

Parkinson's UK
Cirencester & Stroud Branch
Minutes of Committee Meeting 22nd July 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

1. Welcome & Apologies:

KDY opened the meeting at 14.10 and welcomed everyone.
Apologies were received from Diane Shelley

2. Minutes from last meeting

The minutes from the last meeting dated 13th May 2024 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:
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 22/07/24 – No response received from Sue – KC is arranging an alternative speaker.</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>	All	Next Meeting - Ongoing

		<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 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>		
5th Feb 2024	5	<p>The grant from Cam Parish Council has been received and is now in the account. 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. Action: KLY agreed to investigate 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	Review Dec 2024
	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. Action: KDY/SG/KC/JH 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 17th May</p> <p>Once agreed, these will be circulated around members for final decision See Agenda item 11.3 for decision/future actions</p>	All KLY	 closed
	5.2	<p>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</p>	JH	Closed

		22/07/24 – Policy has been accepted and will be implemented – see policy in Treasurers pack		
	6.1	<p>Cam</p> <p>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.</p> <p>ACTION: KC to add information to the website (https://www.cirenstroudpuk.co.uk/parkinsons-exercise-classes)</p> <p>22/07/24 – Class on hold due to limited numbers – KC to review and add to website when/if the class is re-introduced</p>		Closed
	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>	KLY/AF	Next Meeting
	12.10	<p>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.</p> <p>Action: KLY to investigate</p> <p>13/05/24 – no response to date will chase</p> <p>22/07/24 – still no response despite chasing – agreed to close out action</p>		Closed
13 th May	1	<p>Walking Netball group in Gloucestershire.</p> <p>It was agreed that we would complete the expression of interest form and ask members if they would be interested.</p> <p>Action:</p> <p>KLY to complete EOI form.</p> <p>KDY to add to Members meetings presentations.</p> <p>22/07/24 – no real feedback from members – Trial session taking place in Tewkesbury - will keep in touch to ascertain if there is any further interest</p>	KLY/KDY	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>	KDY	Next Meeting

6.2	<p>Stroud Meeting – Petty cash £150 has been allocated to Stroud for refreshments/ Consumables – 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)</p> <p>Action: KLY to hand over the cash and discuss logistics at the next Stroud meeting.</p>	KLY/JB	Closed
8.3	<p>“An Audience with Guy Deacon” i In conjunction with the Tetbury Goods Shed – 26th June. Tickets now on sale. Actions: All to share posters and communicate within own networks See Fundraising section of minutes</p>	All	Closed
8.4	<p>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 22/07/24 – It was agreed that this would be rescheduled to next year. – Review in Jan/Feb</p>	KDY/KLY	Review Jan/Feb
12.2	<p>Drumming Therapy Branch funding of therapy sessions – KDY – to keep committee posted of developments – will be added as an agenda item for future meeting 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. We need to open out the invite to other groups Action: KLY to send to other groups and ask Jane Henderson to assist in recruiting people!</p>	KLY	Next meeting
12.6	<p>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) Ongoing – Booking form to be completed – Action KLY Action: KLY to communicate details when known</p>	KLY	Ongoing
12.7	<p>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 – (Photo’s of meetings events etc)</p>	All	Ongoing

4. Chairman’s Report (KDY) - (See Paper 1 attached dtd 22nd July 2024)

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

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**

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.**

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.

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**

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:	£10, 286.52
Total Expenditure to date:	£2689.31
Current Balance: (as of 22/07/24)	£27, 613.27 (includes £688.80 petty cash)

No further actions were identified from the report

6. Local reports

6.1. Cam’s Report (DS/KC)

Meetings continue to be well attended, although there was a dip in May numbers due to holidays.

Month	Topic	People in attendance
May	Medical Detection Dogs	11
June	Claire Greenwood - Comedienne	20
July	Andy Beamish – Community Warden & Deb Thurman PD Nurse	24

Seated exercise is currently suspended due to low numbers however if there is increased interest Caroline is happy to restart sessions.

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.

Petty Cash

Opening balance £407.28
 Income £52.00
 Expenditure £0
 Current balance £459.28

Action: KC/DS to include committee in circulate of the Cam Monthly Newsletter

6.2. Cirencester (KLY)

Month	Topic	People in attendance
May	Peter Cranswick - WWT	15
June	Ali Hendley-PUK Advisor Medical detection dogs Note: A PD nurse was to attend, but cancelled	25

July	Caroline Peyton – Nutritionist Rachel Kimberley – Crafting	20
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Petty Cash:

Starting Balance Jan 2024:	£442.69
Monies In:	£2897.48
Monies Out:	£2651.37 (includes £1600 transfer to account, speaker costs/fundraising costs/meeting refreshments etc)
Balance as of 22 nd July 2024:	£688.80

6.3. Stroud Branch Report: (KLY/JB)

Month	Topic	People in attendance
May	Mindsong	22
June	Grey Matters	13
July	Sue Mills – PUK Living Aids	20

Note: JB will be providing report for Stroud going forward

Petty Cash:

