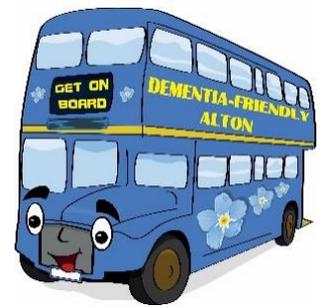




MINUTES
Dementia Action Group Meeting
Wednesday 15 February 2023
1600-1745 at Alton Community Centre



Item		Action
1	<p>Present - Karen Murrell (KM), Anne Heath (AH), Keith Snelling (KS), Trish Harding (TH), Janet Dunkley (JD), Geoff Goodall (GG)</p> <p>Apologies – from Deb Grant (DG) from Australia who has attended a pre meeting via zoom with KM, Lynda Baines (LB), Judy Aiken (JA), Sarah Westbrook (SW), Nikki O'Donnell (NO), Debbie Parr (DP), Mark Pullen (MP), Anne Jones (AJ)</p>	
2	<p>Notes of last meeting</p> <p>No matters arising – other than - the two volunteers who requested the 'official amendment' to notes of Jan 2023, stating that they had 'not resigned from DFA', subsequently resigned from DFA to pursue setting up a group of their own for Sundays. They have been sent good wishes from members of DFA and thanks for their help over the years.</p>	
3	<p>Finance Report (Expenditure/Petty Cash/Bids)</p> <p>Verbal update on grant situation to date / Grants & donations received:</p> <p>Currently around £29k in the account – all allocated for projects, there is no reserve/slush fund available at present.</p> <p>Consideration to be given to a membership fee/voluntary attendance donation once the Meeting Centre is established</p> <p>Methodist Church coffee morning – £500 donated – cheque handover photo 21 March.</p> <p>Shalden Church - £340 received. Handover Friday 24 Feb.</p> <p>ATC - 10K soon to be received for Edgar Hall (EH) furniture.</p> <p>Neighborhood CIL - 10K for Sensory Garden flooring. Installation due next week.</p> <p>National Lottery update – £227K Award received to set up the Meeting Centre (via DFH for which a partnership needs to be agreed legally. PR is pending on this being acceptable and finalised). We are the pilot Meeting Centre for Hampshire.</p> <p>Hall and Woodhouse – £1K received and being kept aside for outdoor use at EH</p> <p>Haskins cheque – £11k presentation handover is now 28th February.</p> <p>Outstanding / to do:</p> <p>Postcode Lottery - £25K for Edgar Hall refurbishment (ie windows)</p> <p>SW Trains - £17K bid still being considered (£9k will be to do the flooring now covered so will review purpose if able to do so)</p> <p>Energise me-PACE – £8k to apply for from NHS as a top up for health-related sessions 1.4.23-31.9.23</p>	



	Choir money - £1K applied for – awaiting outcome Alton Victorian Cricket Charity Match - we have been nominated the chosen Charity for 2023. The Match will be on 25 June and we will need to staff a stall on the day with a theme/game/raffle - TBC.	
4	Update on Edgar Hall development with Alton Men's Shed KM has been very pro-active and there are big plans are afoot for both the building itself and regarding the shared use. KM actively negotiating with the Council and Men's Shed. Anticipate partial occupation from Spring 2023 – by moving Friday singing there and identifying activity for the afternoon	KM to update once move in date is agreed
5	Registration for Charity status / Appointment of Trustees Registration for Charity status / nomination and appointment of Trustees / Organisational Chart draft / Future meeting schedule: This is in progress. The Constitution slightly amended. New 'Teams' to support new 'Steering Group' in the organisation structure are being put into place. Initial Organogram Draft has been provided for future clarity – see Appendix A attached Trustees are now required and we have 5 people happy to stand; namely Karen Murrell (Coordinator), Dione Watson (Treasurer), Deb Grant (Fundraising and Marketing), Keith Snelling (Flourish in Forest) and with Jane Ward from DFH as a Trustee outside of the organisation. No objections were raised and motion agreed for all 5 to stand. AGM planned for April, suggesting 20 th April assuming there has been response from Charity Commission by then. (Exact time TBC nearer the date) The proposed Steering Group roles / election of officers will also be confirmed at this time. Proposed Steering group to meet 6 times per year. The Teams to make their own relevant meetings. At the AGM both steering group and all Team members will be invited to attend for election of officers / trustees and review of constitution and any other relevant matters as required by members.	Update – application submitted 17/02/2023 – earliest date for answer is 17/04/2023 ALL please check your availability for 20/4 and let Janet know so we can agree the best time on that date
6	Haskins Grant - Feedback on FLOURISH and Planning for Flourish 2 - Alice Holt Forest events and photo opportunity - start 4 March 2023. Pet Therapy: Flourish 1 Plans going well, gardens being maintained regularly and funding being used appropriately. Flourish 2 – Flourish in the Forest First/launch session 4th March. DG very busy coordinating this event from Australia. KS and DB have both agreed to jointly coordinate this once it gets going with KM, GG attending each Saturday. AH has also offered to attend. Booking process is now up on the website	KM to finalise report back to NHS – which will be shared with all and posted on website KM to visit Forest on 18/02/2023 to explore final planning for Day one ALL to share



