

Northants 50+ Network Board Meeting

Monday 11th March 2013 from 2pm to 4pm
Asda Distribution Centre, Gowerton Road, Brackmills, Northampton, NN4 7BW

Minutes

Present: John Roberts – Chair (JR) Pam Tomalin – Secretary (PT) Tony Allen – Vice Chair (TA) Sandra Frampton (SF) Martyn White (MW) Ray Hutchins (RH) Eileen Higgins (EH) Susan Hills (SH)

Stuart Whitsey – NCC

1.	Welcome and Apologies (B Cully, Judy Sullivan, Gillian Powell, Stephen Legg, John Wevill)	
2.	<p>Minutes of meeting 11.02.13. These were agreed to be a true record</p> <p>Matters Arising Page 4/5</p> <p>JR had received a reply from S. Northants Homes (SNH) in response to questions asked in relation to joining the 50 + Board. He explained their function which includes operating approximately 1,000 properties for the social housing sector, including 9 retirement schemes in and around South Northants. They employ a social inclusion officer, who is responsible for provision of events and activities for the residents, larger celebrations annual events, and computer and other training, such as first aid and food hygiene. They also provide newsletters for the residents, promoting what's on and other information.</p> <p>Questions and responses from SNH:</p> <p>What they can do for us: “The resources we have and the services we offer would support the aims of the Network, which can be done without joining your board, e.g. when we have a stand at your events. We could also help you organise events and activities and help with promotion and possible funding.”</p> <p>What would you want from us: “It is not a case of wanting anything specific from you; it was just recognising a link and exploring if there was any way we could support you and exploring the possibility of any joint working or combining resources on certain projects or activities to benefit both our residents and the members of the 50 Plus Network”</p> <p>PT mentioned that they also have a number of Forums for over 50s throughout S. Northants, and she had been invited by SNH to talk about the Network at these events. She added that their newsletters (of which she had electronic copies) are published on a monthly basis. TA requested to see this and PT agreed to forward on to him.</p> <p>JR : Asked the board if they wished to pursue relationships with SNH All agreed</p> <p>EW suggested contacting the other similar organisations around the county.</p>	<p>PT</p> <p>PT</p>

	<p>She added she was on the Board of Wellingborough Homes, and it would be good to have similar links with all of them. All agreed to this Page 5. Village Network Roadshows (SNVB)</p> <p>PT reported that attendance at the roadshows had been quite poor so far. She added that some had taken newsletters and membership forms, most declined to leave their details on the attendance sheet, but had obtained four completed membership forms which were passed to SW.</p> <p>TA asked if it was known when the mobile vehicle would be received by SNVB and PT replied it was still with the coach builders, but was expected soon, but no actual date of delivery yet.</p> <p>PT questioned the viability of the project, with a total 4 new members off set against the cost of travel expenses. JR asked if PT was willing to attend the remainder of the roadshows, and she agreed to continue.</p>	PT
3.	<p>Chair's report. Health checks:</p> <p>JR Thanked TA for his editing of the newsletter, which included some information about the health checks and mentioned he had some additional information:</p> <p>Clarification had been received from the Public Health team at NCC that they have now launched a campaign to raise awareness of the health checks programme. It is understood that due to the high volume, GPs are inviting patients for screening, prioritising them in order of high, medium and low risk.</p> <p>In addition to the GP invitation, eligible members of the public will be able to obtain an NHS Health Check until 31st March in one of the following ways:</p> <ul style="list-style-type: none"> a) At one of the 40 local pharmacies across the County who are offering the screening. Details of participating pharmacies are available from http://www.northantshealthcheck.co.uk b) By attending one of the 20 public health promotion events that are being held around the County in venues such as shopping centres, supermarkets and leisure centres c) By emailing an online request to your GP practice* through the website (as above) <p><i>*This service is available in only a small number (currently 10) of GP Practices</i></p> <p>JR continued that the heart of the problem on the length of time taken to implement the programme, was because the NHS had been dependent on contracting with GPs to deliver the Health checks and not all practices had agreed to participate. An added complication is that from April, 2013, responsibility for commissioning and NHS Health Checks will pass to the County Council, with the Public Health team having moved to County Hall.</p> <p>PT asked if JR had responded to the enquiry from Marion Rixon, and he replied he had not but would do so.</p> <p>TA reported that he had met Louise Catterall from Northamptonshire Healthcare, and had invited the Network to participate in their trial Health and Wellbeing events in and around Northampton during March. They were hoping to extend to the rest of the County if successful. He added that she had said that she understood the GPs were prioritising over 70s for the Health Checks. It was agreed that the Network would participate as and where possible. SF said she may be able to attend 21st.</p>	JR

4.

