



## Dementia-friendly Alton

(Charity No 1202095)

### Open Meeting MINUTES

**Wednesday Monday 4 September 2023**  
**1615-1830 at Edgar Hall**



Item		Action
1	<p><b>Present:</b> Karen Murrell (KM) Anne Heath (AH) Trish Harding (TH) Janet Dunkley (JD) Admin Dione Watson (DW) Geoff Goodall (GG) Judy Aiken (JA)</p> <p><b>Apologies:</b> Keith Snelling (KS) (currently off sick) Lyn Baines (LB)</p> <p><b>Welcome:</b> To new volunteers: Janice Atkins who is currently helping on Monday craft sessions George Longlands who in addition to doing our Walk Fit sessions is now volunteering with us</p> <p><b>Farewell:</b> Deborah Grant, our previous Fund Raiser (and Trustee). Signed Farewell and Thank You card being circulated.</p>	
2	<p><b>Notes from last meeting – Matters arising:</b></p> <ol style="list-style-type: none"> <li>1) Minutes of AGM 21<sup>st</sup> June 2023 have been circulated. No comments.</li> <li>2) Matters arising: CIL outcome – £305,000.00 – The Bid was successful, which is great news.</li> </ol>	
3	<p><b>Finance report</b></p> <p>DW shared our current balance of £49,000 half of which is the National Lottery Meeting Centre funding, the rest being spread across other projects. We are currently underspent on Flourish so hope to extend this/fund extra days, being a very well attended and successful project.</p> <p>£5000 received from Screwfix through DFHampshire (building related) to be spent by March 2024 – exact use TBC once venue decision made (see Item 11)</p> <p>Possible plans for the Uttley Foundation £1k bid (singing) and £1k for the Hall and Woodhouse Grant (gardening tools) won't necessarily be spent as</p>	

	<p>predicted and may be used on a Musical Therapy-related project with help from Paul.</p> <p>Outcome from Alton Victorian Cricket and PEACE Walk still unknown but we should hear in the next month. No restrictions on how the monies for both these should be spent, which is good news.</p> <p>The recent Forget-me-not Walk and Service generated £846.</p> <p>We may contact Councillor Graham Hill for a £1k donation, possibly to be used for an updated Social Prescriber's booklet printing, if required or on resources on helping people to monitor their own health &amp; well-being.</p> <p>The End of Year accounts are available for all to view, if interested contact DW direct.</p> <p>There may be 'legal' pots of money to assist people access benefits and monies that might be available to them. KM liaising with local solicitors who may apply s the lead for such an initiative.</p> <p>AH suggested local solicitors would be appreciated at a Flourish session (? Over winter) as there are members who attend who could benefit from this.</p>	<p>KM to ask if JCSolicitors might turn up for a one-off help session at Flourish in the Forest.</p>
<p><b>4</b></p>	<p><b>Review / agree organisational chart for our first year as a Charity</b> KM circulated the current 'draft chart' and invited comments.</p> <p>A Volunteer social 'event' was again suggested, and it was agreed regular events should take place.</p> <p>We are putting on a Yoga session one evening a week for volunteers / carers to attend here at Edgar Hall. Sue Tupper will deliver this, starting Tuesday 17 September from 6-7pm.</p> <p>We also have support from Energique to use their facilities/share their sessions- will explore this option for the new year as so far we have not used this.</p>	<p>Feedback to KM</p> <p>DW to liaise re when /what KM to share details/check number restrictions</p> <p>ALL</p>
<p><b>5.</b></p>	<p><b>Review past / agree future meeting Schedule:</b> Events Held – Watercress Line (22/6) – very successful event PEDALL x 3 (July &amp; Aug) – 3 great sessions have gone ahead Havant Festival (16/6) – we attended and it was interesting to see Dementia Awards (13/7) – we attended and enjoyed the opportunity ForgetMeNot Walk &amp; Church Service – a successful repeat of member led local events with great awareness raising</p> <p>Meeting Centre opening (5/07) – all going to plan with targets being reached. GG fed back the small but cohesive team is working well, as were in particular the increased Tea Dance sessions.</p> <p>Local Care Homes could take better advantage of what we are offering. DW suggested Councillor Grant/funding to help with transport to enable better attendance by those unable to get there.</p> <p>We are delivering 'Love to Move' sessions at the local Community Hospital already (rather than the planned 'Meeting Center at Home' sessions that were outlined originally).</p> <p>Sessions at both Orchard House and Marfield are also being planned. Willow Court could also be considered along with all other local care homes.</p>	<p>KM/DM to report back</p> <p>KM to consider/ask GH</p> <p>KM following up</p>

