



**Dementia-friendly Alton**  
(Charity No 1202095)  
**Open Meeting**  
**MINUTES**  
**Wednesday 25 October 2023**  
**1615-1830 at Edgar Hall**



Item		Action
1	<p><b>Present / Apologies / Welcome to new volunteers/ Welcome to new staff for Meeting Centre / Farewells</b></p> <p><b>Present:</b>            Karen Murrell (KM)            Anne Heath (AH)            Keith Snelling (KS)            Geoff Goodall (GG)            Jane Ward (JW)            Debbie Parr (DP)            Kevin Oliver (KO)            Dione Watson (DW)            Janet Dunkley (JD) Admin</p> <p><b>Apologies:</b>            Trish Harding (TH)            Judy Aiken (JA)            Lyn Baines (LB)            Diane Bizley (DB)            Katt Nottridge (KN)            Janice Atkins (JA)            Mary Denman (MD)            Rita Farrin (RF)            George Longlands (GL)</p> <p><b>Welcome:</b>            To new our volunteers:            Kevin from Mens Shed, who now also supports us at DFA; Janice who has joined the Monday Crafts group; George (our walking coach) who is also now volunteering at times; Mary who supports all day on Wednesday and Friday; Sylvia now a regular helper at our fortnightly tea dances.</p>	
2	<p><b>Notes of last meeting 4<sup>th</sup> September 2023:</b>            Taken as read as no comments or responses received.            Only update being our Bid for Solicitor Legal funds was unsuccessful.</p>	

<p><b>3</b></p>	<p><b>Finance report:</b>  DW gave a brief financial summary as follows:  Current bank balance is £51,000 as at 21 October 2023, funding as follows:  £18K from National Lottery for Meeting Centre  £5k from Screwfix for toilet refurb, remainder of 8K grant from ATC for Furniture for Meeting Centre, and £6.2k remaining from EHDC Climate fund  £8k from Victorian Cricket – to be used for developing / extending open hours in New year.  Remaining funds still to be spent from Haskins for Flourish in the Forest  £5k remaining from EHDC Community Fund (now PACE activities, Yoga, Reflexology and Musicians)  £3k remaining from Tesco &amp; Allen Lane ongoing for Horticulture  £2k from Utley Foundation and also Hall &amp; Woodhouse (not yet allocated)  £3k in other income, from Forget me not Walk, In memory of, Training by Karen  We have also received £250 from Masons, £110.00 cash donation from Paul Starr and funds being collected by Keith next month from the Walk for Peace</p> <p>No questions were raised. Thanks were given to Dione for managing our increased accounting matters with such efficiency and for her huge support on all DFA matters.</p> <p>Most funds are allocated already, and we are managing these efficiently. We will be applying for Getting Active Hampshire-wide funding, to be used on either something different or an enlarging an ongoing activity. We will be putting forward Expressions of Interest on</p> <ol style="list-style-type: none"> <li>1. Expanding our current Haskins module further across the county.</li> <li>2. Taking our Health &amp; Wellbeing exercise class to an alternative location, introducing new items to our programme and networking with other groups (a Curling league for instance) showing we are widening and broadening our horizons whilst expanding our service in a staffed and resourced manner. Part of the package would be to target specifically people with younger onset dementia.</li> </ol> <p>Funding would need to be spent by the end of 2024.</p> <p>JW has spoken with the Hampshire County Councillor / Cabinet Member for Adult Social Care and Public Health, Liz Fairhurst, who are looking at rolling out Steady &amp; Strong Dance classes, which would go down well with our group / plans. KM and JW to follow this up in our bid and sort date for Liz to visit</p> <p>Volunteers are encouraged please, to suggest other new classes and activities that might be suitable.</p>	<p>KM &amp; JW</p> <p>Ideas to KM please</p>
<p><b>4</b></p>	<p><b>Meeting Centre / Edgar Hall / Assembly Rooms Update:</b></p> <p>Our Meeting Centre started in July and has been going very well. KM has pulled together a very well presented Report summarising this.</p> <p>Since April all has gone well and our members are really enjoying the sense of belonging and their own space here at EH. Our License to Occupy has been extended until March 2024 on a Peppercorn Rental agreement. Our</p>	

