



## Dementia-friendly Alton (Charity No 1202095)

### Open Meeting MINUTES

Wednesday 17 April 2024  
1800-2000 at Alton Assembly Rooms



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)            Janet Dunkley (JD) Admin            Debra Balmer (DB)            Becky Shaylor (BS)            Karen Hirst (KH)</p> <p><b>Apologies:</b>            George Longlands (GL)            Diane Bizley (DB)            Judy Aiken (JA)            Sarah Westbrook (SW)            Trish Harding (TH)            Lyn Baines (LB)            Debbie Parr (DP)            Katt Nottridge (KN)            Janice Atkins (JA)            Rita Farrin (RF)            Jane Ward (JW)            Kevin Oliver (KO)            Dione Watson (DW)            Geoff Goodall (GG)</p> <p><b>Welcome:</b> three new volunteers: Karen Hirst, Becky Shaylor and Debs Balmer.</p> <p><b>Farewell:</b> N/A</p>	
2.	<p><b>Notes of last meeting, 26 February 2024</b>  <b>Matters arising</b> – Newbury Building Society Quiz was postponed due to ill health and will be b/f for future planning.- STOP PRESS Prov date of 19/20<sup>th</sup> July being considered</p>	

3.	<p><b>Finance report:</b> The Trustees met last week and went through our income spending. Everything is looking very healthy financially and there are no concerns.</p>	
4.	<p><b>Assembly Rooms Update</b></p> <ul style="list-style-type: none"> <li>- <b>Plans for refurbishment</b> – Phase 1 nearly complete. Repairs to water damage on flat roof above Gents loos (insurance claim) are outstanding which affects other jobs being finalised. <u>Future thoughts for our spending include:</u> Secondary double glazing, money for cinema equipment, lighting, etc. Decoration of other areas. Fitting out Therapy Space – due from CIL application in July/Aug 2024 Possible funds to acquire for: To retro-fit the heavy entrance door to a powered version To put in a lift for getting a wheelchair up onto the stage</li> <li>- <b>AODS</b> – KM outlined their current set up at AAR.</li> <li>- <b>Bookings plan &amp; Hallmaster</b> – bookings are currently being received via the AAR website. DW currently managing bookings. KM compiling our <u>AAR / DFA ‘Bible’ / Venue Guide</u> to help us deal with enquiries on both; open up/close down procedures, be a front of house overseer (for which more volunteers are necessary)</li> <li>- <b>Caretaking and front of House</b> – weekend and event cover is needed so we are looking to employ a caretaker soon.</li> <li>- <b>Licensing</b> – we have already used our Alcohol Licence (held by KM). DP &amp; JA to run bar in KM absence. For members of the public, we will be asking them to get their own temporary licence.</li> <li>- <b>New programme from April 2024</b> – as detailed on the back of our Newsletter. All going well but there will be some revisions; holding back on the evening events until it is warmer (20 May for the dancing and after ‘Legally Blonde’) Creative Book Writing Club has not had a good take-up so holding on that for now. Creative sound machine is being postponed on Tuesdays. We won’t be sending out a revised Newsletter but will be updating it on the website and in The Altonian.</li> </ul>	
5.	<p><b>Events Held:</b> Open Day April 5<sup>th</sup> – a huge success throughout the day. (Friday 13<sup>th</sup> April, Newbury Building Society (our partners) Quiz fundraiser was postponed. A new date is currently being sought - possibly 19/20th July</p> <p><b>Events to come:</b> May 11<sup>th</sup> Party at AAR to celebrate ourselves – a pot-luck party for all our DFA volunteers – because we deserve it! KM also celebrating a certain Birthday milestone. KM organising the music. May 17<sup>th</sup> during Dementia Action Week (13-19<sup>th</sup>) – mini DemFest.</p>	Put the date your diaries

