

*Dunbar Dementia Network SCIO  
Minutes of the meeting of the trustees  
held on the 16<sup>th</sup> August 2018 at 4.30 pm at Bleachingfield.*

*Present: Diana Greene, Lorna Bunney, Jo McNamara,  
Alasdair Swan*

*Minutes of the previous meeting: These were approved  
and will now be posted on the website. AS*

***Matters arising:***

*The Amos Trust has kindly agreed to pay the grant to the  
SCIO in one lump. Jo has sent Paris Steele the bank details.*

***Carers Group review:***

*The group had a lovely summer, engaging in outdoor activities,  
enhanced by the wonderful weather.*

*There have been two visits to the Backlands, including an  
opportunity to meet a RHS staff member, Mairi Gordon, who led  
two workshops. The first of these discussed the type of planting  
that the group would like to see incorporated into the new  
Sanctuary Garden. The second was a hands on session - making  
herbal bath bombs, taking plant cuttings and doing some  
planting. The Group's two raised beds continue to flourish.*

*Two teams were entered for the recent fundraising quiz in aid of  
the Alzheimers' Society and SWAN (Syndrome without a name).*

***Carers Group business:***

*The decision to cap the Thursday meeting numbers has been  
welcomed by the group.*

*A waiting list is forming for a Wednesday group and the critical  
number to reach was agreed to be 6, at which point the new  
group will be launched.*

*The Social Fund is now being banked and will be ring-fenced for  
the Christmas Party. It will be shown separately in the monthly  
accounts. AS*

*An iPad, iPen and HP printer has been purchased and remains the property of the SCIO. These will be of huge benefit to the group.*

*Formal registration forms and photography consent forms are now in place.*

*Quarterly meetings with volunteers will commence in September.*

**LB**

***Network review:***

*Meetings have been held with Michael Huddleston of Alzheimers' Scotland.*

*Carey Louise Douglas is working with the Group to develop workshops to be held in September.*

*Link workers, DFEL and Carers of East Lothian have all been informed of the decision to cap the Thursday meeting group numbers, but will still pass on details until a new group can be formed.*

*Quarterly meeting with link workers will commence in September*

**LB**

***Financial review:***

*The latest accounts have been circulated.*

*Free funds have fallen by £438 since the last meeting.*

*The Be Green application will be submitted this month. AS*

*An Awards for All application will be submitted this month. AS*

*A grant application to Scotrail will be submitted in October for two workshops, working with a recognised local artist to produce a work of public art that could be displayed in Dunbar Station and then in public places in the town to promote both Scotrail and the Dunbar Dementia Carers' Group.*

**LB**

*It was noted that there will be a significant expense this coming month for the Coach Hire for the Ratho outing. This was approved and the contract has been placed with local company, Eve's Coaches.*

*Alasdair will send Lorna a pro-forma Gift Aid form AS  
Any UK tax payer giving in this way effectively gives the SCIO 25% more than the face value of the gift.  
The Gift Aid forms need to be kept for future inspection by HMRC.*

*Alasdair will also send Lorna a standard banker's order form for donors wishing to give in this way. AS*

**Logo:**  
*Still work-in-progress. JM*

**DDN Website:**  
*Both Lorna and Diana are to meet up with Philip Immirzi for basic training in September. LB/DG*

*Someone has set up a Total Giving site using the SCIO's name. It is feared that this is a scam, designed to use the charity's name to divert funds into the pockets of others. If this proves to be the case the matter will be referred to the police. DG*

**DFEL:**  
*The DFEL website tells people about activities at the Parish Church and the Care Centre that no longer exist. It is difficult to keep such a website up-to-date for the whole of the county, so we will help Sue when we can when we notice what needs to be changed in the DFEL site as it relates to Dunbar. DG*

*It was also suggested that if the diary system is too onerous for DFEL to maintain, the DFEL web-site could refer interested parties in Dunbar to the DDN SCIO Network where people can see what is currently happening in the town.*

**Memory café:**  
*Michael Huddleston is looking for lessons learned from the Musselburgh and Haddington memory cafés but it looks as if one may be set up in Dunbar by Alzheimers' Scotland and the*

*Museum Service (Jo Moulin). This will mean that the SCIO will have no direct responsibility for this offering but it was agreed that the SCIO would support this initiative in any way it could.*

***Training:***

*First Aid training needs to be organized.*

***LB***

*There is an on-going need to understand how best to help those carers who are experiencing different levels of stress.*

*Although the SCIO expects the carer to come alone to meetings or with the person with dementia there are rare occasions when the person with dementia arrives without the carer. There was a discussion about the training needs in such circumstances, but the situation will only be accepted where the person with dementia is already well known to the group. It is fundamentally a group for carers, designed to bring joy to those attending.*

*Nevertheless it was agreed that it would be helpful to the trustees to receive short (10 minute) sessions at each meeting on how the different forms of dementia develop.*

***DG***

***Contracts of employment:***

*A disciplinary policy will be drafted before the next meeting.*

***AS***

*A grievance policy will be drafted before the next meeting.*

***AS***

*Lorna's contract can then be issued.*

***AS***

***Next steps:***

- 1. It was agreed that the Trustee's meeting will be held at 4 p.m. on the fourth Thursday of every month*
- 2. Date of next meeting - Thursday 27<sup>th</sup> September 16:00 at 81 Countess Road*