

Parkinson’s UK
 Cirencester & Stroud Branch
 Minutes of Committee Meeting 13th May 2024
 Cirencester Baptist Church

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

1. Welcome & Apologies:

KDY opened the meeting at 6.10pm and welcomed everyone.
 Kevin expressed his sadness over the loss of Steven. A note of condolence has been sent to Jenny. KDY will keep the committee and members informed of the date of any memorial service. – (See also Chairs Report) and will oversee the Treasurer role until we know what Jenny’s plans are.
 Apologies received from Diane Shelley and Jenny

2. Minutes from last meeting

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

3. Matters Arising - Status as of 13th May 2024 – Updates in red –

A Previous meeting dtd 7th March was held for AGM preparation – A few actions were also raised, and are either documented here, or are on the agenda.

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 13/05/24 – It was agreed that this item is closed out, as local engagement was currently working well in Stroud		Closed
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 05/02/24 - Kath still to share with committee before next meeting. KLY to use same text on welcome email when request come via the website 13/05/24 – It was agreed that a combination of the Branch Flier and a hard copy form from the website would be printed out and made available for each meeting, which refers to the Website and available resources would be sufficient going forward. KC also agreed to take her Ipad to meetings to assist in signing up new members.		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. 05/02/24 – Sue booked for Cirencester (19th Aug) & Stroud (9th July)</p> <p>13/05/24 – Sue invited to Cam, but no response received to date – KC to chase</p>	KC	End May
3 rd July		<p>Focus Group Meeting KDY to facilitate - suggested date 23rd August & location, Siddington Village 05/02/24 – Need for focus group was discussed, and it was agreed to put on hold for the time being -</p> <p>13/05/24 - Action to be closed out and re-raised at later date if the need arose</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 2/10/23 – to be added to Agenda for Nov Meeting 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 05/02/24 – See note in Chairs report 13/05/24 – To be reviewed in Sept.</p>	KDY	Review in Sept Chair/vice Chair meeting
	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. 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 13/05/24 – On Hold</p>	All	Next Meeting

	12	<p>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</p> <p>04/12/23 – still working with website designers – WIP 05/02/24 – This facility could be made available to us via an upgrade on the website, the upgrade would also give us additional functionality for booking events/activities and direct payment. However, this will increase the annual cost of the website</p> <p>Action: KDY to put together a case for justification for the upgrade – for discussion at next meeting</p> <p>13/05/24 – The cost of the upgrade for additional features is not going to add value, so agreed not to proceed</p>		Closed
4 th Dec	8.4	<p>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</p> <p>Action: AF to find out if this is feasible</p> <p>05/02/24 – The school is voting on the overall charity they want to support. AF will advise if the school want a presentation about Parkinson's / Charity/Branch</p> <p>13/05/24 – Parkinson's was not the chosen charity – no further action</p>		Closed
5th Feb 2024	5	<p>The grant from Cam Parish Council has been received and is now in the account.</p> <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 Caincross have advised that there is funding, but we have missed the window for 2024, - Will look to apply for 2025</p>	KLY	Ongoing
	5	<p>The Budget proposal for 2024</p> <p>The 2024 budget was discussed, and a few amendments were agreed.</p> <p>Action: JH to make necessary changes and circulate for review before submitting to PUK</p> <p>Budget agreed and submitted to PUK</p>	JH	Closed
	5	<p>It was proposed that £5000 would be made available from Branch funds to donate to PUK, and to whether the donation should be to help support another branch, or a research project and, if a research project, which one? It was noted that there is an increase in the Branch running costs due to extra activities and the meeting in Stroud, so it was suggested that we offer £3500 now and £1500 in 6 months dependant on how successful any fundraising events are.</p> <p>A final proposal is to be prepared for review and acceptance at the AGM.</p> <p>Action: KDY/SG/KC/JH</p>		

		13/05/24 – It was agreed that £5K would be donated to a research project, Committee to review current projects and advise 3 preferred projects by Friday 17 th May Once agreed, these will be circulated around members for final decision.	All KLY	17 th May End May
5.2		Expenditure Authorisation Policy A draft policy was circulated and discussed. Again, a number of amendments were suggested, and further work is required to finalise the policy including a clear definition of what activities/events are subsidise Action: JH to make necessary amendments and circulate for review before next meeting	JH	On hold
6.1	Cam	Caroline Robson is going to be running seated exercise classes on the 2nd and 4th Fridays in the month at 10:30. Classes commence on February 9th at Cam council office room at a cost of £5 per session. ACTION: KC to add information to the website (https://www.cirenstroudpuk.co.uk/parkinsons-exercise-classes)	KC	Next Meeting
6.2	Stroud	Janie Bates has agreed to join the committee and assist in the running of the Stroud Branch. Action: KLY to send details to Jane Henderson to enrol Janie as a volunteer. Janie now fully enrolled as committee member		Closed
8.2		World Parkinson's Day – "The Great Cream Tea	KLY	Closed – see Agenda
10		Name Badges 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. 13/05/24 –KDY has produced badges for the Committee, and will look at preparing badges for members	KDY	Ongoing
10		We need to run a new members campaign to let people know who we are. We have new leaflets and posters advertising our meetings, so need to distribute around each of our areas. We also need to advertise for more volunteers! Action: KDY to draft some posters for Cam & Cirencester: All to share suggestions as to the establishments organisations and locations where we can put up posters – ongoing 13/05/24 – Ongoing – PUK are helping with Marketing the Branch - status to be reviewed on an ongoing basis		Closed
12.10		Your Circle – Information about local services - Need to review to see if there are any additional things that could be useful for our members i.e. transport which is a big issue for our members. We need to investigate what is on offer. Action: KLY to investigate 13/05/24 – no response to date will chase	KLY	Next Meeting

