357.93
Current Balance: (as of 23/09/24)	£21,812.07 (includes £671.22 petty cash)

No further actions were identified from the report

6. Local reports

6.1. Cam's Report (DS/KC)

Monthly meetings continue to be well attended, although we have missed a couple of regular attendees over the last couple of months.

Action: It was agreed to contact members who have missed a couple of meetings, to check they are ok – ongoing action DS/KC – CAM & KLY Ciren/Stroud

The new cuppa chat sessions at leaf and ground have been relatively slow to get started but hope to increase attendance in the next few sessions.

Petty Cash

Opening balance: £459.28

Income: £36:00

Current balance: £495.28

Month	Topic	People in attendance
Aug	Cotswold Cats & Dogs	Tba
Sept	Pets of therapy	tba

6.2. Cirencester (KLY)

Month	Topic	People in attendance
Aug	Louise Wilson – Longfield's Becca Wilkins – Freedom Leisure (Note – Sue Mills cancelled)	15
Sept	Kate Holland – Chair Exercise Phil Collins – Gloucestershire inventions Ali Henley also attended the meeting	16

Petty Cash:

Starting Balance Jan 2024:	£442.69
Monies In:	£3093.47
Monies Out:	£2864.94

Balance as of 23/09/24: **£671.22**

6.3. Stroud Branch Report: (KLY/JB)

Month	Topic	People in attendance
Aug	Medical Detection Dogs Yugo – Nordic walking	17
Sept	Stephen Moore – Carers Hub Claire Bale – PUK research	23

Petty Cash:

Starting Balance May 24: £150.00
 Monies Out: £56.32
 Balance as of 23rd Sept. £93.68

7. Review of 2024 Programme (All)

Bookings to date:

	3rd Mon	3rd Thurs	2nd Tues
Month	Cirencester	Cam	Stroud
	21st Kate Holland William Cooper History of Cirencester	17th Possible – Air ambulance Or Will Writing	8th George Gverich Parkinson's Brain Bank Ali Hendley PUK Advisor
Oct	18th Red Arrows Pilot - Andy Wyatt Dr Tina Smith Hannah Spawls - PUK	21st Family History - tbc	12th TomCats Bike – Demonstration
Nov			
Dec	Christmas Lunch -Venues to be investigated		

Suggested speakers for 2025:

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 05/02/24 – KLY to chase 13/05/24 – On hold due to NR's fundraising activity
Speech Therapist	SG to provide KLY with contact details 05/02/24 - SG to chase up 13/05/24 – DS may know of someone who can provide this - KC to chase 23/09/24 – KLY Contacted PUK for assistance in sourcing a speaker in this subject.
Aero -ability – Flying access for those with disabilities	Not practical – But JH may know someone who may want to come and talk to us about this subject 05/02/24 – JH to chase up
Acupuncturist	BT has contact with an Acupuncturist – will see if available for a talk in ~Ciren/Stroud 05/02/24 – KDY to catch up with BT for details 13/05/24 – JB to contact BT for details 22/7/24 – Dr Marlow may be happy to attend - JB to confirm
Trip to Brain Bank in 2024	KLY to arrange! – ongoing 23/09/24 – agreed that this is not logistically possible – will discuss options with G. Gverich at the Stroud meeting in Oct.

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Creative writing (Artlift)	JB to contact to see if we can arrange for Stroud 23/09/24 – artist too busy – may review availability towards the end of the year
Crafting with glass	KC to see if this can be arranged
Memory Clinic (for Ciren & Stroud)	JB to investigate 23/09/23 – arranged for Stroud for Jan 25, will investigate is available to cover Ciren/Cam – action KLY
Twigs Community Garden	AF to Investigate
Mary Burton – Repeat visit	KLY to investigate
Dave Unwin (member) – Career in animation – may be willing to do a talk	JB to Investigate
Judo/ Fall training	KDY to investigate
Research Team - Donations	KDY to investigate
Remap – Customised products for people with disabilities	KLY to investigate
Parkinson’s Nurses	KLY to investigate
Family tree - Funerals	JB to investigate
Paint -a -pot	DS to Investigate for Cam KLY to investigate for Ciren/Stroud
U3A	JB to investigate

2025 Dates

	3rd Mon	3rd Thurs	2nd Tues	2nd Thurs	last Wed
Month	Cirencester	Cam	Stroud	Tetbury Coffee	Cuppa Chat
Jan	20th	23rd	14th Memory Clinic Sarah Davies	9th	29th
Feb	17th	20th	11th	13th	26th
Mar	17th AGM	20th	11th	13th	26th
Apr	21st is Easter Monday - meeting changed to 14th	17th	8th	10th	30th
May	19th	15th	13th	8th	28th
Jun	16th	19th	10th	12th	25th
Jul	21st	17th	8th	10th	30th
Aug	18th	21st	12th	14th	27th
Sep	15th	18th	9th	11th	24th
Oct	20th	16th	14th	9th	29th
Nov	17th	20th	11th	13th	26th
Dec	Tba - Christmas lunch				

