

Cirencester & Stroud PUK – Committee Meeting Minutes

Parkinson’s UK  
 Cirencester & Stroud Branch  
 Minutes of Committee Meeting 4<sup>th</sup> Nov 2024  
 The Orangery, Siddington Park, Cirencester

**Attendees:**

Kevin Young (KDY) - Chair  
 Kath Clements (KC) – Vice Chair  
 Ivan Guerreiro (IG) - Treasurer  
 Karen Young (KY) – Secretary & Membership Sec  
 Angie Fenton (AF) – Committee Volunteer  
 Janie Bates (JB) – Committee Volunteer

**1. Welcome & Apologies:**

KDY opened the meeting at 14.00 and welcomed everyone, apologies received from Diane Shelley (DS). KDY introduced and welcomed IG as our new branch treasurer.

**2. Minutes from last meeting**

The minutes from the last meeting dated 23<sup>rd</sup> September were accepted

**3. Matters Arising - Status as of 4<sup>th</sup> November – Updates in red**

Original Meeting date	Agenda item no.	Follow up Action required	Resp.	Date:
	12	<p><b>Carers Group</b> – JH/SG has suggested that we organise a regular carers group/meeting.</p> <p><b>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.</b></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"> <li>• held every two months,</li> <li>• alternate timings: Weekday/Sunday afternoon</li> <li>• in a venue where there are two rooms so that Carers/PwP can be in two separate spaces to hold 15-20 people</li> <li>• Nice location with reasonably priced beverages</li> </ul> <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 24<sup>th</sup> 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>		Closed

		<p>As the Carers Hub provide lots of help and support to Carers. It was agreed to close this action out and ensure that the relevant regular communications from the Carers Hub are circulated.</p> <p>It was also agreed that that social interaction at meetings/events was always positive, so future seating arrangements at meetings and additional time for chat before/after speakers would be encourage.</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 &amp; Cainscross to see if there is anything available. <b>Action: KLY agreed to investigate</b> 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> <p>4/11/24 – KLY to pass on all details to IG for review AF to also look to see if anything would be available from South Cerney Parish Council</p>	KLY/IG/AF	Update next meeting
22 <sup>nd</sup> July 2024		<p><b>Clubbing together donation:</b> Suggested that the money raised gets donated to the same research project that the members have chosen. (see agenda item 11.3) – <b>Action: KDY to advise Clubbing Together Committee of project agreed.</b> 23/09/24 – Request accepted by the Clubbing together committee – Confirmation required 4/11/24 – All confirmed, and funds transferred – Thank you letters received from PUK</p>		Closed
		<p><b>Contacts from Chamber Event:</b> 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 – <b>Action: KLY/KDY</b> <b>Note:</b> We have already had contact with a resident who wishes to join our meetings but does not have transport –</p> <p>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</p> <p>4/11/24 – AF will look at Care homes in area and devise a list with possible contact details</p>	KDY/KLY	Ongoing
		<p><b>Car Sharing:</b> It was suggested that the branch create a list of members who are happy to help with transport to and from meetings and events: <b>Action: KLY to send out a communication to all members</b> 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</p> <p>4/11/24 – Agreed that it was not logistically practical to do this so action to be closed. However, there were a couple of additional “transport links” to add to our website to inform members of what is available i.e. “Robin Transport” &amp; “Find my Nearest”</p>	KDY	Next Meeting

6.1	<p>Cuppa and chat First Wednesday in the month starting August 3pm -5pm at leaf and ground Dursley.</p> <p><b>Action: KC to add to the meetings schedule on the website and to be included in the regular communications to members.</b></p>	KC	Next meeting
	<p><b>Cam Monthly Newsletter:</b> Committee to be included in the circulation of the Newsletter 23/09/24 – Still to be shared – Next Newsletter planned in Nov</p>	KC/DS	Ongoing
	<p>4/11/24 – Note of events/activities and Christmas dinner to be sent out to all postal members</p>	KLY	ASAP
7	<p>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 Ideas/suggestions recieved</p>	KLY	Closed
11.4	<p><b>Financial Assistance request</b> – 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><b>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.</b></p> <p>23/09/24 – Payment made to member KDY to request help from PUK via Hannah Spawls with a policy for future</p>		
11.5	<p><b>Freedom Leisure – Exercise Classes</b> – Freedom Leisure have taken over management of the leisure centres in Cirencester &amp; 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><b>Action: KLY/KDY to keep committee posted of any developments</b> 23/09/24 – FYI – fundraising spin class being held on Friday 27<sup>th</sup> Sept. – raised over £500</p> <p>4/11/24 – Still working with FL to try and expand Parkinson’s specific exercise classes – Note funding grants available from PUK – See network newsletter Active Lifestyle are taking over leisure facilities in Cam/Stroud – will look to contact them to see if they can provide similar activities</p> <p>Meeting with Freedom Leisure planned for 14<sup>th</sup> Nov – Will keep meeting informed</p>	KDY	Ongoing