	12.11	<p>Grey Matters – SG met with Peter Skinner to discuss the services they offer (at a cost) and to talk about the issue we had with one of our members. SG believes that with a different approach, other members may benefit from talking to Grey Matters, but we need to ensure that it is clear that we do not endorse them. We need to look at potential alternatives who may not charge. Suggest that we speak to the Carers Hub to see if they can help –</p> <p>Action: SG to investigate & KDY to speak to the members involved to see how they feel about it.</p> <p>13/05/24 – Meeting went ahead, but it was agreed that we would not invite Grey matters to any future meetings</p>	SG/KDY	Closed
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4. Chairman’s Report (KDY) - (See Paper 1 attached dtd 13th May 2024)

KDY’s report was circulated prior to the meeting and content reviewed & accepted

In addition – KDY noted that we had attended a conference call with regards to taking part in a Walking Netball group in Gloucestershire. It was agreed that we would complete the expression of interest form and ask members if they would be interested.

Action: KLY to complete EOI form. KDY to add to Members meetings presentations.

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:	£5495.39
Total Expenditure:	£1799.90
Current Balance: (as of 30/04/24)	£23,711.55

There have been some queries raised with regards to the allocation of costs against the budget.

Action: KDY to review and discuss with JH at a convenient time

6. Local reports

6.1. Cam’s Report (DS/KC)

Cam meetings continue to be well supported with between 14 and 20 attendees. Over the last few months, we have welcomed speakers from Wootton Auction rooms, Stroud Canal trust and Bill Coaley advising on scam prevention. World Parkinson’s cream tea event was also well supported. Caroline continues to offer seated exercises although it would be good to get a few more attending.

Petty Cash

Opening balance:	£263.28
Income:	£219.00
Expenditure	£75.00
Current balance	£407.28

6.2. Cirencester (KLY)

Feb: Denise Nethercotte – Exercise & Mind song – Attendees 20

Mar: AGM - Attendees 23

Apr: History of two Ronnies & Mary Burton – Physio – Attendees 21

Numbers are still low due to some people now attending the Stroud Meeting. PUK are helping to advertise and market the Group

Petty Cash:

Starting Balance Jan 2024:	£442.69
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Monies In: £272.00
 Monies Out: £324.60
 Balance as of 13th May 24: **£390.09**

6.3. Stroud Branch Report: (KLY)

Feb: Nutritionist - Attendees 20
 Mar: Longfield's – Attendees 29
 Apr: Move to Dance + Cream Tea – Attendees 21

Petty Cash:

£150 has been allocated to Stroud for refreshments/Consumables – This is currently being held by KLY and expenses will be managed with the Cirencester Petty Cash for the time being. It was agreed that Janie will take on the petty cash and be responsible for buying provisions for the Stroud Meetings going forward (tea, coffee, sugar, milk, Cakes, biscuits etc)

Action: KLY to hand over the cash and discuss logistics at the next Stroud meeting.

7. Review of 2024 Programme (All)

Bookings to date:

	3rd Mon	3rd Thurs	2nd Tues
Month	Cirencester	Cam	Stroud
May	20 th Waling Tennis WWT - Peter Cranswick Flight of swans	16th Medical Detection Dogs	14th Kate Mindson
Jun	17th Kate Holland - Chair Exercise Medical Detection Dogs	20th Claire Greenwood	11th TBA
Jul	15th Caroline Peyton. -Nutritionist	18th Andy Beamish	9th Sue Mills - Living Aids (1 hour presentation)
Aug	19th Sue Mills - Living Aids (1 hour presentation)	15th Cotswold Cats & Dogs	13th medical detection dogs
Sep	16th Kate Holland Phil Collins - Gloucestershire Inventions	19th Pets as Therapy	10th Stephen Moore Carers Hub
Oct	21st Kate Holland William Cooper History of Cirencester	17th Sue Mills - tbc	8th George Gverich Brain Bank
Nov	18th Red Arrows Pilot - Andy Wyatt	21st Family History - tbc	12th
Dec	Christmas Lunch		

Other Suggested speakers for 2024/25:

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
Medical Detection Dogs	Booked for Cam/Ciren/Stroud
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
Painting/Crafting	AF may know someone who could run a crafting session Booked for Cirencester – July meeting
Aerobility – 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
Longfields – Louise Wilson	Attended Stroud in Mar
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
Trip to Brain Bank in 2024	KLY to arrange! – ongoing
Creative writing (Artlift)	JB to contact to see if we can arrange for Stroud
Crafting with glass	KC to see if this can be arranged