	<p>Plan to have awareness sessions, showcase our activities including stands for social prescribers, legal attendance, etc (June 7<sup>th</sup> DemFest Petersfield has been postponed to October)  June 8<sup>th</sup> Party in the Park – Animal Theme – who can attend? – DB can be there – will do animal teddy tombola  June 12<sup>th</sup> Wednesday (carers week this week) hold Tea Dance  June 23<sup>rd</sup> Victorian Cricket Match – DFA to have a stall – Debbie Parr covering Teddy Bear Fair that day – who can help at the cricket – please RSVP  July 5<sup>th</sup> Arts Festival starts (5<sup>th</sup> July for 10 days) with 3 major events here at AAR  July 6<sup>th</sup> we will have showcasing stall in the Arts in the Park (July 6<sup>th</sup> Flourish will be cancelled as we have our 10<sup>th</sup> DFA Birthday celebrations/Tea Party)  July 7<sup>th</sup> Thank you day – SW to showcase DFA on her stall</p>	<p>KM - poster</p> <p>Volunteers please for all these events - RSVP</p>
6.	<p><b>Volunteer strategy:</b> Recruitment, Induction, Training –</p> <p>Opportunities for new roles:</p> <ul style="list-style-type: none"> <li>- We need an Event Coordinator – suggestions/offers welcomed</li> <li>- We need a Thank You card writer (DB kindly volunteered)</li> <li>- We need help with our PR – writing press articles</li> <li>- We need help rolling out the Information Hub to be developed in AAR Foyer and keeping on top of leaflet stocks. We do have grant support available for some resources.</li> </ul> <p>Please consider whether you could help with these or know somebody who might be.</p>	DB/KM
7.	<p><b>Marketing strategy review:</b> – Website update / Newsletter &amp; distribution / Leaflet revision / Weekly facebook posts / Noticeboard posts Information Hub</p> <p>Website needs updating/contact details updating/ facebook etc</p> <p>Our DFA logo has been revised and agreed by our DFA Trustees and will be launched shortly, possibly at our 10<sup>th</sup> Birthday celebrations. Our DFA bus is being side-lined into child-based projects. KM shared the updated logos based around a forgetmenot flower and the sun, in blue and yellow, with the meeting. New logos appended to these Minutes.</p>	KM/JD
8.	<p><b>IT / Lamplight update:</b></p> <p>This is being used reasonably well and data is being input / output used. We are still not on top of this however.</p>	
9	<p><b>Due Diligence Day</b></p> <p>Registration form has now been updated, but GDPR, photo consents, safeguarding policies is still being worked on. Once completed they will be displayed on the website.</p>	KM

10	<b>Review organisation structure</b> Draft to be shared when Minutes of this meeting are sent out. Comments to Karen / Janet please	KM
12	<b>AOB:</b> Cleaner trial has not proved successful and cleaning is currently being undertaken by ourselves. We are still in need of a cleaner but possibly the new Caretaker could take this on as part of the job description. Becky (BS) currently assessing our Food Hygiene situation. We will be putting into force weekly check lists / rotas.	BS/KH/KM
13	<b>Date for next Open Meeting (All Staff and volunteers) –</b> Wednesday 19 June 6-8 pm at Alton Assembly Rooms (following on from the Trustee meeting 9-10 am on Thursday 6 June).	

Appended to Minutes:

1. DFA Organisation Structure Chart
2. Copy of New Logos = Trustees to review use of logos on June 6<sup>th</sup>



The Queen's Award  
for Voluntary Service

# Dementia-friendly Alton

Charity Number - 1202095



**NEW** Programme for Dementia-friendly Alton  
Commencing - April 2024

[www.dementia-friendly-alton.org.uk](http://www.dementia-friendly-alton.org.uk)

Call for more information 01420 551455

Day Time	MON	TUES	WED	THURS	FRI	SAT	SUN
1000 - 1100	Tea and chat every weekday – Pop in for a cuppa & catch up with the team and other members before the sessions start					First Saturday of the month join us at Alice Holt for Flourish in the Forest - See website for details 1030 - 1530	Once a month join the open dance session with the Dance Sanctuary
1100 - 1300	Creative and Curious	Fit Steps with Glenda 1100-1200 LivDem Group Session 1200-1300	Memory Lane (Crafts/Chair Exercise/Tai Chi/Reflexology)	Health Walk starts at 0930 Bocce & Games Zumba Gold @1130	Music Café / Dementia Choir till 1230		
Friendship Lunch – join with friends for Group Lunch session – or nip into Town for a lunchtime treat							
1330 - 1530	Love to Move / Memory Box Horti @ Sensory Garden	Open for drop in / advice Horti @ Assembly Rooms	New Age Kurling (Intergenerational) & Horti at Town Park / Train Station	Heritage and Culture Club & Horti @ Allotment	Grand Tea Dance in the Ballroom		
<b>Late afternoon / Early evening sessions</b>							
Times vary	6-7 Scottish or Circle Dance From 20 <sup>th</sup> May 2024		4.30 – 5.30 Yoga with Sue Tupper	6-7 Line Dance From 23 <sup>rd</sup> May 2024			

**All sessions held at Alton Assembly Rooms  
NEW Meeting Centre - Dementia-friendly Alton  
Centrally located in Alton High Street, GU34 1BA  
Easily accessible with 'drop-off bay' outside  
venue & three car parks within walking distance**