	<p>Planning Permission to extend has been accepted, however due to difficulties caused by a previous Swimming Pool under the car park and also the noise given out by Men's Shed activities has made us seek alternative premises. It has now been agreed that we can move into the Assembly Rooms and take on the Lease from April 2024.</p> <p>We hope to receive the keys on 1 January and start refurbishment with a view to our members enjoying it as from April. A very exciting opportunity for DFA but there is a lot to consider and plan.</p> <p>News of our move has already been favorably written and placed in The Herald by ATC. Pam Jones personally has called us to give her support and has donated us her own artwork of The Assembly Rooms to use as we see fit.</p> <p>Funding streams are being finalised to manage the refurbishment. KM will be applying to port the original CIL funding approved for EH across to The Assembly Rooms (to be used as funds over and above the refurbishment).</p> <p>We will be having a DFA volunteer social evening on 5th or 12<sup>th</sup> January.</p> <p>We have scheduled a Drop-In Open weekend for Consultation on 13<sup>th</sup> and 14<sup>th</sup> January. Help is needed cleaning, clearing, doing tip runs etc. as well as speaking to interested members of the public who might also drop in. Volunteers please do put this in your diaries!</p>	<p>DW &amp; KM to pull together an initial Project Timeline</p> <p>KM</p> <p>Feedback availability to DP Please put in your diaries!</p>
<p><b>5.</b></p>	<p><b>Review past / agree future meeting Schedule:</b></p> <p><u>Events Held:</u> Trips to Lepe / the New Forest x 3 (14 &amp; 28/09, 12/10) – these have been very successful. Final visit being rescheduled while Community Centre Minibus is being fixed and / or alternative bus being sought.</p> <p><u>Events planned:</u></p> <ul style="list-style-type: none"> <li>• Volunteer event 27/10 at Alton College to seek out new volunteers</li> <li>• Sage House visit to us (15/11) (a large Dementia support unit in Chichester, there will be a lot of information to share/collaborate with)</li> <li>• Yuletide festival (24/11) from 3-7pm in the Assembly Rooms, showcasing a craft based activity</li> <li>• Walk for Peace catch up - Keith is representing us at Penns Place</li> <li>• Pantomime (12/12) – this is a Dementia Friendly version of Beauty &amp; The Beast, 2pm at the Forest Centre in Bordon. 80 spaces available, at £5pp. KM currently pulling together names / seats and lifts shares prior to opening up to Bordon, Whitehill, Petersfield. Please let KM know if you are coming.</li> <li>• Christmas Party (16/12) for volunteers, at Audleys Wood (no charge for 20 volunteers). Names still being collected for inclusion – if you haven't responded to Karen – please do so by 3<sup>rd</sup> November</li> <li>• Christmas Lunch (20/12) at Alton Community Centre, funding aided by Alton Lions. Please let Karen / Kat know if you or any other members would like to attend</li> </ul>	<p>Research alternative bus</p> <p>KM/DP All to look at on web Volunteers please KS</p> <p>KM and team</p> <p>ALL</p> <p>ALL</p>