7.1. Trips/Events

- Willow Trust Boat trip booked for 11th September (30 places avail (12 places booked to date
- Nature in Art – 17th July – 15 places available – 8 places booked to date
- Brain Bank – Trip to be arrange for June/July – numbers will be limited

8. Fundraising (All)

KDY shared the current status with regards to fundraising and anticipated amounts – see below:

Event	Total as of 13/05/24	Estimated
Cirencester Golf Club (2024)	£2,044.07	£12,000
Big Cream Teas (April)	£1,432.20	£500
Clubbing Together (17th May)	£0.00	£7,000
Murder Mystery (May)	£0.00	£500
Guy Deacon (26th June)	£100.00	£1,000
PPU7 (October)	£0.00	£4,000
McGills Accountancy (2024)	£356.72	£2,000
2024 Overall Total to date:	£3,932.99	£27,000

*total for big cream tea was £1789.92 -(McGills raised £356.72 from their cream tea KDY said a special thank you to Angie and her family for all their efforts in raising over £750 at Fenton's cafe

- 8.1. Clubbing Together - 17th May – We are manning the halfway house and the branch will benefit from any donations received there: KC/AF have agreed to make some cakes for the event**

8.2. Cream Tea events

We raised much more than anticipated for the cream tea events

KDY said a special thank you to Angie and her family for all their efforts in raising over £750 at Fenton’s café, and also thanked everyone for their efforts.

DATE	EVENT / LOCATION	CASH	SUMUP	TOTAL
09-Apr	Stroud Members Mtg	£71.70	£40.00	£111.70
11-Apr	Cam Members Mtg	£158.00		£158.00
11-Apr	Tetbury Goods Shed	£30.00	£50.00	£80.00
12-Apr	McGills	£356.72		£356.72
13-Apr	Fentons, S. Cerney	£680.00	£85.00	£765.00
13-Apr	Siddington Park	£285.00		£285.00
8"-12" Apr	Cirencester Golf Club	£32.50		£32.50
				£1,789

- 8.3. “An Audience with Guy Deacon”** in conjunction with the Tetbury Goods Shed – 26th June. Tickets now on sale. **Actions: All to share posters and communicate within own networks**
- 8.4. Murder Mystery event** – 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. **Action: KDY to contact Cotswold Brewery (planned location) to ascertain venue availability. KLY to contact Phil Collins to advise status**
- 8.5. PPU7** – Planned for 19th Oct 2024 – KDY reported that there has been an increase in costs for this event, so ticket prices may be increased this year.
- 8.6. Cirencester Golf Club** – See progress on website : <https://www.cirenstroudpuk.co.uk/cirencester-golf-club-captains-charity-fund/>

9. Welcome Pack/Information Booklet

See Matters Arising – remove from future agendas – **Action KLY**

10. Group Membership (KY)

Our membership numbers remain stable at 193, we have gained some new members through Stroud, but have lost some members identified following the postal distribution of the Newsletter.

Sadly, we must take Steven off the membership list, but still wait to hear what Jenny’s plans are going forward.

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

These are now held quarterly – Next one planned 4th June

12. AOB

12.1. Recumbent Bikes –KDY reported that this project may well end as the costs/work involved are too great for the Branch to managed without support from PUK. PUK do not seem to be interested in getting involved. Committee will be made aware if anything changes

12.2. Drumming for therapy – It is planned to set up a programme of drumming therapy sessions over a 10-week period starting in September.

This as an opportunity to work with Dr Tina Smith from Wolverhampton University and Prof. Stephen Draper from Hartpury University to understand if there are any benefits / impacts from drumming as therapy for people living with Parkinson’s.

There will be 10 places available, and we would be looking for you to commit to the whole of the 10 week programme (30 - 40 mins a week - probably on a Sunday morning/afternoon -exact details yet to be agreed)

Anticipated costs:

(Drum Teacher + Drum Kits) Day Rate: £250 x 12 sessions = £3000

Venue Hire: Circa £15 per hour (4 hours per session x 12 session) = £720

Abi White, PUK SE England Lead has agreed to provide £1000 from PUK funds.

It was suggested that we charge £5 per session for participants = £500,

Possible other incidental costs: Transport/Refreshments -tba

The Branch would need to fund the remainder of the costs from Branch funds

The Committee were asked if there were any objections to using Branch funds for this therapy. No objections were raised.

Post meeting Note: We have 4 people who have tentatively signed up, so have 6 places to fill

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

12.3. **Research Fund donation** – See Matters arising

12.4. **Push for New members in Cirencester** – see Matters arising

12.5. **Gloucester Conference 14th October** – Date for diary will advise members when details are available

12.6. **Longfield Event 26th Sept** – 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)

12.7. **Social Media - Facebook page** – AF agreed to set up a page for our branch to help communicate our events, activities, and meetings.

Meeting Closed: 19.45

Next Meeting: Monday 22nd July

Time: 6pm

Venue: Siddington Park

Action: KDY to confirm availability with Venue

Next Chair/Vice Chair Meeting 20th June – following Cam members meeting