Vice Chair's Report

General Update

TA reported that a meeting regarding the Towcester roadshow was held on 21st February attended by PT, TA, JR, Marion Rixon, Valerie Meade, Nick King, Colin Hull, and Viv Crouch at South Northants Council Offices in Towcester.

It was agreed that they would relinquish a separate identity and were willing to represent Northants 50+ Network in South Northants. Valerie Meade has been invited to the 50+ Board meeting but was unable to attend on this occasion.

Planning of the Towcester Road show was discussed further and clarification was made that PT was leading on this and would be contacting all the exhibitors.

JR: Discussion took place about the existence of TOFs and it was established that no actual group existed, and VM and MR were actually the only two remaining members of the now defunct South Northants Over Fifties Forum, and who had been trying to re-establish the group without success. Confusion had arisen because they had called themselves Towcester Over Fifties (TOFs)

JR added that MR and VM had agreed that they should wind up their operation, as after two years of attempting to revitalise it, it had resulted in failure. It was further agreed that they could carry on organising things in S. Northants under the umbrella of Northants 50+ Network as local network co-ordinators, to which they agreed. This would mean the Network would take the risks with them but they would be accountable to the Network for what they put on.

Other Groups: JR mentioned the Greens Norton Over 50s Forum who have expanded to other villages in the area; he believed that as a network we should be getting them working with us. PT said she had received an invitation from the founder member of the group who had invited her to attend one of their meetings to talk about the Network. TA said we could offer them the newsletter and they could contribute to it if they wished, and we could perhaps offer to extend to our members who may be interested in joining them. PT would follow this up.

PT

Migration from NCC

- **Database/emails**

RH now has Microsoft office loaded on his computer and it is proposed to officially take over the responsibility of the 50+ Database as from the 1st April 2013.

RH has now purchased a copy of MS Office with 3 licences with two spare copies.

He requested the Board to decide what requirements were needed from him e.g.

- Reporting and data from the forms.
- Regular updates on membership numbers
- Breakdown of questions on the form plus any additional questions
- Monthly reports on membership losses and gains
- Additional data required

	<ul style="list-style-type: none"> • Breakdown of membership type – age – other criteria • How the information we are given breaks down • Where do you want data stored? <p>RH added that he would like to formalise everything that goes into it and streamline for potential handover at a later date. TA pointed out that the new membership form now fits onto one page, and RH has the correct version. TA to email the new one to everyone.</p> <p>RH requested advice from the Board where to store the information:</p> <ul style="list-style-type: none"> • Possible free options are Google or Microsoft which will be stored in Excel format, and password protected • It would be read only • Only RH could change any of the data at present. <p>It would need to be decided who would have access to it. TA said limiting the access to 2 or 3 would be adequate. JR suggested that 2 or 3 meet before the next meeting to decide what information was needed to be extracted from the records and report back to the board at the next meeting.</p> <p>RH added that he had managed to purchase a copy of Microsoft Office 2007 with three licences for about £53 from an Irish Company that he had checked out beforehand, and had 2 spare copies left.</p> <p>Website</p> <ul style="list-style-type: none"> • Outstanding issues <ul style="list-style-type: none"> ○ NDDS (Northants Door to Door Service) have yet to link Northants 50 + website to theirs, which they agreed to do on a reciprocal basis. They are currently awaiting technical assistance to achieve this. ○ New version of Northants 50+ on-line application form has yet to be updated on the website. In House Media have again been chased! <p>Newsletter</p> <ul style="list-style-type: none"> • The Spring newsletter has been now been published and posted out to members on Friday 8th March. A 'Benenden Healthcare' flyer was sent out with each Newsletter. PT replied she did not receive this. <p>Members with email addresses will receive an email this week directing them to the A4 version of the newsletter on the website.</p> <ul style="list-style-type: none"> • In this edition also included a 'Letters' page and a competition to win Tickets to the Derngate. 	TA
5.	<p>Treasurer's Report</p> <p>In the absence of the Treasurer, the report had been circulated by email to everyone and there were no matters arising. Total Balance of the Board account £12926.43 and the Activities account £2198.81</p>	
6.	<p>DVD – Nottingham 50 Plus <i>(Helping people over 50 stay independent, active and healthy)</i></p> <p>The Board watched the film on how the Nottingham Fifty Plus run their</p>	

