



Dementia-friendly Alton (Charity No 1202095)

Open Meeting MINUTES

Monday 18 December 2023
1615-1830 at Edgar Hall



Item		Action
1	<p>Present / Apologies / Welcome to new volunteers/ Welcome to new staff for Meeting Centre / Farewells</p> <p>Present: Karen Murrell (KM) Geoff Goodall (GG) Anne Heath (AH) Debbie Parr (DP) Janet Dunkley (JD) Admin</p> <p>Apologies: 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) Keith Snelling (KS) Jane Ward (JW) Kevin Oliver (KO) Dione Watson (DW)</p> <p>Welcome: to Karen who came for an introduction this morning.</p> <p>Farewell: N/A</p>	
2	<p>Notes of last meeting, 23 October: Taken as read as no comments or responses received.</p>	
3	<p>Finance report: Finance report: On track with no concerns. There is £45,444.91 currently in the bank.</p>	

	<p>Funding update ATC Reserves – some money left we are likely to spend furnishing AAR CIL - to be reworked to make a case from the AH/AAR transfer Screwfix - £5k awarded, awaiting confirmation we can transfer from EH to AAR Climate Fund - £2.6K and again, awaiting transfer agreement Hall and Woodhouse - to be spent on Warm Winter supper and other music events. EHDC Community Grant - need to spend by end March 2024 Meeting Centre - jogging along nicely Victorian Cricket – spend on tea and chat drop in at AAR Peace Walk donation yet to be received Resurrection Furniture - £1k for volunteer training & recruitment – to be presented at Winter Warmer supper Haskins - 1/3 allocation spent to date, aiming to carry on for another year, at least Grant from ATC for building work – granted £45k plus 10% contingency to go towards AAR refurbishment.</p> <p>Power of Music – Bidding for £7k to support music over next 3 years and/or funding to support younger people with Dementia JustGiving & QR Code – Scan Link now on website for donations Hampshire Activities Bid - KM has just submitted a Bid for £55k</p>	<p>JW</p> <p>KM to update Haskins</p> <p>KM to apply</p> <p>KM/DW</p>
<p>4</p>	<p>Edgar Hall / Assembly Rooms Update: Transition from EH preparations ongoing. <u>AAR</u> All our ‘ducks are set up in a row’ and we expect to sign the Lease next week. Plans to refurbish – we have funds to decorate downstairs; kitchen, toilets – between January and March 2024. Plans for dressing rooms / back area will be part of CIL £305K Grant, also possibly roofing costs. Lighting plans under review – discussions with AODS ongoing. There are some drainage problems on site – ATC/EHDC/HCC aware. Stair lift to be installed (@6K</p> <p>A Bookings system called Hallmaster is being set up with all 2024 bookings on it already. Licences to Occupy for the Dance School, AODS, Jujitsu and Wey Valley Radio on force. ATC grant of £8k to manage the building will go towards a caretaker and front of house position – so we are currently signing up to a Payroll system KM (the designated person) is currently applying for Personal Licence for the property. Plan of activities being put together, ideally with a paid member of staff managing/having a presence pending Grant Funding</p>	<p>KM to check Fire Exit Access/Parking With ATC</p>

	<p><u>New Daily / Weekly Activity Plan:</u> 10 am - tea & chat 11-1 Activity Tuesday – early-onset day / possibly Fit Steps / creative music experience / Music Choir / more challenging Craft Session with DP. Yoga evening. Wednesday – as usual noting Wednesday afternoons - New Age Curling including the children in the Main Hall & in the other room, Table Top Horticulture Thursday – WalkFit will join tea & chat Thursday afternoon – Cultural Day / Legions / Educational/Curtis Museum etc Fridays as usual 1-2 lunch break (Peter will continue with Wednesday lunches) Fridays – walk to Campbells for Fish & Chips</p> <p><u>Gardening Projects:</u> New AAR gardening Allotments will continue Wednesday afternoons Tabletop Horticulture Community Centre gardening Town Park – well established now so could visit alternative Mondays Possibly Railway Station garden support in exchange for Logo visibility</p>	
<p>5.</p>	<p>Events Held: Volunteer event (27/10) at Alton College went very well. Sage House visit (15/11) went well. Very inspirational. Shadowing possible. Yuletide festival (24/11) went well. Pumpkin Pantomime (12/12) phenomenal, hilarious for all. Christmas Party (16/12) great fun. Next year do chez nous at AAR plus partners.</p> <p>Events to come: Members Christmas Lunch and Gift giving (20/12) The Big Clear up (27th – 30th Dec & 2-4 Jan; 6-7 Jan) – Volunteers please Consultation Saturday 13/1 (AM / PM) Winter lunch 12- 2 (13/1) Volunteer training (14/1)</p>	<p>KM KM/DP</p> <p>KM to pack</p>
<p>6</p>	<p>Volunteer strategy: Recruitment, Induction, Training – update re plans and prep for Jan 2024</p> <p>B/F</p>	
<p>7</p>	<p>Marketing strategy review:</p> <p>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</p>	

	<p>Newsletter & distribution – now a one-sheet summary which continues to work well</p> <p>Meeting Centre leaflet – this could now be revised</p> <p>Weekly facebook posts – regular and informative posts undertaken by KM</p> <p>Noticeboard posts – most up-to-date version of our calendar is always on the EH whiteboard</p>	
9	<p>IT / Lamplight update:</p> <p>Training on track with more planned for the New Year.</p>	
10	<p>Backlog items:</p> <p>GDPR policy and forms to make sure we are compliant.</p> <p>New email addresses are a work in progress</p> <p>Agree photo policy – to be done</p> <p>Storage – our google workspace we can share</p> <p>Gift aid – DW working on</p> <p>Amazon Wish List – to be revised, now that we are a Charity</p>	
11	<p>AOB:</p> <p>Nothing raised.</p>	
13	<p>Date for next Open Meeting (All Staff and volunteers) – Monday 26th February 4 – 6 pm at Alton Assembly Rooms (following Trustee meet 9-10am on 21st February).</p>	