

Parkinson's UK

Barnsley and District Branch

Minutes of committee meeting held on 9th May 2023

Present

Terry Kendall, Ann-Marie Sephton, Kathie Sharman, Philip Thompson, Doris Wragg.

1. Welcome

Terry welcomed everyone to the meeting.

2. Apologies for absence

Apologies were received from Rose Crawley, George Spencer and Ken Booth.

3. Minutes of the meeting held on 11th April 2023

The minutes of the meeting held on 11th April 2023 were agreed as a true record subject to:

“... the PUK challenge for WPD to raise 1,000 ‘stand and sit’ exercises country wide” being amended to read “... the PUK challenge for WPD to raise 1 million ‘stand and sit’ exercises world-wide.”

“... some of our accounting practices will need to change in order for there to be a clear audit trail of our income and expenditure” being amended to read “... we need to ensure that there is a clear audit trail of our income and expenditure.”

4. Matters arising

- (a) Ann-Marie reported that she had emailed PUK asking how we go about ordering a stand-alone SumUp card reader but had not received a reply. She will send a further email pointing out that we are hoping to have the card reader for the plant sale on 11th June.
- (b) Terry referred to the note he had circulated at the last branch meeting asking for volunteers to fill the post of Assistant Treasurer once George has stepped back and other committee vacancies. One member had expressed an interest in the Assistant Treasurer post so Terry had introduced her to Kathie and George for further information.
- (c) Rose has not yet got back to Terry regarding how we can approach future funders, given we now have what appears to be a very healthy bank balance.
- (d) A member of the Campaigns Team is putting together a draft letter to the hospital regarding getting medication on time for signature by Tracy Westgarth and Terry.

- (e) Terry has now been contacted by the RSPB and Terry and Philip are meeting with them at Old Moor on 23rd May.
- (f) Terry has completed the revised SLA form in respect of respite care which expires in June. The revised form only needs signing by the service provider and does not need to be signed by Head Office. It only needs completely re-issuing if there are significant changes such as an increase of more than 10%. The master copy to be retained by the branch, a copy to be sent to Rose for her records.
- (g) Terry has contacted Carolyn regarding the increasing number of people who have been referred to Crossroads for respite care without approval having been obtained from the branch. Carolyn confirmed that she had been referring people directly but will now refer them to Doris who will send them an application form.
- (h) Terry has contacted the Emmanuel to ask if we can pay for someone to set up the room. They agreed to raise the issue at their management team meeting and report back.
- (i) Joseph at Crossroads has not yet got back to Terry regarding meeting the manager of Cloverleaf.

5. Rose Crawley update (Terry)

150 buildings were lit up across the country for World Parkinson's Day.

6. Chair's report

(a) Newsletter print run

It was agreed that we would order 150 newsletters next time.

(b) Information leaflet – update

Terry will update the information leaflet and send a draft to Comtec.

(c) Carolyn Turton relocating offices

Carolyn has moved from the Apollo Medical Centre at Dodworth to Kendray Hospital, telephone number 644575.

7. Treasurer's report

The committee noted the bank statement as at the end of April which shows a total adjusted cash and bank balance of £41,437.87.

It was agreed that a meeting of the Finance Sub-Committee would be held on Thursday, 1st June at 11.00 a.m. at the Emmanuel to discuss the role of Assistant Treasurer now that George is stepping back. Terry will ask George to prepare a list of the duties he carries out.

8. Secretary's report

Doris reported that the application she had submitted for a collection at Penistone Tesco had been approved and we had been given a collection on Saturday, 27th May.

9. Service Development report

Terry reported that he, Ann-Marie and George had visited Cleethorpes and booked a meal at Papa's Fish and Chip Restaurant on the pier at 2.30 p.m. on 27th June. Permission has been given for the coach to drop off and pick up in the loading bay at the pier.

The visit to the September branch meeting of the PUK CEO, Caroline Russell, has been postponed into 2024, the actual date is yet to be confirmed. Instead, the Director of External Relations, Juliet Tizzard, will attend the September branch meeting.

10. Fundraising report

A coffee morning will be held at Mapplewell on Saturday, 29th July. Ann-Marie suggested that people could make a monetary donation instead of making cakes.

11. Assistant Treasurer's report

£94.94 was raised in the town centre on World Parkinson's Day.

Exercise class

	<u>1st class</u>	<u>2nd class</u>
3 rd April	3 pwp 1 carers	8 pwp 5 carers
17 th April	7 pwp 4 carers	7 pwp 4 carers
10 th April	No class - Easter	
24 th April	9 pwp 6 carers	9 pwp 6 carers

Respite care

Carer at branch meeting 2³/₄ hours - £49.50, one person took 2 hours - £36, 9 people took 4 hours - £648.

Total for April £733.50.

12. Membership Secretary's report

Ann-Marie reported that there were 150 members on the latest membership list.

Doris reported that she had been informed that two members had passed away and another member was in a care home.

13. Webmaster's report

No items.

14. Any other urgent and relevant business

No items.

15. Date of next meeting

The next meeting will be held on Tuesday 13th June at 7.00 p.m.