<p><b>6</b></p>	<p><b>Volunteer strategy:</b> Recruitment, Induction, Training – update re plans and prep for 27<sup>th</sup> October  DP and KM are revamping the Volunteer Strategy part of our website with some specific roles which we will be looking to fill; such as manning our Tea &amp; Chat café, Front of House, Younger Onset group, specific skill activities, undertaking PR or Marketing and also helping with transport (driver volunteers).  We are also looking for Community Ambassadors we can call on for specific events and/or to help with publicity/making us known in the community.  JW advised that funding may be possible for transportation. Community First and the Good Neighbour Scheme may be able to assist.  The nuances of insurance implications and safeguarding for volunteers transporting members will need to be carefully considered.  <i>(JW left the meeting)</i></p>	<p>JW to research</p>															
<p><b>7</b></p>	<p><b>Update / Future planning for sessions</b></p> <table border="1" data-bbox="217 723 1326 1223"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td><b>AM</b> - 10.30-12.30 Creative and Curious continues – continue to liaise with Allen Gallery</td> <td><b>AM</b> No session To introduce Tea and chat April 2024</td> <td><b>AM</b> Memory café continues at ACC – rename Alton Meeting Centre staffed by Geoff Goodall Meeting Centre Manager Kat and Lianne seconded</td> <td><b>AM</b> Get Active session Walk 0930 Skittles etc 1030 – 1200</td> <td><b>AM</b> 10.30 – 1215 Music Café and lunch and advice clinic</td> </tr> <tr> <td><b>PM</b> - 2-4 Sensory Garden</td> <td><b>PM</b> No session  6-7 pm Yoga</td> <td>Meeting Centre at Home – Livvy and Beth Community Hospital / Orchard House ? Marlfield</td> <td><b>PM</b> Allotment plus Legions</td> <td><b>PM</b> Activity and exercise plan introduced alongside fortnightly Tea Dance</td> </tr> </tbody> </table> <p>The above will remain constant until April 2024.  After that time we plan to introduce Tea &amp; Chat sessions, supported with range of funding pots available - giving advice, along with help and support for Carers. We also need a Front of house person in addition to extra admin help.</p>	Monday	Tuesday	Wednesday	Thursday	Friday	<b>AM</b> - 10.30-12.30 Creative and Curious continues – continue to liaise with Allen Gallery	<b>AM</b> No session To introduce Tea and chat April 2024	<b>AM</b> Memory café continues at ACC – rename Alton Meeting Centre staffed by Geoff Goodall Meeting Centre Manager Kat and Lianne seconded	<b>AM</b> Get Active session Walk 0930 Skittles etc 1030 – 1200	<b>AM</b> 10.30 – 1215 Music Café and lunch and advice clinic	<b>PM</b> - 2-4 Sensory Garden	<b>PM</b> No session  6-7 pm Yoga	Meeting Centre at Home – Livvy and Beth Community Hospital / Orchard House ? Marlfield	<b>PM</b> Allotment plus Legions	<b>PM</b> Activity and exercise plan introduced alongside fortnightly Tea Dance	
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<p><b>8</b></p>	<p><b>Marketing strategy review:</b>  Considering registration with Hants VCSE (Voluntary, Community and Social Enterprise) who support voluntary groups. As our needs increase we may well warrant using this paid for service, with payroll support etc.  Website update – work in progress  Newsletter &amp; distribution – now a one-sheet summary which continues to work well  Meeting Centre leaflet – this will be revised in time for new services starting in April 2024 - so to be ready for early 2024. KM to liaise with graphic designer.  Regular facebook posts – regular and informative posts undertaken by KM  Noticeboard posts – most up-to-date version of our calendar of activities is always on the noticeboards at EH and Community Centre</p>	<p>KM</p>															

<p><b>9</b></p>	<p><b>IT / Lamplight update:</b>  We have several volunteers and staff members who can now access and are using our new database. We are still working with Lamplight to get the best experience of this.  We are looking at having DFA dedicated (volunteer/accounts/enquiries at) gmail accounts, noting the security alert notice regarding attaching embedded link PDFs - this is a level of gmail security we cannot do anything about.</p>	<p>KM will advise when these are ready</p>
<p><b>10</b></p>	<p><b>Backlog items:</b>  We are currently looking at finalising:</p> <p>GDPR policy and forms to make sure we are compliant.  New email addresses are a work in progress – see item 9  Agree photo policy – to be done as part of GDPR update  Storage – our google workspace where we can share documents  Gift aid – DW working on getting this established  Amazon Wish List – to be revised, now that we are a Charity and then relaunched in time for new year</p>	
<p><b>11</b></p>	<p><b>AOB:</b></p> <p>DP advised that we need a Personal Licence to sell alcohol at The Assembly Rooms (which she holds herself). KO also holds a Personal Licence for this. We will be checking whether the PL holder needs also to be on our Lease. If this is the case KM will need to do the PL course</p> <p>KO suggested a DF water aerobics / swimming sessions for our members. KM agreed it was a good idea, and that this could be built into our Hampshire funding grant application. It was thought that Alton Sports Centre might be the best venue, but that we could also ask Treloars with whom we do have a good relationship.</p> <p>KO suggested we could build our own skittle alley in the new premises, with removable parts for storage. It was agreed this was a nice idea.</p> <p>We will need to find an alternative catering arrangements once we are at The Assembly Rooms.</p>	<p>DP/KM</p> <p>KM</p> <p>Thoughts please</p>
<p><b>12</b></p>	<p><b>Date for next Full Committee Meeting:</b> Monday 18th December, 4.15 - 6 pm at Edgar Hall or alternative venue (following Trustee meeting 9-10am on 29<sup>th</sup> November)</p>	