



**MINUTES**  
**Dementia-friendly Alton Open Meeting and AGM**  
**Wednesday 28<sup>th</sup> August 2024**  
**1800 – 2045**  
**Alton Assembly Rooms**

Item		Action
1	<p><b>Present:</b> Karen Murrell, Anne Mattock, Vicky Holland, Kevin Oliver, Linda Rutter, Keith Snelling, Barry Walters, Mark Pullen, Deb Balmer, Anne Health, Elaine Holloway, Norman Jones, Becky Shaylor.</p> <p><b>Apologies:</b> Debbie Parr, Dione Watson, Judy Aiken, Diane Bizley, Lyn Baines, Marlowe Bramich.</p> <p><b>Welcome:</b> New volunteers – Tracey Earl and Rachel Tarrant – both can do Friday if needed, Tracey can do Wednesday to support craft / Erica – still working out what she would like to do / Anne Bennet – joining Tuesday to help with Young onset stuff, Peter Desmond-White – would like to help with chatting to people- will pop along Friday tea dance to meet some members / Sarah Gardner – planning to join the team in Meeting Centre management role – hopefully starting 2<sup>nd</sup> Sept – and will work Mon/Tues/Thurs. Welcome also to Norman as caretaker Mon-fri 4-8 pm Jacqui Russell to help on Wednesday with roll out of Food Hygiene stuff starting 4<sup>th</sup> Sept. All to be added to Whatsa pp soon.</p> <p><b>Farewell:</b> Janet Dunkley no longer doing admin work – will be missed as she has been part of team for some time – look forward to Janet joining as a volunteer when she can</p>	
2	<p><b>Notes from Last meeting / Matter arising:</b>  Reviewed and agreed. Matters arising:  Newbury Quiz Night now Friday 13<sup>th</sup> Sept - ? some DFA volunteers to attend and start a team – others will be doing the bar and food – with Karen, Wendy and Debbie  Mayor visited craft group to explore design of Mayors Christmas card - individual baubles on a Christmas tree.</p>	
3	<p><b>Voting of Officers</b>  Debbie Parr – to be added as fifth Trustee – nominated by Karen M / Seconded by Keith – all present voted yes – joining Karen, Keith, Dione and Jane as trustees. To be updated in Charity document and submitted to Charity Commission  Chair – Karen to remain as chair – no other interested parties – nominated by Mark, seconded by Elaine – all present voted yes  Deputy Chair – no nominations – all present agreed that Deputy Chair responsibilities would be rotated around all trustees  Treasurer – Dione to remain as Chair – no other interested parties – nominated by Mark, seconded by Kevin – all present voted yes. Mark Pullen agreed to help with accounts – especially in relation to looking at accounts for AAR separately .  Secretary – Anne Mattock agreed to take on this role – nominated by Mark, seconded by Keith – all present voted yes – huge thanks to Anne ! Karen will complete this current set of minutes then pass admin related to meetings to Anne</p>	<p><b>Karen and Dione</b></p> <p><b>Mark, Karen and Dione</b></p>
4	<p><b>Meeting Centre Feedback:</b>  <b>Progress:</b> First year of Alton Meeting centre now complete - report to be completed and then circulated to all at same time as submission to National Lottery. All outcomes set have been exceeded apart from Meeting Centre at Home – key factor in underspend – to be rolled into year two. Invitation by Hospital Manager at Alton Community Hospital for us to have a weekly presence at the hospital / tea bar area and in conservatory doing weekly Love to Move for people at that end of town and on Wards.</p>	<p><b>Karen and Dione</b></p> <p><b>Karen to email and set up</b></p> <p><b>George</b></p> <p><b>Karen</b></p>

