



**MINUTES**  
**Dementia-friendly Alton Open Meeting and AGM**  
**Wednesday 23<sup>rd</sup> October, 2024**  
**18:00 – 20:00**  
**Alton Assembly Rooms**

Item		Action
1	<p><b>Present:</b> Karen Murrell, Anne Mattock, Vicky Holland, Kevin Oliver, Deb Balmer, Anne Heath, Norman Jones, Becky Shaylor, Marlowe Bramich, Sarah Gardener, Lyn Baines, Debbie Parr, Judy Atkin, Geoff Goodall</p> <p><b>Apologies:</b> Dione Watson, Keith Snelling, Linda Rutter, Diane Bizley, Anne Barnet, Nicky O'Donnell, Lianne Simpson, Kat Nottridge, Livvy Penfold, Jan Atkins, Elaine Holloway</p> <p>Sarah Gardener has joined the team at the Meeting Centre having started on 2<sup>nd</sup> September. POST MEETING NOTE: Celia Singleton (ex Dementia Advisor) has joined the Team as an part time administrator to help with current admin tasks.</p>	
2	<p><b>Notes from Last meeting / Matter arising:</b> Reviewed and agreed.</p> <p><b>Matters arising:</b> It is proposed to continue to consider matters for Alton Assembly Rooms (AAR) as part of Dementia-Friendly Alton (DFA) meetings for the time being.</p>	
3	<p><b>Meeting Centre Feedback:</b>  <b>Progress:</b> KM advised that first year of Alton Meeting Centre now complete meaning that we are one year into use of the Lottery Funding. Targets have been exceeded in the year in relations to Project Outcomes. It was agreed that there needs to be a minimum of three volunteers / staff members available for each session going forward. LR, as volunteer co-ordinator, to liaise with current and future volunteers in order to achieve this.</p> <p><b>Hampshire Activities:</b> The funding provided for one year to increase physical activity (including extra staff for one year) will end Jan/ Feb next year. It is anticipated that increases in activity will have become embedded and sustainable by then.</p> <p><b>Health &amp; Wellbeing Day in collaboration with A31 PCN:</b> This will commence on Wednesday 6<sup>th</sup> November in the main hall &amp; every Wednesday thereafter. This new venture is for everybody not just those with dementia. Home Instead will be providing the refreshments on these days. KM to prepare leaflet to announcing launch of the Centre for Health and Wellbeing.</p> <p><b>Open Access Arts:</b> Friday workshops will continue until Christmas when a show planned. This is currently scheduled for 13<sup>th</sup> and 20<sup>th</sup> December – posters currently being updated – please put dates in your diaries – we will need helpers and audience. OAA will hold a few additional events in January as part of the sustainability of the project – looking to the future.</p> <p><b>Staff / Volunteer rota /additional roles:</b> LR co-ordinating. Volunteers for bar / front of house / film club etc at AAR are also required as part of the events team – please let KM/LR know if you are interested in joining the events team.</p>	<p><b>Linda R.</b></p> <p><b>Karen</b></p> <p><b>Karen</b></p> <p><b>Linda R/ALL</b></p> <p><b>ALL</b></p>
4	<p><b>Volunteer Strategy:</b> First tranche of training for Fire Marshall, First Aid, Safeguarding &amp; Mental Health First Aid has been completed &amp; will be repeated early next year.</p> <p><b>Induction:</b> The next session will take place in November. The matter of how to manage more challenging behaviour in the Centre to be included in training. KM/DP to discuss.</p> <p><b>Monthly meetings:</b> It is proposed to hold monthly meetings for volunteers to discuss any issues. Tuesday afternoon is the preferred choice. KM to decide which Tuesday in the month is best.</p>	<p><b>Karen/Debbie P</b></p> <p><b>Karen</b></p>
5	<p><b>Policy updates:</b> Safeguarding has been updated &amp; is available on the website. KM to produce leaflet of key points for members. Privacy has been updated is on the website – this covers members &amp; non-members. A new consent form which included image consent form is now available. No photos are to be taken in the first two weeks of those attending &amp; after four weeks consent must be sought. A sticker traffic light system has been agreed to identify those people who have given their consent on front</p>	<p><b>Karen</b></p>