		<b>Walking football</b> – 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 <b>Action: KDY to include in the discussions with Freedom leisure – ongoing</b>		
	11.6	<b>Action: All to consider where we want to hold our Christmas lunch, and the level of subsidy for this event for next meeting</b>  23/09/24 – The Lodge is still considered a good venue, but need to check parking arrangements at golf club, and costs for 2025  4/11/24 – Christmas meal booked at Minchinhampton Golf Club for Tuesday 10 <sup>th</sup> Dec		Closed
23 <sup>rd</sup> Sept 2024	4.0	<b>Committee Members</b> An application has been received today for the Treasurers role 4/11/24 – Ivan Guerreiro has joined the committee as Treasurer		Closed
	6.1	Members missing meetings It was agreed to contact members who have missed a couple of meetings, to check they are ok		Closed
	7.1	<b>Afternoon Tea at the Orangery –Siddington Park, Cirencester, GL7 6GU</b> - Wednesday 16th October 2pm-3.30pm, £15 per person – <b>Action All : to be advertised</b> -		Closed
	8.2	There are a couple of local events coming up where there is an opportunity to raise the branches profile:  <b>Cam</b> – Christmas stall – <b>Action: KC/DS to keep committee updated</b>  <b>Cirencester</b> -Charity event at Bingham Hall on 23 <sup>rd</sup> Nov – <b>Action: AF to investigate</b> – 4/11/24 – <b>Not feasible/will not gain anything</b>	KC/DS	Next Meeting
	11.3	<b>Committee Members</b> -It was agreed that as well as a Treasurer we also need additional resources to assist in Fundraising and event organising. <b>Action: KDY to discuss with Hannah Spawls</b>  4/11/24 – it was agreed that a more suitable role of social media/communications/website maintenance would be useful. There is a resource we can use in PUK, but not sure how many hours they could dedicate -so agreed to create a committee role and ask PUK to advertise – KDY to continue to liaise with Hannah	KDY	Ongoing
	11.4	<b>Respite:</b> Guidance required from PUK as to how the branch can help members with respite, both financially and access to respite: <b>Action: KDY to discuss with Hannah Spawls</b> 4/11/24 – included in previous action item – <b>Financial assistance</b>		Closed
	11.5	<b>Blister Pack collection:</b> 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. <b>Action: KLY has advised the member of outcome of discussion</b>		Closed
	11.6	<b>Flow of information</b> – 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. – <b>Action: KLY to add to Agenda for next meeting,</b>		Closed

	<b>KDY to pick up the actions from the minutes and arrange a regular meeting with PUK (Hannah Spawls &amp;/or Ali Henley)</b> <b>Now an agenda item</b>		
11.7	<b>Website maintenance</b> -It was agreed that AF would be trained in the maintenance and updating of the website. <b>Action: KDY to arrange training</b> <b>4/11/24 – Added to previous item – New Committee member - communications/social media</b>		Closed
11.8	<b>Posters</b> – 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. <b>Action: KDY to feedback to PUK and to have a look at trying to improve the posters we already have</b> <b>4/11/24 – Item noted and agreed by PUK as being limited – This is an item that has been identified as part of the volunteer improvement programme – through the Volunteer steering Group – KDY is on the group and will keep committee members posted of any developments</b>		Closed

#### 4. Chairman's Report (KDY) - (See Paper 1 attached dtd 4<sup>th</sup> Nov 2024

KDY's report was reviewed and discussed during the meeting – no further actions raised

KDY commented that it had been a great year for the Branch, with recognition from PUK, and offered his thanks to the committee for all their hard work and commitment.

KDY is positive that now PUK have got a better infrastructure in place we would get more support going forward. He is also on the Volunteering Steering group, so will be able to help improve the volunteering experience in future.

#### 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:	£18,819.18
Total Expenditure to date:	£13,054.23
Current Balance: (as of 01/11/24)	£25,781.81 (includes £457.29 petty cash)

IG agreed to review the report with an objective of creating an improved budget for 2025. (IG has access to Treasurers' folders in the one drive) and look at areas for improvement.

**Action: IG to review and advise committee of any improvements**

#### 6. Local reports

##### 6.1. Cam's Report (DS/KC)

The group continues to be well attended. The new session at leaf and ground has increased attendance last month after an initial slow start.

We have a potential change of venue for November as the parish council rooms are having building work completed.