	<p><b>Hampshire Activities:</b> – Have just passed midpoint of this year long project – George currently preparing midpoint report. May look at opportunities / options for charging small membership fee from next year to provide some sustainability.</p> <p><b>Bookers and Bolton local grant available</b> - to explore</p> <p><b>New developments / Open Access Arts</b> – Currently rolling out creative arts programme to use Power of Music fund for the first year (3k year one funding) plus 3k for smaller donations. This 6 k has been supported with funding from the Belpech Trust to cover cost of project – Do You know Me? Programme of workshops, sessions, the Sharing 20/21 Dec. They are here for car show with pop up sofa</p> <p><b>Staff / Volunteer rota / additional roles</b> : Plan for weekly staff / volunteer rota will be circulated – please all advise if necessary to update preferred days to work / activities</p> <p>Volunteer badges to be worn to identify who are the volunteers – will include name and logo</p> <p>Specific volunteer roles:</p> <p>Linda – Volunteer coordination</p> <p>Debbie - Events management</p> <p>Anne H – Newsletter distribution</p>	<p><b>ALL</b> <b>Karen and Anne M</b></p>
5	<p><b>Volunteer Strategy:</b></p> <p><b>Recruitment and induction:</b></p> <p>Website has been updated – and new leaflet has been produced. Lamplight now being updated so we have NOK for all volunteers. Those with specific roles may be given DFA email addresses so they can access relevant documents.</p> <p><b>Training:</b></p> <p>Certificates for recent training circulated: Fire Marshall / First Aid / Safeguarding / Mental Health First Aid - - this sequence of training to be repeated 6 monthly so that other can attend. Food hygiene cert to be undertaken by those involved in kitchen work – this can be online – DFA will reimburse cost (£12.00) – Kat will circulate link.</p>	<p><b>Karen prepared and handed out Kat and others in kitchen</b></p>
6	<p><b>Finance report:</b></p> <p>Dione has prepared finance report and accounts for all to review. Accounts for year have been agreed by Trustees – to be signed and submitted to Charity Commission</p>	<p><b>ALL</b> <b>Karen and Dione</b></p>
7	<p><b>Events held:</b></p> <p><b>July Art Festival</b> – hugely successful in relation to the concert hosted (LYR) and showcasing our artwork. In particular the sound quality achieved for the event by outside technician was really good and we hope to improve sound experience for all relevant events in future improvements to tech funded by CIL fund – currently exploring options with AODS / Films in Alton team and outside advisors</p> <p><b>Forget me not service</b> 22<sup>nd</sup> August – went very well with good attendance – date to be agreed for next year</p> <p><b>Holiday at Home with Open Access Arts</b> – 23<sup>rd</sup> August – hugely popular having the beach theme over our usual music day – very stimulating for our members</p> <p><b>Cricket Trip to Ageas Bowl</b> – 24<sup>th</sup> August – attended by 6 members and 6 volunteers – very relaxing day – enjoyed by all despite poor weather which meant just one hour of cricket. Future - explore option for people to book direct and make own way there.</p> <p><b>Encanto and Wicked Little Letters Film Day</b> – went well – especially wicked little letters with good attendance to the evening film. As part of ongoing review – we will be considering the viability of the Film evenings to ensure best use of time and resources.</p>	<p><b>Karen</b></p> <p><b>Karen</b></p> <p><b>Karen and Jane</b></p> <p><b>Karen, Dione and Film Club</b></p>
8	<p><b>Future Events:</b></p> <p><b>Car Show 31<sup>st</sup> August</b> – Choir will be singing and members will get to be part of the Car show which is very exciting – Open Access Arts Team will be doing Pop up Sofa too - volunteers came forward to help with the day</p> <p><b>Friday 13<sup>th</sup> Sept – Quiz Night</b> with Newbury Building Society – we will be doing food and bar. Kevin, Vicky and Mark agreed to start off a DFA team. Wendy, Anne, Deb and Karen on food and bar. Karen will look at stock beforehand. Risk assessment required – tickets in advance from Newbury.</p> <p><b>Thursday 26<sup>th</sup> Sept – Volunteering day</b> with Eli Lily – Fifteen volunteers helping us to extend our activities for that day – in addition to the usual Activities organised by</p>	<p><b>Karen, Anne, Marlowe, Linda Deb and Geoff</b></p> <p><b>Karen</b></p>

