



**Dedicated to giving practical and emotional support to all in the Debenham area who care for those with dementia.**

Minutes of the meeting of the Trustees of The Debenham Project held on Saturday 2<sup>nd</sup> October 2010 at 7.30pm at Bleak House, Debenham.

**Present** Lynden Jackson (Chairman), Roger Cockerton, Michael Rouse, Gillian Shacklock and Mary Morley (Minutes secretary)

**Apologies** Apologies were received from Dr. Paddy Fielder.

**Minutes of the previous meeting.** These were agreed and passed.

**Admin. and Trust Policy.**

- a. It was agreed that Mary Morley should attend Trustees meetings as Minutes Secretary.
- b. Certain documents are required to be available on the public area of the project website in order for funding to be agreed. Roger Cockerton has the relevant documents; a copy of the constitution and a letter from The Charity Commission and these will be made available on the website.
- c. It was decided that a policy on Equal Opportunities should be in place even though currently there are no employees. The policy will be consistent with current employment law.
- d. A policy for Intellectual Property was discussed as it had been noted that there was valuable material available from the printed leaflets and in the content of the website. It was decided that there should be a comment on the website stating that the information is free but that its source should be acknowledged if reproduced. Lynden will draft a policy accordingly.
- e. Resilience and succession planning: - Reassurance is required that the organisation, i.e. The Debenham Project, is sufficiently robust to survive should anything untoward happen to Lynden Jackson which resulted in him being unable to continue in his role as chairman of the project. Currently there is no one individual trustee who is in a position to fulfil this role entirely. The trustees discussed and developed an initial strategy but this would have to be adjusted depending on the situation at the time. It was considered that as the project continues to develop it will naturally become more secure from such an eventuality.
- f. The Trustees require protection from personal financial liability. Some form of limited liability will need to be in place when the move is made into the area of employment. Roger Cockerton will follow this up.
- g. Roger Cockerton felt that the Constitution was sufficiently flexible to accommodate the establishment of a carers' co-op but will re-read it to confirm this.

**Consideration of general progress on current and near- term objectives.**

- a. There are currently 33 cared for and 32 carers registered with the project. This represents approximately 40% of the estimated numbers of carers and cared-for in the catchment area. GP registration is now established and working.
- b. Both the Carers' Club and the Info' Café are very successful and the difference in individuals attending is demonstrable. It was suggested that there should be a Christmas programme to ensure that no-one is left out at Christmas.
- c. Sam Cage has agreed to take on the role of Carer's Liaison.
- d. Approximately fifteen people attended the first education and awareness evening held in Dove Cottage in September which was very informative and interesting. Five further sessions have been arranged.
- e. Four new leaflets have recently been produced.
- f. It is desirable to draw in clinical services as well as the Social Care Services to the scheme. It has been suggested that a Community Psychiatric Nurse (CPN) could attend one or more of the social activities in

order to observe as well as being available for consultation and that a representative from Suffolk Mental Health Partnership could be available at Dove Cottage on a bi-monthly basis. It is also planned to hold regular clinics at Dove Cottage when a member of a team made up of a CPN, GP, Consultant and Dementia Advisor can be seen either by appointment or by 'dropping in'. February/March 2011 is the target date for setting up the clinic on a pilot basis.

Lynden presented a model for linking a Dementia Advisor in to the support system for carers and cared-for. This model has been presented to the PCT.

Carol Taylor-Brown, ex Chief Executive of The Suffolk NHS Primary Care Trust, is now a Advisory Consultant and is very supportive of the project. She is meeting with Lynden in November.

- g. Liz Gibson-Harries will assist with the setting up of a paid social care co-operative. Peter Cooper is putting together the IT required to support a care agency. Clearance from the Inland Revenue will be required for the scheme. Pat Wilson who is a former trainer of carers has agreed to act in an advisory capacity and to help to establish training for the co-operative's carers. The Agency would come under the umbrella of the Trust.
- h. Links to Suffolk Family Carers can be used to encourage carers to gain access to respite care and support.

#### **Consideration of the financial position and funding prospects.**

a. Roger Cockerton presented the annual accounts to 31<sup>st</sup> March 2010 These were approved and then countersigned by the Chairman. Colin Edgely will audit the accounts.

There is currently six thousand pounds in the bank and a donation by monthly standing order has been received.

Roger Cockerton is progressing the process enabling receipt of benefit from Gift Aid. For this he requires N.I. details from three Trustees and these will be forwarded to him.

b. Funding of approximately £18,000 is expected from Mid-Suffolk Local Strategic Partnership once it has been confirmed by their committee. This will be received over two years.

c. Funding for the Carers' Co-operative of £4,000 per year for three years will be applied for from The Suffolk Foundation. This application was declared on the application to the Mid-Suffolk Local Strategic Partnership referred to above.

d. A guaranteed revenue stream from the NHS would be critical to ensure the financial viability of the "Vision of Caring". The Government and Dept of Health need to be persuaded to support a flexible approach to funding as the current, commercial rates they are offering would be too expensive to be viable. Daniel Poulter has been contacted and is approaching the Government and D of H on behalf of the project.

#### **Consideration of progress towards long term (Vision of Caring) objectives.**

It is intended to continue raising the profile of the project and involving more Key people in it until a point has been reached where "The Vision of Caring" will be naturally accepted as a desirable project and important pilot.


#### **Any Other Business**

There was no further business.

#### **Date of Next Meeting**

A date will be arranged in either late November/early December 2010 or early in the New Year.

The meeting closed at 9.30pm.



(Chairman)

25th April 2011