<p>7</p>	<p>Events Held -</p> <ul style="list-style-type: none"> - Open day at Energique – a very successful event with new members as a result <p>Events to Plan -</p> <ul style="list-style-type: none"> - Bobs Funeral / Wake – 23rd February 1045 in Aldershot then back to the Legion afterwards from 1-2pm, followed by TeaDance as usual from 2-3.30pm. KM liaising with daughter re catering for the wake. Cake being donated by DFA. - Shalden cheque photo 24th Feb - Carer support afternoon 24th Feb with Dementia Carers Matter incorporating a Fish & Chip dinner to celebrate Lottery Grant - Carer support day at Alton House Hotel – 2nd March - Demfest 10 March – hosting a horti themed event for the morning and promoting Meeting Centre and NL news - 3 or 9 May 2023 Garden Party at Palace TBC - 8th May – the Kings Volunteer day - ? we could do something to reach out to new volunteers at Edgar Hall – discuss in April - Plants in the Park, Alton Town Park – 13 May – who can support this event ? - Alton Victorian Cricket 25 June – who can support this event - very important as we are chosen charity this year ? - Singing day 2nd July – Dementia Choir Initiative which could also be the launch event to open the Meeting Centre at National Thank you day in Anstey Park - Dementia Awards 13 July, at Winchester Cathedral – to explore a plan for this at April meeting - Snowden Challenge 17th September in partnership with Sugarloaf Café and Energique (Kelly & Rob and Amy) to raise funds for external area / access to the pool to make it more accessible for our members. Dione, Karen, Geoff and hopefully Keith may support this sponsored walk along with any carers, members, Alton Men’s Shed etc. Could interlink with PACE. For those not wishing to commit to the actual walk – there will be activity in the gym leading up to this for members and a virtual challenge on the day 	<p>ALL can attend ALL to liaise with Members re event KM-bring cheque KM/AJ/AH to oversee KM/AJ to attend KM/GG/KS to go</p> <p>KM/GG to attend</p> <p>ALL to respond ALL to respond</p> <p>ALL to respond</p> <p>ALL to respond re availability and ? Kim from Choir</p> <p>ALL to respond re interest in participating either with actual walk or helping in Gym on the day</p>
<p>8</p>	<p>Volunteer strategy: Recruitment, Induction, Training & Coordination updates:</p> <p>Volunteer information currently being collated by JD. Anyone who hasn’t already returned a form re Volunteer area of interest please contact Janet indicate.</p> <p>To review progress to date in April 2023 and outline further strategy at that point to coincide with Meeting Centre plans and responsibilities for Edgar Hall</p> <p>From April 2023 a comprehensive plan for volunteer training will be announced / outlined</p>	<p>ALL Volunteers to complete form if not done already – contact JD if any queries</p> <p>KM planning</p>
<p>9</p>	<p>Update / Future planning / Intergenerational aspects for sessions / Work experience</p>	



	<ul style="list-style-type: none"> a. Mondays - Creative & Curious at Allen Gallery started 13 Feb 2023 – first session went well – continuing weekly for 8 weeks then review b. Mondays at the Sensory Garden – fantastic new volunteer gang now taking this forward & flexipave being installed from 20th Feb 2023 c. Tuesday - Love to Move @ Orchard House, currently on hold – to review in line with plans for PACE and also in relation to Meeting Centre at Home d. Tuesday – Allotment – Anstey Junior school to attend e. Wednesday Memory Café -Tia Chi / Horticulture /Memory books f. Thursdays at the Legion – continuing as planned g. Friday try again to extend to full day – to include L2M / Carer support / Well-being Walk and other therapies ? explore including Wooteys and / or Alton School once moved to Edgar Hall 	<p>KM / SW to explore</p> <p>Will continue at Community Centre as part of Meeting Centre</p> <p>KM/AH/AJ/SW to explore options</p>
10	<p>Marketing – Newsletter & distribution</p> <p>Distribution list is now updated and being taken care of by AH. March Newsletter will go out with similar format to previous one.</p>	KM to prepare for 24 th Feb
11	<p>Phone Number / Website / Facebook</p> <p>We need to set up an alternative independent number for DFA as soon as possible.</p>	DG/KM working on this
12	<p>Agree photo policy / storage / GDPR – for April 2023 (for Meeting Centre)</p> <p>We need to maintain transparency, awareness and best practice in relation to all data / photos kept. To be revisited once Meeting Centre in force with associated Charity registration. Agreed that we are currently doing all we can to ensure best practice / data security.</p>	ALL to review in April
13	AOB – None identified	
14	<p>Date for next meeting: Thursday 20th April 2023, Time TBC in Edgar Hall – once ALL have confirmed best time as it's the AGM so as many as possible needed</p>	ALL to respond