Trips/Events

- Glos Conference 14th Oct
- Brain Bank – Trip to be arrange– See note above
- Afternoon Tea at the Orangery –**Siddington Park, Cirencester, GL7 6GU** - Wednesday 16th October 2pm-3.30pm, £15 per person – **Action All : to be advertised**
- Gloucestershire's Big Information Day - Thursday 26th September 1pm-3pm

8. Fundraising (All)

8.1. Up-date

KDY shared the status with regards to fundraising and anticipated amounts – See Paper 1 Chairs Report

In Summary:

Event	Total	Target
Cirencester Golf Club (2024)	£5,061	£6,000
Big Cream Teas (April)	£1,432	£500
Clubbing Together (May)	£9,102	£7,000
Guy Deacon (June)	£819	£500
Chamber Awards Raffle (July)	£395	£0
Freedom Leisure (Sept)	£0	£0
J. Fynn Fundraiser (Sept)	£705	£0
PPU7 (October)	£0	£4,000
Steve Allen Show (Dec)	£0	£1,000
McGills Accountancy (2024)	£492	£2,000
2024 Overall Total	£18,006	£21,000
2023 Total Raised	£19,729	£10,000
On-going Total	£37,735	

8.2. Future Events:

8.2.1. **Steve Allen – Creative Works** – Planned for Dec 2024 – joint event with Tetbury Goods Shed

8.2.2. **Phil Jerky** – Comedian with Parkinson's – Possible fundraising event for 2025 - tbc

8.2.3. **Nick Bates** – Art Exhibition – tbc

It was agreed that the strategy for fundraising next year would be changed to limit the amount of time/effort required to arrange events. Focussing on events such as the joint events with Tetbury Goods Shed and supporting/encouraging other organisations to choose us as the charity they wish to support.

Also, branch to engage more with Ruth Wright, the PUK area fundraiser to assist us going forward. This is one of the topics to raise upwards to PUK for support now that there are people in post.

There are a couple of local events coming up where there is an opportunity to raise the branches profile:

Cam – Christmas stall – **Action: KC/DS to keep committee updated**

Cirencester -Charity event at Bingham Hall on 23rd Nov –**Action: AF to investigate**

9. Group Membership (KY)

Our membership numbers are now at 207

We sadly lost Alan MacDonald last week

We have 9 new members signed up and are now on our database

10. Up-date From June PUK Network & Volunteer Call (AF)

All Volunteer Call – 11.9.24

Introduction to the Volunteer-led Education Programme – Trish Eccles (Volunteer-led Education Manager)

Started in 2007 delivering training to all staff in care homes to:

1. Improve knowledge and understanding of Parkinson's
2. Help care staff to identify the needs of PWP
3. Introducing PUK and the resources they offer

Delivered virtually since Covid. 18 volunteers teaching up to 5 care homes in a session.

Helen and David, husband and wife team talked about their involvement as someone with Parkinson's and her carer.

Also, Liz, an ex-Parkinson's nurse.

Importance of timing of medication, and keeping medication in original packaging in case of going to hospital etc.

Advertised Par-Con October 11th – 12th – Plus PUK AGM

Community awards on the 12th October. Nominate by 30th September.

Next call – 5th December.

11. AOB

11.1. Consistent Branch Communications – See Matters arising - **Cam Newsletter**

11.2. Venue for Christmas lunch – See Matters arising

11.3. Committee Members -It was agreed that as well as a Treasurer we also need additional resources to assist in Fundraising and event organising. **Action: KDY to discuss with Hannah Spawls**

11.4. Respite: Guidance required from PUK as to how the branch can help members with respite, both financially and access to respite: **Action: KDY to discuss with Hannah Spawls**

11.5. Blister Pack collection: Request raised by a member for the branch to arrange collection of medication blister packs. AF has investigated and it is too impractical for the Branch to co-ordinate this. **Action: KLY to advise the member of outcome of discussion**

11.6. Flow of information – It was agreed that an additional regular item would be added to the agenda for items/issues that need to be raised with PUK. Now that there are more people in post to help support the branch, we need to use them. – **Action: KLY to add to Agenda for next meeting, KDY to pick up the actions from the minutes and arrange a regular meeting with PUK (Hannah Spawls &/or Ali Henley)**

11.7. Website maintenance -It was agreed that AF would be trained in the maintenance and updating of the website. **Action: KDY to arrange training**

11.8. Posters – It was mentioned that the posters created for advertising our Branch are not outstanding enough. It was explained that this was because we had to use the templates provided by PUK. **Action: KDY to feedback to PUK and to have a look at trying to improve the posters we already have**

Meeting Closed: 16.15

Next Meeting: Monday 4th November

Time: 2pm

Venue: The Orangery Siddington Park

Next Chair/Vice Chair Meeting – It was agreed that there was no need for a meeting this month