	<p>George we will add the theme – all the fun of the Village Fete – Fete Games – Hoopla / hook a duck – archery etc / Hot dogs for lunch. Whilst volunteers will also help to clear and tidy up the rear pathway to the Health Suite. More detailed plan and risk assessment to be completed by Karen and Debbie</p> <p><b>Friday 4<sup>th</sup> October – Demfest</b> in Petersfield – Karen &amp; ?Keith to attend on our behalf.</p> <p><b>Remembrance Day</b> – we will celebrate on 7<sup>th</sup> Nov with the group. Harry booked to play trumpet and Kate Powell leading the meeting.</p> <p><b>Remembrance Weekend – over 8/9<sup>th</sup> Nov-</b> AODS stage set up and supporting ATC Remembrance event – Geoff and Karen Not available this weekend ? book caretaker</p> <p><b>Wednesday 20<sup>th</sup> November</b> – Armed Forces Stakeholder meeting to be held at AAR – its good for DFA to be part of this group as the links for early onset dementia and volunteering are significant as well as being part of region wide services</p> <p><b>Friday 22<sup>nd</sup> Dec – Yuletide Festival</b> – it coincides with Festive Fun and the Open Access Arts Team. We will be running a quiet coffee and mulled wine café in Lower Room whilst Newbury will be doing a Tombola in the Hall. Volunteers will be needed to help with either of these aspects.</p> <p>DATE TBC – Newbury Building Society are doing a collection / tin rattle for us on a market day – date TBC so we can help them if needed</p>	<p><b>Karen and Debbie</b></p> <p><b>Karen and Jane</b></p> <p><b>Karen and ? Anne to attend</b></p> <p><b>ALL to respond</b></p> <p><b>Karen to check</b></p>
9	<p><b>Marketing strategy review:</b></p> <p>Both DFA and Assembly Rooms Websites to be reviewed / updated in 2025 so that they are easier to use and more effective in sharing key information. We are likely to pay a website developer to help us with this. ATC will be asked to make some remedial updates to AAR website to provide a events page so we can promote events like Motown and ABBA event – ALL asked to share details with friends too. Newsletter will continue to be produced 2-3 monthly – similar format and circulation, although possibly new volunteer Rachel may help with review / reformat of current template. Facebook posts will continue – aiming to be daily where possible and maximum of 5 images each time – used to present interesting info re group activity / outcomes and publicise forthcoming events. Names of members and never posted with any photo shared and volunteers are reminded not to comment on any pictures in a way that infringes our privacy standards. Re GDPR – updated / improved photo / media consent for being developed and all members / carers / volunteers to sign during Sept 2024.</p> <p>The scheduled further development of the Info Hub in the Foyer will assist with marketing – huge thanks to all in terms of keeping the leaflet tables tidy and current as well as the notice boards.</p>	<p><b>Karen to ask Natalie at ATC</b></p> <p><b>ALL</b></p>
10	<p><b>Assembly Rooms development update:</b></p> <p><b>Building Works</b> – First phase of work has been completed - just the pull down door for the kitchen to do once we have permission from Heritage team.</p> <p><b>Venue Hire / Marketing</b> – venue hire is going well using Hallmaster – currently monitored by Karen and Dione. Karen is planning to focus more on this and will need support from another volunteer in order to release Dione asap. By delegating more of the DFA duties to the growing number of volunteers Karen will be able to focus more on AAR. Mark suggested that as the management of the venue was very different to the delivery of the DFA service – maybe a smaller group of interested volunteers / staff should meet separately to consider issues – this was agreed by all – so a committee for AAR will be set up.</p> <p><b>Caretaker and FAARS</b> – With Norman now doing mon-fri – 4-8 pm plus extra hours / weekends when required and some volunteers also helping with caretaking / maintenance and getting the venue ready for opening to the public we are developing a good FAARS (Friends of Alton Assembly Rooms) Group – these will be key members of the AAR committee to be developed</p> <p><b>CIL Funding</b> – The £305k originally allocated for development at Edgar Hall has now be transferred for work at AAR – which will involve: developing dressing room area to provide better dressing room space as well as consultation (healthcare) space during the day; upgrade of CCTV; installation of secondary double glazing; enhancement to theatre features (acoustic / stage / lights/ sound / film screening capability); floor covering throughout. Timeline to be prepared for EHDC so that this can be released.</p>	<p><b>Karen to chase Heritage Team</b></p> <p><b>Karen will suggest date / schedule/members</b></p> <p><b>Karen to oversee with support of AAR committee – once freed up from some of DFA roles</b></p>

	<b>Licence to Occupy for Primary Care Network</b> – PCN have moved into one of dressing rooms for their office and are planning coordinated use of the rear suite in order to meet local health care needs and provide useful service for our members / carers – sessions such as vaccinations / health checks.	
11	<b>AOB</b> <b>Fund raising committee</b> – Mark suggested that it might be useful to have a smaller group who looked at planning, obtaining and thanking local fund raising initiatives so that we had more unrestricted funding that didn't need to do so much monitoring and reporting (as very time consuming) – all agreed – so we need to set this up asap <b>DFA Christmas Card</b> - Suggestion from group that we design our own DFA card for this year that we give to local businesses with a flyer inserted telling them how they can help us – Karen to chat to Debbie re this	<b>Karen and Mark to outline a plan</b>  <b>Karen and Debbie</b>
12	<b>Date of Next Meeting:</b> <ul style="list-style-type: none"> <li>Wednesday 23<sup>rd</sup> October 1800 – 2000</li> </ul>	