	<p><b>Events to Plan</b>  Lepe events x 4 (14 &amp; 28/09, 12 &amp; 26/10) for gardening-based activities as part of the PACE programme</p> <p>Volunteer event 27/10 at Alton College, which we shall be attending. Currently addressing the procedure going forward</p> <p>Yuletide festival (24/11) – indoor pitch at the Assembly Rooms (2 tables booked)</p> <p>Dementia-friendly Pantomime (12/12) – 80 spaces @ £5 per head, currently at the Forest Centre in Bordon, but might work better in Alton.....</p>	<p>KM drafting programme and booking in members</p> <p>DP/KM/JD to attend</p> <p>KM – ? 2<sup>nd</sup> minibus?</p>															
6	<p><b>Volunteer strategy:</b> Recruitment, Induction, Training – update re plans and prep for 27<sup>th</sup> October</p> <p>DP, KM and JD to meet tomorrow to draw up a plan for future recruitment in preparation for the event. New / clearer roles to be identified ie Volunteer sought to co-ordinate our regular external events.</p>	<p>DP/KM to circulate after</p>															
7	<p><b>Update / Future planning for sessions / ? introduce Tea and Chat</b></p> <p>Currently:</p> <table border="1" data-bbox="217 909 1326 1435"> <thead> <tr> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> </tr> </thead> <tbody> <tr> <td><b>AM</b> - 10.30-12.30 Creative and Curious continues – continue to liaise with Allen Gallery</td> <td><b>AM</b> No session ? To introduce Advice session – am</td> <td><b>AM</b> Memory café continues at ACC – rename Alton Meeting Centre staffed by Geoff Goodall Meeting Centre Manager</td> <td><b>AM</b> PACE Project Walk 0930 Skittles etc 1030 – 1200</td> <td><b>AM</b> 10.30 – 1215 Music Café continues to introduce options for lunch</td> </tr> <tr> <td><b>PM</b> - 2-4 Sensory Garden</td> <td><b>PM</b> (6-7) ?possible Carer/Volunteer YOGA session</td> <td>Kat and Lianne seconded Meeting Centre at Home – Livvy and Beth Community Hospital / Orchard House ? Marfield</td> <td><b>PM</b> Allotment to move here in future plus ? Legions to remain</td> <td><b>PM</b> Activity and exercise plan introduced alongside fortnightly Tea Dance Meeting Centre and advice clinic</td> </tr> </tbody> </table> <p>We hope to introduce Tea &amp; Chat sessions, possibly using remaining EHDC funding - giving advice, help and support for Carers. We also need a Front of house person in addition to extra admin help.</p>	Monday	Tuesday	Wednesday	Thursday	Friday	<b>AM</b> - 10.30-12.30 Creative and Curious continues – continue to liaise with Allen Gallery	<b>AM</b> No session ? To introduce Advice session – am	<b>AM</b> Memory café continues at ACC – rename Alton Meeting Centre staffed by Geoff Goodall Meeting Centre Manager	<b>AM</b> PACE Project Walk 0930 Skittles etc 1030 – 1200	<b>AM</b> 10.30 – 1215 Music Café continues to introduce options for lunch	<b>PM</b> - 2-4 Sensory Garden	<b>PM</b> (6-7) ?possible Carer/Volunteer YOGA session	Kat and Lianne seconded Meeting Centre at Home – Livvy and Beth Community Hospital / Orchard House ? Marfield	<b>PM</b> Allotment to move here in future plus ? Legions to remain	<b>PM</b> Activity and exercise plan introduced alongside fortnightly Tea Dance Meeting Centre and advice clinic	<p>Suggestions for volunteer candidate?</p>
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8	<p><b>Marketing strategy review – Website update / Newsletter &amp; distribution / Leaflet revision / Weekly facebook posts / Noticeboard posts</b></p> <p>Weekly activity poster is now a permanent addition to newsletter and is not date specific – more detail re actual focus / theme / musician each week is posted on noticeboard at Edgar Hall and ? Community centre to keep everyone UpToDate with current sessions</p> <p>ACTION, please for all volunteers to look at our DFA website and feedback observations/improvements to DW. Website then to be re-vamped accordingly.</p>	<p>FEEDBACK please how this is going</p>															