##### Petty Cash

Opening balance: £459.28  
Income: £17:00  
Expenditure £0  
Current balance: £512.28

**6.2. Cirencester (KLY)**

Month	Topic	People in attendance
Oct	Kate Holland – Chair Exercise William Cooper – History of Cirencester Gloucestershire health Watch	19
Nov (18 <sup>th</sup> )	Red Arrow Pilot – Andy Wyatt Dr Tina Smith - research update Hannah Spawls - PUK	TBA

**Petty Cash:**

Starting Balance Jan 2024:	£442.69
Monies In:	£7,149.64 (PPU7 Fundraiser)
Monies Out:	£7,135.04 (£4,000 transferred to bank)
Balance as of 04/11/24:	<b>£457.29</b>

**6.3. Stroud Branch Report: (KLY/JB)**

Month	Topic	People in attendance
Oct	George Gverich – Brain Bank Ali Hendley	14
Nov (12 <sup>th</sup> )	TomCat Bikes	tba

**Petty Cash:**

Starting Balance May 24:	£150.00
Monies Out:	£67.80
Balance as of 4 <sup>th</sup> Nov	£82.20

**7. Review of 2025 Programme (All)**

Bookings to date:

Month	Cirencester	Cam	Stroud
Jan	20th Helen Matthews Cure Parkinson's CEO	23rd	14th Memory Clinic Sarah Davies
Feb	17th Sue Ryder- Beverley Grimstead - Community Engagement	20th	11th Dr Will Young Associate Professor in Rehabilitation Psychology
Mar	17th AGM David Newbold - PUK	20th	11th Sue Ryder - Beverley Grimstead - Community engagement
Apr	21st is Easter Monday - meeting changed to 28th Sarah Davies - Mind clinic - (Need to confirm - date changed)	17th	8 <sup>th</sup> Megan Baker House conductive Education
May	19th	15th	13th
Jun	16th	19th	10th
Jul	21st	17th	8th
Aug	18th	21st	12th
Sep	15th	18th	9th
Oct	20th	16th	14th

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<b>Nov</b>	17th Old Drivers Forum Nigel Lloyd Jones	20th	11th Old Drivers Forum Nigel Lloyd Jones
<b>Dec</b>	Tba - Christmas lunch		

**Suggested speakers for 2025:**

<b>Speaker</b>	<b>Actions</b>
Neil Russell - London to Barcelona for Parkinson's – Note that Neil is speaking at the RAU on 12 <sup>th</sup> 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	<b>SG to provide KLY with contact details</b> 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. 4/11/24 – Ai Hendley helping to source for 2025
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 4/11/24 – JB to chase
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. 4/11/24 – Committee still want this to go ahead – KLY to arrange
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 - WIP
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 Booked for Stroud & Cirencester
Twigs Community Garden	AF to Investigate 4/11/24 KLY to send free dates to AF
Mary Burton – Repeat visit	KLY to investigate – MB very busy, but will continue to ask
Dave Unwin (member) – Career in animation – may be willing to do a talk	JB to Investigate
Judo/ Fall training	KDY to investigate - WIP
Research Team - Donations	KDY to investigate - WIP
Remap – Customised products for people with disabilities	KLY to investigate - WIP
Parkinson's Nurses	KLY to investigate - WIP
Family tree - Funerals	JB to investigate - WIP
Paint -a -pot	DS to Investigate for Cam KLY to investigate for Ciren/Stroud
U3A	JB to investigate -WIP
Benefits & Allowance	Ali Hendley?

Medication issues	Speaker from Par-Con /and or PUK nurse - WIP
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**Trips/Events**

- Brain Bank – Trip to be arrange– See matters arising

**8. Fundraising (All)**

**8.1. Up-date**

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

**8.2. Future Events:**

8.2.1. **Steve Allen – Creative Works – Booked for Dec 11<sup>th</sup> at Tetbury Goods shed – Action – AI to advertise – Fliers shared with committee**

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

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

**9. Group Membership (KY)**

Our membership numbers are now at 212

We have 5 new members signed up and are now on our database – 3 in Tetbury, 2 in Stroud & 1 in Cheltenham

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

**All Volunteer Call – Oct - See Paper attached**

**Next call – 5th December.**

**11. Items for PUK**

**11.1. Recruitment of a committee member for communications – Action KDY to discuss with PUK**

**12. AOB**

**12.1. Kings Award** – Hannah Spawls suggested that we qualify for this award. The Committee agreed it would be something we could look into. **Action: KDY to review with Hannah and update committee on progress**

**12.2. Volunteering Priorities Workshop** - KDY requested input from the committee in relation to what works well & why, what doesn’t work well & why, and what the priorities should be. Feedback from the committee included:

- Volunteer calls good – for sharing information and updates
- PUK support to volunteers is improving due to new positions being filled – but they cover a huge area!!
- “Create” as a piece of software is not fit for purpose
- Branding & access to supplies for fundraising/image and promotion etc is not readily available.

**Meeting Closed: 16.15**

**Next Meeting: Monday 13<sup>th</sup> January**

**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**