

## Example invitation to an initial meeting:

### Supporting people with dementia and other vulnerable people in Downton

I am writing on behalf of Downton Parish Council. As part of the South Wiltshire Area Board programme we have taken a particular interest in supporting services for people with dementia and their carers and plan to widen this further to consider services for older and vulnerable people in the Parish of Downton. In April this year we held a dementia awareness training event which, despite wide local advertising and personal visits to all retail outlets, was not well attended. However, of those that did come, there was a widely held view that local organisations would better understand what might be needed locally to make or keep Downton as a positive place for vulnerable people to live. As a local library staff member or volunteer, I hope that you might be able to give us some direction by either attending a short meeting yourself or asking a colleague or interested contact to come along. You will have had regular contact with people who may have identified issues that affect their independence or make them fearful of contact with others or perhaps just want to know more information or know about other people who feel as they do. This project is not to replace or compete with anything that already exists locally but to share information, identify any gaps and to see what we can do to fill some of those gaps, if they exist, as a community. Although I am organising this on behalf of the Parish Council, I am hoping to act as a catalyst for a community approach and am not planning to increase bureaucracy or 'officialdom' or to make this into a long term set of meetings!

Our proposal is to hold a meeting of no more than 1.5 hours in the Memorial Hall, The Borough, Downton, taking the following approach:

- A very brief introductory presentation
- Introducing the 'safe spaces' idea
- Discussion about what might be needed from local experience
- Identifying local resources
- Agreeing actions
- Agreeing whether another meeting is needed.

The meeting will be held in the Memorial Hall on the **14<sup>th</sup> July at 2.30**. Please let me know if you will be able to attend (or send another representative) or if you would like any further information.

With best wishes,

Jane