

# Minutes of the DDN Trustees Meeting held on Thursday 28<sup>th</sup> August 2025

Present: Lorna Bunney, Jo McNamara, Alasdair Swan

An apology for absence has been received from Diana Greene.

The Minutes of the meeting held on 22<sup>nd</sup> May 2025 were approved.

## 1 Matters arising -

- 1.1 The minutes are to be posted on the website **AS**
- 1.2 The status of a paid trustee was reviewed. OSCR require certain criteria to be met –
1. There must be no restriction to the payment in the charity's constitution – **there is no such restriction.**
  2. Less than half of the charity trustees can be paid – **only one out of four is paid.**
  3. There is a written agreement between the charity and the charity trustee – **this will be formalised by the Chair, although the decision making process on pay is well documented.** **AS/DG**
  4. The written agreement sets out the maximum amount to be paid – **the maximum amount is the agreed hours at the agreed pay rate plus payment for specific hours to deliver outing, events and similar activities.** **AS/DG**
  5. The charity trustees are satisfied that it is in the interest of the charity for the services to be provided by the charity trustee for that maximum amount – **the trustees acknowledge that the objectives of the trust are delivered by the paid trustee, and that the maximum amount paid represents great value for money.**
- In conclusion, there is no reason why Lorna should not remain a trustee of Dunbar Dementia Network SCIO
- 1.3 The First Aid Certificates were awarded in 2023 and are valid for three years. It was decided that the best way to keep the subject fresh would be to treat it as a group activity in the New Year. **LB**
- 1.4 There is not the same legal requirement to refresh safeguarding training. Again, this may be most effectively dealt with through group discussions. **LB**

## 2 Co-ordinator's report

- 2.1 The report had been circulated prior to the meeting.

- 2.2 Lorna was congratulated on her programme for September/ October which includes a barge trip from Ratho
- 2.3 One volunteer helper has been released but is happily engaging with group meetings from time to time.
- 2.4 The necessity for a publicity drive will be considered at the November Meeting. With ill-health playing such an important part in the dynamics of the group, there is a tendency to move from feast to famine and back again. Even with the lower numbers, 20 are attending the weekly meetings.  
There are currently an additional 11 in the Moving Forward Group.
- 2.5 A new dynamic is that there is an increased level of Carers becoming unwell.
- 2.6 A pétanque day and a visit to Amisfield Gardens were particular highlights this summer.
- 2.7 The research project with Edinburgh University and The Anne Rowling Clinic is exploring the possibility that the AI analysis of Voice may provide an early indicator of impending dementia.
- 2.8 Next year's programme may feature more activities within Bleachingfield itself, given the challenges some members are facing when taking part in outings.

### **3 Financial update**

- 3.1 The management accounts had been circulated prior to the meeting.
- 3.2 There are currently two grant applications pending. We might expect answers in late September/ early October.  
It was decided that an approach should be made to the Lottery next month, seeking grant funding.
- 3.3 The statutory accounts for the year ended 31 March 2025 have been lodged with OSCR after being independently examined.
- 3.4 CAF has not remitted any Gift Aid to the charity, although the charity's site confirms that the trustees have done all that is needed to obtain HMRC approval for CAF to administer Gift Aid on its behalf. This matter is under investigation by CAF.

**AS**

**AS**

3.5 Alasdair confirmed that the direct debits form the Insurance Company had dried up. He has been in touch with them – all is in order, and payments will resume in September.

3.6 Lorna has a new ipad. The BeGreen grant for it has not yet been received

**LB**

4 **Date of next meeting**

81 Countess Road

Thursday 27<sup>th</sup> November at 4.15 p.m.