

Parkinson's UK

Barnsley and District Branch

Minutes of committee meeting held on 11th July 2023

Present

Terry Kendall, Kathie Sharman, Philip Thompson, George Spencer, Ken Booth, Doris Wragg, Rose Crawley.

1. Welcome

Terry welcomed everyone to the meeting.

2. Apologies for absence

Apologies were received from Ann-Marie Sephton.

3. Minutes of the meeting held on 13th June 2023

The minutes of the meeting held on 13th June 2023 were agreed as a true record.

4. Matters arising

- (a) The member who had expressed an interest in the Assistant Treasurer post has not yet been in contact with George but may be at the next branch meeting.
- (b) Terry circulated a suggested draft wording of explanation regarding high levels of cash in the bank which could be included when applying for funding. Rose has checked with other groups and they have not come across any problems. Philip reported that he had recently received an invitation from BCVS to attend a 'Meet the Funder' event, the funder being the National Lottery. They are going to change their policy to three stages, the first stage being to answer the questions on the application form and give details of the organisation; if they are satisfied with this the second stage will be to consider the application, which may be followed by phone calls, and the third stage will be the outcome.
- (b) There has still been no response from the hospital to the letter regarding getting medication on time. Terry has sent a reminder to the Chief Executive asking for a response but has received an out-of-office reply saying he is away for a fortnight.
- (c) Terry reported that the person he had previously dealt with at the Emmanuel had now left and he had spoken to her replacement, who is new to the organisation. She was not aware of our query regarding paying someone to set up the room but will raise the issue with her superiors and get back to Terry.
- (d) Joseph at Crossroads has not yet got back to Terry regarding meeting the manager of Cloverleaf.

- (e) Terry has sent the revised information leaflet to Comtec for printing and has asked for 1,000 copies.
- (f) The Holiday Inn and Bannatynes are both available on 2nd November for the Carers' Day. It was agreed that Philip would go ahead and book them.
- (g) Terry has prepared posters advertising the Coffee Morning at Mapplewell on 29th July. George agreed to organise the tombola stall and Rona has volunteered to take the money. George already has some tombola prizes but Doris will contact Tesco to ask if they can provide any more.

5. Rose's updates

- (a) Groups' finances need to have a clear audit trail. Money from events needs to be paid in before being paid out.
- (b) Contracts can now be done for three years unless there are any significant changes.
- (c) Rose will put the Branch's vacancies on the PUK website and will also arrange for the media team to circulate the vacancies to the press in the area. Terry is considering putting something in the vacancies section in the BCVS newsletter but needs to be clear what we want. Philip will contact the Council with a view to the vacancies being mentioned at the events held for staff who are nearing retirement.

6. Chair's report

(a) The exercise class going forward

Terry reported that going forward, he was looking for a team of at least four people to form a rota to coordinate the exercise class. He and Ann-Marie were happy to be part of the rota team. Doris indicated she would also take part, but needed instruction as to what that entailed. George still wants to be in the background and will come in to fill the gaps if anyone on the rota needs time out.

7. Treasurer's report

Kathie circulated the bank statement as at the end of June which showed a total adjusted cash and bank balance of £40,318.18. The card reader was used at both the plant sale and the trip. Invoices and volunteer's expenses are now being paid by bank transfer.

Rose will contact the Treasury team to ask when interest on the bank account will be paid.

8. Secretary's report

Doris has submitted an application for a tin collection at the Wombwell Lane Tesco for the September/October period.

9. Service Development report

40 people attended the visit to Cleethorpes. It was deemed a very successful, enjoyable event.

Terry circulated a document showing the Branch's events from July to the AGM in February.

Terry is attending the Physios' monthly staff meeting on 14th July to talk to them about what the branch does as they are interested in knowing how to signpost people to us.

We will have an information stand at the Gala in Locke Park on 13th August.

Terry has asked the RSPB to provide a guide for the walk round Old Moor on 28th September.

Terry has received an email from the hospital inviting him to a meeting on 17th July to discuss Ward 37. Alternatively comments can be sent to the hospital so Terry has forwarded the email to Ann-Marie to see if she has any comments.

10. Fundraising report

Philip thanked members of the committee for helping at the plant stall in Locke Park and said he was delighted at the number of members who came to the stall.

Philip has contacted the football club regarding a bucket collection and has given them a list of our preferred matches.

11. Assistant Treasurer's report

Exercise class

	<u>1st class</u>	<u>2nd class</u>
5 th June	7 pwp 4 carers	8 pwp 5 carers
12 th June	8 pwp 5 carers	9 pwp 5 carers
19 th June	7 pwp 4 carers	5 pwp 3 carers
26 th June	8 pwp 5 carers	11 pwp 7 carers

Respite care

Cost per hour is now £20.

Carer at branch meeting 2¾ hours - £55. 8 people took 4 hours - £640, 3 people took 2 hours - £120.

Total for June - £815

12. Membership Secretary's report

Doris reported that there were 149 members on the latest list but although Ann-Marie had informed the Membership Section that two people need taking off the list they are still on and this has been a recurring problem. Rose said she would contact the Membership Section to resolve the issues.

Also one member has just passed away so the number of members is about 146.

13. Webmaster's report

Ken will include an item on the website under 'Stop Press' regarding the branch's vacancies.

Maxine has now activated the Facebook page so that she can put information on as well as Ken.

Ken volunteered to take on the role of Research Champion since he receives emails regarding research and is already registered with the Research Interest Group. Rose agreed to inform the Research Group.

14. Any other urgent and relevant business

No items.

15. Date of next meeting

The next meeting will be held on Tuesday, 8th August at 7.00 p.m.