

Health and Wellbeing Management Group Meeting

Tuesday 11 December 2018

Notes of meeting

In attendance: Debs Gogarty (OP Champion & Chair); Diane Jenkins (side by side co-ordinator Alzheimer's Society); Bernice Robbins (Carers Champion); Jackie Maton (Carers Support); Sue Fraser (Town council); Pip Ridout (Area Board Rep); Jacqui Abbott (Wilts Council); Keith Humphries (Community Member); Kelly Bundy (Alzheimer's Support/ Meeting & Events Co-ordinator Health & Wellbeing)

Apologies: Martin Randall (The Avenue Surgery); Babs Harris (Alzheimer's Support)

1. Welcome and introductions	ACTION
Debs (Chair) welcomed the Group, and everyone introduced themselves. Kelly, who is new to the Group, will provide meeting admin support along with some project work. Kelly also works for Alzheimer's Support.	
2. Notes and matters arising	
<p>There were no errors, omissions, additions or deletions recorded for the minutes of the previous meeting, held 18 September 2018.</p> <p>2.1 Group remit – at the last meeting it was agreed that the remit of the Management Group, and its relation to the existing H&WBSC Forum, led by Ann Merrills, needed to be reviewed. Debs confirmed that, following discussions with Ann Merrills, a way forward had been identified.</p> <p>The proposal was that Ann relinquishes the Chair of the Forum in favour of Debs, who retains the Chair of the Management Group, thus linking the two groups. The Forum would continue as currently – discussing a wide range of user-driven health, wellbeing and social care issues. The Management Group would add to this by:</p> <ul style="list-style-type: none">a) Helping to shape the agenda – ensuring that the priorities as indicated in the JSA are addressedb) Encouraging the Forum to promote community action-planningc) Reviewing any funding requests, taking any that the management group supports to the Area Board for consideration/approval <p>There was a healthy discussion on some of the finer points of the proposal – e.g. dates, timing, and attendees – however it was agreed, in principle, that this proposal was a productive step forward and these details could be ironed out once Area Board and CAP have formally endorsed it. One area of particular concern to be ironed out was the seniority (thus influencing capability) of the Forum attendees.</p>	<ul style="list-style-type: none">1. Debs to define the proposal in more detail and circulate for comment2. Pip to liaise with Len Turner and CAP3. Jacqui to liaise with Area Board
<p>2.2 Some actions originally allocated to David Reeves remain outstanding, including the transport survey and drafting of a management group communication plan.</p>	<ul style="list-style-type: none">4. Transport survey to be reallocated. Debs to ask Forum for ideas5. Debs to draft communication plan

<p>3. Round the table updates</p>	
<p>3.1 Carers' Champion - Bernice expressed her pleasure at the continued positivity of attending the different groups in her capacity as Champion and is happy to be 'waving the flag' for carers and helping those that need help. She was impressed with the services of The British Legion, based in Swindon and is looking forward to receiving more information. Bernice confirmed that she now has a regular slot on Warminster Radio and that there is a broader health and wellbeing programme on Friday to which we could contribute. Debs suggested that we include radio as part of a wider communication plan.</p>	<p>6. Pip to email Bernice details on Alabare – a charity which supports various worthy causes and Bernice can then take details to Corner Stone to see if it would be any help</p> <p>7. Debs to include radio in draft broader communication plan.</p>
<p>3.2 Dementia Centre – in Bab's absence, Kelly explained that the centre is flourishing, the club is full and there is a waiting list for people wanting to attend. There is an Art group, which runs on a Monday afternoon, and starting on 17 Dec a new Memory café will run on the fourth Monday of every month.</p>	
<p>3.3 Community Engagement Manager</p> <ul style="list-style-type: none"> • Local Area Coordinator – Jacqui explained that this position will soon be filled and explained briefly about the role, working with vulnerable adults. She explained that the area supported would mainly be the town centre. Unfortunately the 21 surrounding villages were not included in the catchment area as it was not logistically possible for one person to successfully cover this wide an area. • Local library – the mobile library needs volunteers and rural areas are a real problem. This led to a discussion about the value of bringing charities together in one place to serve different needs, i.e. a Carers' Support representative meeting people at the mobile library. And how best to support farmers and the mental health issues faced by them. The National Farmers Institute is very helpful and open to suggestions. It was agreed that for charities to have a consistent and meaningful impact, opportunities to collaborate and share offered a tangible way forward. • Cross generational activities – Jacqui has spoken to St Georges School and like most schools, transport is a big issue. Sambourne School has been in touch with The Old Silk Works and hopefully a visit will take place soon. 	<p>8. Jacqui to invite Local Area co-ordinator to the next Forum meeting</p>
<p>4. Future Projects</p>	
<p>4.1 Warminster Community Shed – Jacqui advised that the group has been meeting but has still to identify suitable premises. Some suggestions were put forward as to who could help, and Jacqui has been making enquiries. It was suggested perhaps put out a call on the radio. Jacob's ladder – a charity for children with special needs – is also looking for premises. Pip asked that if any are found that are not suitable for The Warminster Community Shed please could they could be considered for Jacob's Ladder.</p>	<p>9. Pip to send contacts list to Jacqui so she can circulate list, make further enquiries and find volunteers</p>

<p>4.2 Health and wellbeing info on the radio – This was discussed as part of the Carer’s champion update (point 3.1)</p>	
<p>4.3 Safe places – Jacqui explained that the aim is to try and regenerate The Safe Places Scheme in Warminster. Kelly advised that she has already made some phone calls and sent emails to people that were already down on the list. Kelly has also drew up a list of potential new shops to be contacted. It was agreed that it would be looked at in the New Year and hopefully a small group could be set up to take it forward.</p>	
<p>4.4 Volunteering Fair – This will be on Saturday 1 June 2019 at the Civic Centre in Warminster. It will be a mix of Volunteering and Health and Wellbeing information. It will need lots of marketing and helpers. Jacqui expressed that she would be happy to help but did not want to commit fully until she was clear on her objectives for 2019. Ideas like getting it advertised on the radio to spread the word and having a celebrity to launch the fair were discussed.</p>	<p>10. Debs to contact David to get handover from last year’s event 11. Keith to draft a mission statement 12. All to consider potential ‘celebrities’ who may be approached to open the fair</p>
<p>5. Budget 2018-19</p>	
<p>The budget for Health and Wellbeing is currently £6,412. It was discussed that a budget for the volunteer Fair would need to be allocated. A request to allow £710 would be passed to the Area Board for approval.</p>	<p>13. Jacqui to prep and submit to 14 February Area Board.</p>
<p>6. Funding recommendations</p>	
<p>There are currently to no funding applications to take to the Area Board in February, apart from the £710 for the Volunteer Fair. However, the Group felt that was definitely a need and so some work to identify potential candidates was agreed.</p>	<p>14. Debs to contact Teresa Bridges (AWP) as they may need money for the Veterans Group idea 15. Jacqui to check if any other projects could benefit from our support</p>
<p>7. Meeting schedule 2019-20</p>	
<p>TBA. Aim is to tie in with published dates for H&WBSC Forum</p>	<p>16. Debs to advise</p>
<p>8. Any other business</p>	
<p>Jackie updated us as to the great work taking place in the Warminster Hospital – they have now a careers café and hopefully soon a carers clinic.</p>	

Appendix 1: Volunteer Fair 1 June 2019 Budget

Venue Hire	£200
Publicity including advert, banners, poster, leaflets	£440
Refreshments on the day	£70
Total	£710