

Parkinson's UK

Barnsley and District Branch

Minutes of 'virtual' committee meeting held on 12th January 2021

Present

Philip Thompson, Terry Kendall, Kathie Sharman, Ann Marie Sephton, George Spencer, Sheila Ireland, Susan Grant, Ken Booth, Granville Dransfield, Doris Wragg, Rose Crawley, Bronia Warden

1. Welcome

Philip welcomed everyone to the meeting.

2. Apologies

There were no apologies for absence.

3. Minutes of the meeting held on 8th December 2020

The minutes of the meeting held on 8th December 2020 were agreed as a true record.

4. Matters arising not covered elsewhere on the agenda

- (a) Doris agreed to take on the role of link to receive enquiries from the national website.
- (b) Doris has received one or two phone calls thanking us for the vouchers and saying they enjoyed reading the December newsletter.
- (c) Philip has spoken again to the person who was looking for a volunteering opportunity but unfortunately he has declined as he felt it was too similar to the work he had been doing at the NHS.

5. Chair's report

(a) AGM

Philip referred to the draft AGM letter and attached documents previously circulated with the agenda.

Ann Marie has kindly agreed to take on the post of Membership Secretary vacated by Granville. Rose pointed out that Ann Marie could also continue as Vice Chair which she agreed to do.

Kathie and Susan will let Doris have their reports for the AGM by 1st March to enable the papers to be sent out before the deadline of 31st March.

(b) SYCF Covid Recovery Grant

Philip referred to the email he had sent to SYCF, previously circulated, explaining that it would not be possible to meet the deadline of 1st February for submission of the end-of-term report as the necessary invoices would not be available until after that date. Also he would not be able to complete some of the questions as the respite and counselling services are both provided on a confidential basis and participants are only identified by a code.

Kathie suggested that the grant term should be October to December rather than November to January as it would take longer to receive the invoices.

(c) SLA mid-term reviews

Philip has been contacted by the Hospice to ask if the mid-term review meeting could be postponed to the end of March as they are very busy and short-staffed. Philip has asked them to let us have the caseload report by 31st January for the mid-term grant report.

Philip has met Crossroads Care via Zoom and everything seems to be going satisfactorily plus they are not putting up their rates for next year.

It is felt that branch members are not as aware of the respite service as they were when we had our own local adviser. Another concern is that Sharon would prepare a spreadsheet of the numbers using the service and let us know if we were getting anywhere near the number which had been included in the spending plan. Under the present system when the national helpline refers someone to the local adviser team they do not let us know in advance. The only information which George receives from Crossroads Care is a number representing the person and the hours taken.

Rose said she had spoken to the local adviser team and had been informed that their information was that the service was run by Crossroads Care Barnsley, contact Julie Green, and people could get referred by a clinician and an adviser.

Philip said that although the Parkinson's Nurse was the exclusive person who could make referrals to the counselling service, she very rarely made any referrals for respite. GP's also have been made aware of the service but as far as he knew they had made no referrals.

It was agreed that Philip would discuss the issue further with Terry and George and then let Rose know what has been decided.

Philip reported that where there were no changes he had previously renewed the SLA's by letter instead of exchanging formal documents. However, he had been advised by Rose that this did not establish a legal agreement and formal documents must be exchanged. If necessary these can be signed off electronically.

6. Treasurer's report

Kathie referred to the income and expenditure statement as at 31st December, together with documents giving a breakdown of the figures and restricted funds. The bank balance is £26,972.73 but we are still awaiting invoices from Crossroads and the Hospice for the quarter ending December.

Ann Marie will ask her contact if he is able to carry out an audit for the branch but if he is not comfortable with this we should let Rose know and she may be able to make an exception.

Rose referred to the annual financial return which has to be submitted by 28th February and the budget for 2021 by 31st March. Concern has been expressed regarding transfer of funds to head office this year so Rose will get back to us on this.

7. Secretary's report

No items.

8. Service Development report

It was agreed that the next newsletter would be published in March. Terry suggested that we could include the updated list of committee members.

Ken has checked the number of views on the website since the reminder was included in the previous newsletter but there has been no increase.

9. Assistant Treasurer's report

George reported that five people had taken the maximum four hours respite care (£65.60) and one person had taken two hours (£32.80) totalling £360.80.

10. Membership Secretary's report

Granville reported that he had received an updated report as at the end of November showing 136 members. He has yet to receive a supply of the revised application forms so Ann Marie will obtain them. Rose will notify the local networks team to send future correspondence to Ann Marie from February.

11. Any other urgent and relevant business

- (a) Philip said that this would be his last meeting as Chair. Ann Marie, as Vice Chair, will open the next committee meeting and call for nominations to fill the posts of Chair and Membership Secretary.

Kathie gave thanks to Philip and Granville on behalf of the committee.

Rose said she would like to thank all the committee members for their continued support and involvement as volunteers. She also thanked Granville for carrying out the role of

Membership Secretary with a good spirit despite frustrations along the way. She always felt that the post was in safe hands.

Rose also thanked Philip who she felt had done an amazing job as Chair. She said it had been a pleasure supporting him in the role and she had learned from him.

She also said it was great having Terry as in-coming Chair and she was looking forward to working with him.

12. Date of next meeting

The next meeting will be held on Tuesday, 9th February 2021 at 11.00 a.m.

17th January, 2021.

DW