<p><b>9</b></p>	<p><b>IT Review – overview of plans: Website / Facebook / Lamplight / new emails to come:</b> Our telephone number here at EH is 01420 551455.</p> <p>Lamplight is our new database / information server is nearly finalised. First training session will be Monday 2 October from 2-4pm. KM, DP, TH &amp; GL are suggested for this. Ultimately all volunteers will be able to log on and access this new system.</p> <p>New DFA email addresses will be upcoming within near future. DP cautioned people may not read these ‘on the system’ emails. It was agreed that auto-forwarding to personal email address may be useful.</p>	
<p><b>10</b></p>	<p><b>Agree photo policy / storage / GDPR policy and forms for Lamplight set up:</b></p> <p>As part of storing volunteer and member registration details and input on our new system, we need to put into effect and update our current ‘Consents’ form.</p> <p>KM will be attending a GDPR training course, DW agreed payment.</p>	<p>KM / Trustees to finalise</p>
<p><b>11</b></p>	<p><b>AOB – Update on Edgar Hall (Partnership with AMS / CIL)</b> Alton Assembly Rooms are being considered as an alternative permanent DFA venue update because: EHDC Planning Permission may not be possible on EH (despite £305K available to spend) and/or possible restrictions. Acoustics impacted by sharing the building with AMS have been more of a problem than anticipated. Concerns have led us to look at alternatives. ATC advised that the Assembly Rooms could become available, which has led us to consider expressing an interest for this. This would make a very well-placed alternative for us, taking it on as Managers of the building, retaining existing Rental users / sitting tenants. Peppercorn rent. We would have to pay (expensive) utilities / which could be offset by rental agreements. DW has undertaken a feasibility report and confirms this would be viable. We would have no financial responsibility for structure of the buildings. 3 parking spaces would be included in the Quadrangle in the arrangement. We could seek to request additional Blue Badge parking nearby. There is potential to install a lift to improve accessibility of upstairs. Full ATC Council meeting outcome awaited early this month (voting 6 September). AMS are aware of this situation. Those present discussed the pros and cons of both premises, noting EH was more ‘homely’, and this would need to be replicated, also that were we to stay at EH then acoustics/sound proofing would need addressing and also segregating from AMS and their facilities.</p> <p>Volunteers wishing to ‘check out’ AAR as a venue could view the Assembly Rooms as this Friday/Saturday during the Neighbourhood plan events - Friday 8th Sept – 3 – 7 pm &amp; Saturday 9th Sept – 10:00am to 1:00pm</p>	
<p><b>13</b></p>	<p><b>Date for next Full Committee Meeting – Wednesday 25<sup>th</sup> October from 4-6 pm at Edgar Hall or alternative venue (Trustee meet ?18<sup>th</sup> October time TBC)</b></p>	<p>KM to confirm</p>