	<p>of name badge. No sticker – means consent has not been discussed as yet. Green sticker means consent to use / store images in Lamplight and for reports / social media. Yellow sticker means images can be taken for memory book &amp; family use and cannot be stored in lamplight. Red sticker means NO taking of images at all. All staff currently working towards ensuring that Name badges to have full name written on the reverse together with any allergies &amp; support required in an emergency as well as image sticker. All those who have given consent for photos to be noted by Christmas. Photos to be taken on the DFA phone and any designated phones only. Once sent to DFA phone for storage in lamplight – all pictures to be deleted. Nobody is to store photos on their own phones from now on. All volunteers to complete new consent forms as evidence of agreement with new Privacy policy.</p>	ALL
6	<p><b>Lamplight:</b> Review in January 2025. KM/SG to review Lamplight in 2025 – any staff who currently have access and wish to make any recommendations re updates to Lamplight – to let SG/KM know by end Dec 2024</p>	Karen/Sarah
7	<p><b>Finance report:</b> There is approximately £170,000 in the DFA bank account – sufficient for all planned activity. In addition to that the Assembly Rooms Bank account has sufficient funds for effective running of the venue. CIL funding (the first drawn down of the £305K is part of the DFA balance) - KM to monitor expenditure related phase 2 of the building works &amp; give feedback of spend to Dione for overall accounts. No further grants being sought at this point but agreed that DFA will reach out to local business / organisations for ongoing support – ie donations boxes in local shops etc - Christmas cards to be created by members and delivered to local businesses / shop to raise awareness of DFA &amp; Meeting Centre and how local businesses can help to support.</p>	<p>Karen</p> <p>Debbie and Karen</p>
8	<p><b>Events to be held:</b></p> <p><b>Sat. 2<sup>nd</sup> Nov. Craft Fair</b> from 10:00 to 4:00 - DFA will have a table. Volunteers required for refreshments.</p> <p><b>Wed. 6<sup>th</sup> Nov.</b> Health &amp; Wellbeing starts in main hall – going forward it will be good to have a volunteer supporting the event so that our members / carers access it too.</p> <p><b>Sat.9<sup>th</sup>/Sun.10<sup>th</sup> Nov.</b> Remembrance Weekend - AODS stage set up and ATC undertaking Remembrance event – DFA volunteers not available this weekend to help – so ATC aware that they will need to let themselves in and out of building. Wreaths will be stored in lower room from Friday afternoon for the Sunday event.</p> <p><b>Nov 11<sup>th</sup></b> - Monday at 11 am – British Legion will be at Cairn ? put some chairs out so that members can watch too. Invite British Legion for tea/coffee afterwards.</p> <p><b>Thurs. 14<sup>th</sup> Nov.</b> Remembrance Day for us at Thursday meeting – we will celebrate with the group. Harry booked to play trumpet and Sarah the Anna Chaplain will be leading the meeting.</p> <p><b>Wed.20<sup>th</sup> Nov.</b> – Armed Forces Stakeholder meeting to be held at AAR – it's 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>Wed.20<sup>th</sup> pm</b> – Talk to Parkinsons Group about range of physical activity sessions</p> <p><b>Fri. 22<sup>nd</sup> Dec – Yuletide Festival.</b> 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. DB/LB/SG volunteered. Session will finish ? after lunch to set up – need to check with council re access for cars that day.</p> <p><b>28<sup>th</sup> Nov.</b> Celebration / Christmas Gathering for volunteers. DP to organise drinks &amp; nibbles.</p> <p><b>11<sup>th</sup> Dec.</b> ? Trip to Hinton Ampner- date TBC – poster out – members signing up – minibus booked</p> <p><b>13<sup>th</sup> / 20<sup>th</sup> Dec</b> - Open Access Arts - Sharing Events</p> <p><b>14<sup>th</sup> Dec.</b> Christmas lunch for members. Emma (lady who did catering for Newbury Quiz) to do catering. Simple menu proposed. Members to contribute £5.00 each towards costs.</p> <p><b>Advanced notice of dates for 2025:</b>          Holybourne theatre dress rehearsal outing – evening of <b>Thursday 23<sup>rd</sup> January</b>          ? Demfest / Dementia information day – <b>Wednesday 21<sup>st</sup> or Friday 23<sup>rd</sup> May</b> TBC          A list of all extra events where volunteers will be needed to be put up on wall in Lower Room so that people can sign up to help</p>	<p>ALL</p> <p>Karen helping on first day</p> <p>Craft team / DP away AH and team</p> <p>AH</p> <p>GG Deb B./Lyn B./Sarah G.</p> <p>Karen Debbie P.</p> <p>?helpers please</p> <p>ALL? Karen / DP ? others</p> <p>Karen</p>

10	<p><b>Marketing strategy review:</b></p> <p>As a new leaflet is being created for the Centre as a whole, the quarterly Newsletter will be reduced to a single sheet. Volunteer required for keeping the information hub tidy.</p>	<p><b>Karen Linda R.</b></p>
11	<p><b>Assembly Rooms development update:</b></p> <p><b>Building Works / CIL Funding</b> – Phase 2 to commence soon. KM to remind people when builders are coming into the premises by use of a whiteboard. The only remaining item from Phase 1 is to install the pull down door for the kitchen; this will be happening soon. Secondary glazing to start in January; installation will take a day for each window. CCTV to be upgraded.</p> <p><b>Venue Hire / Marketing</b> – Karen and Dione currently working on this – but volunteer / staff needed to take forward in due course. New Centre leaflet has information re venue hire.</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>Licence to Occupy for Primary Care Network</b> – Working well – and management team will move into the back office while the CIL work being undertaken – Licence still to be signed.</p>	<p><b>Karen</b></p> <p><b>Karen do flyer Linda R.</b></p>
12	<p><b>AOB</b> – Nothing was reported therefore the meeting was closed at 8:05pm.</p>	
13	<p><b>Date of Meetings for 2025 – all 6-8 pm at Alton Assembly Rooms:</b></p> <ul style="list-style-type: none"> <li>• Wednesday 22<sup>nd</sup> January 2025</li> <li>• Wednesday 30<sup>th</sup> April 2025</li> <li>• Wednesday 16<sup>th</sup> July 2025</li> <li>• Wednesday 15<sup>th</sup> October 2025</li> </ul>	