Starting Balance May 24:	£150.00
Monies Out:	£34.00
Balance as of 22 nd July.	£116.00

Note they 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

7. Review of 2024 Programme (All)

Bookings to date:

	3rd Mon	3rd Thurs	2nd Tues
Month	Cirencester	Cam	Stroud
Aug	19th Sue Mills - Living Aids (1 hour presentation)	15th Cotswold Cats & Dogs	13th Jemma Wilks - Exercise medical detection dogs
Sep	16th Kate Holland Phil Collins - Gloucestershire Inventions	19th Pets as Therapy	10th Stephen Moore Carers Hub PUK Research Team
Oct	21st Kate Holland William Cooper History of Cirencester	17th Sue Mills – tbc Possible – Air ambulance	8th George Gverich Parkinson’s Brain Bank Ali Hendley PUK Advisor
Nov	18th Red Arrows Pilot - Andy Wyatt	21st Family History - tbc	12th TomCats Bike – Demonstration
Dec	Christmas Lunch -Venues to be investigated		

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
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
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
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
Memory Clinic (for Ciren & Stroud)	JB to investigate
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

Action: KLY to send out communication to all members about repeat speakers/topics they may be interested in

7.1. Trips/Events

- Marjorie's Tea Party – 12th August
- Willow Trust Boat trip booked for 11th September (Places still available)
- Glos Conference 14th Oct
- Brain Bank – Trip to be arrange– numbers will be limited

8. Fundraising (All)**8.1. Up-date**

KDY shared the status with regards to fundraising and anticipated amounts – See Paper 1 – Treasurers report

In Summary:

Event	Total as of 22/07/24	Target
Cirencester Golf Club (2024)	£4,490	£6,000
Big Cream Teas (April)	£1,432.20	£500
Clubbing Together (17th May)	£9,102	£7,000
Guy Deacon (26th June)	£819	£500
Chamber Awards Raffle	£393	£0
PPU7 (October)	£0.00	£4,000

McGills Accountancy (2024)	£356.72	£2,000
2024 Overall Total to date:	£16,593	£20,000

8.2. Future Events:

- 8.2.1. **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**
- 8.2.2. **Steve Allen – Creative Works** – Possible fundraiser in collaboration with the Goods Shed. Meeting with Steve on 26th July to discuss
- 8.2.3. **Phil Jerky** – Comedian with Parkinson’s – Possible fundraising event for 2025
- 8.2.4. **Nick Bates** – Art Exhibition - tbc

9. Group Membership (KY)

Our membership numbers are now at 198

We sadly lost Roger Cochrane (Stroud) who died in June.

We have 8 new members signed up and are now on our database, plus a further 3 potential new members who have attended meetings/expressed an interest in attending, but have not yet formally joined.

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

AF attended the June Call – below is a summary and links:

Thank you video to all volunteers...

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

Parkinson’s Research needs you link...

<https://www.parkinsons.org.uk/research/research-blog/our-research/people-powering-parkinsons-research>

Walk for Parkinson’s event list...

<https://docs.google.com/document/d/16ssiCpbQP38hdyZLWrHinrPMw4Q0yqmWgTl2i5uTlbQ/edit>

Caroline Russell spoke and summed up all the sporting activities run by volunteers that she has visited around the country – she was very impressed.

There is a video in the call of all the activities that took place for WPD this year. This is summarised on the Parkinson’s UK Website, here...

<https://www.parkinsons.org.uk/news/world-parkinsons-day-2024>

PUK are recruiting for new staff members to support local communities, including a restructure in line with the current NHS areas.

Look out for a volunteer survey in late 2024 to help structure the volunteer calls.

11. AOB

- 11.1. **Recumbent Bikes** – There are complications with patent infringements with this project, so no further activity - Project is being closed
- 11.2. **Drumming for therapy** – Still trying to recruit participants for September – timings of the sessions may be a problem for people, and a commitment to 10 weeks may also be limiting take up.

Action: KLY to contact Jane Henderson and other branches to try and fill remaining places. KDY is to visit Cricklade Café to speak to the members there.

- 11.3. **Research Fund donation:** - 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.

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.

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.

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.

- 11.4. 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.

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.

- 11.5. 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.

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.

Action: KLY/KDY to keep committee posted of any developments

- 11.6. Venue for Christmas Lunch** – Because we are such a large group, we need to start to think about where we will hold our Christmas lunch. Last year's venue was good as far as location, food & service, but parking was an issue (it was held on the same day as a major golf event!!).

Action: All to consider where we want to hold our Christmas lunch, and the level of subsidy for this event for next meeting

- 11.7. Committee Members** -We still need to recruit additional committee members (including a Treasurer). KDY has contacted the Chamber of Commerce to ascertain if any businesses can offer any volunteering help as part of their corporate social responsibility policies. We also have vacancies posted on the PUK website.

- 11.8. Rollator** - - See Section 4 – Chairs report

Meeting Closed: 16.40

Next Meeting: Monday 23rd Sept

Time: 2pm

Venue: The Orangery Siddington Park

Next Chair/Vice Chair Meeting - Aug meeting to be agreed – KDY/KC