	<p>organisation with a range and provision of a number of services for older people, and the consensus was that they must have had considerable funding, paid employees and a great number of volunteers to enable their operation, and was unlikely to be an option for the Northants 50 Plus at this time.</p> <p>JR asked if there was a community outreach adviser for Northants County and SW said he would ask NCC. He also asked if there were any schemes to help with gardening. PT replied there was one via the Daventry Volunteer centre and TA said South Northants had one, and other schemes were operated with various agencies such as Age UK and Trading Standards around the County.</p>	SW
7.	<p>Special General Meeting 8th April – ‘Underground 3’ at Derngate Theatre</p> <p>JR reported that this has been advertised in the newsletter, and the website. He had checked the Constitution and the requirement of 21 days notice had been complied with, and a quorum for voting would be 12. Provision of complimentary tea and coffee has been organised.</p> <p>It was agreed not to hold a board meeting on the same day, due to logistical difficulties for Board members, and TA said he would cancel the room booking with Asda for that date, and check room layouts for future meetings which had been incorrect for the past 2 or 3 meetings.</p> <p>TA raised the matter of where to hold the AGM and suggested St Giles Church in Northampton as he would be able to obtain this with a discount. It was felt that members could have problems or transport issues to the Asda venue, and this would be more accessible. He added that there is a very small car park, and booking would be required.</p>	TA TA
8.	<p>Richmond Village Roadshows</p> <p>JR asked if there were any issues that the board needed to consider with regard to the planning of the Roadshow. None were mentioned and PT reported that all was going according to plan. She added that she had negotiated some out of pocket expenses incurred by 50 Plus volunteers in relation to the roadshows and to invoice Richmond Village for an amount to cover this. PT to request BC to raise the appropriate invoice</p>	PT/BC
9.	<p>NCC Prevention Strategy Consultation</p> <p>TA said that SW had mentioned at the last meeting about the possibility of having a Commissioning Manager to talk to the Board about developments on the latest strategy.</p> <p>SW presented the following update on this to the Board:</p> <p>NCC will be shortly be entering into the next phase but owing to local elections in May this was now unlikely to take place at the moment. SW added that there were still places at the events if anyone wished to attend. It could be possible for this to happen in June when the outcomes were to be discussed.</p> <p>JR mentioned that on the NCC website where they announce the Consultation and issue the invitations, there is a statement to the effect that the Council has updated its strategy and is issuing invitations to these events to talk about it. He had contacted NCC to ask if it had been updated – where is it? As, when he checked it had not. Furthermore, it appeared this information was 12 months out of date, and the ‘easy read’ version was 2 years out of date. A response to him from NCC stated they were in the process of updating the strategy, so they haven’t actually published a new</p>	

	version yet and the consultation events are supposed to be helping to influence the new strategy.	
10.	<p>AGM June: to begin planning.</p> <p>JR asked if the Board wished to have a speaker at the AGM and suggested the topic of the Prevention Strategy. If possible this was agreed. SW to check if Carolyn Kus would be able to talk on prevention.</p> <p>It was agreed St Giles church would be the venue and would cost £34 and TA would book this. It was further agreed that refreshments would be provided by the committee, this to include: Tea, coffee, milk, sugar and cakes. It was also agreed to hold a raffle, Board members to provide raffle prizes. It was suggested two free tickets for the trip to Windsor. SF to provide tickets</p> <p>Start time 2pm - 4pm. (Arrival for set up 1.30pm) Information to be emailed to members and posted on the web site. Letters to go to Non internet members</p>	<p>SW</p> <p>TA</p> <p>SF</p>
11.	<p>Business Plan Update (continued from previous meeting)</p> <p>JR had updated parts of the document on Page 1 which had been discussed in part at the previous meeting.</p> <p>The review of the business plan was completed and JR agreed to record the outcomes of the discussion and circulate the updated plan to members.</p>	<p>JR</p>
12.	<p>Roles of Members (continued from previous meeting – previously covered by Pam Wilton)</p> <p>The review of roles of members was continued from the previous meeting and it was agreed that tasks formerly undertaken by Pam Wilton (NCC Facilitator) were being covered by Board members broadly as follows.</p> <p>Membership</p> <p>This is now covered as RH has agreed to be the membership secretary and thanks were extended to him for covering this role</p> <p>Activity Co-ordinator</p> <p>PT and SF replied that at the last meeting they were allocated this role, but both agreed there were no other groups in any event, so it was for the time being non-existent. SF reported that she was keeping records of all her events from the New Year. PT said she may have records of previous events prior to Pam Wilton leaving and may be able to produce them.</p> <p>RH added that it could be possible when activity co-ordinators become active in other areas to post their events together with participants onto the data records on a spread sheet, set up in a calendar format so this could be recorded and reports drawn up for the future. SW suggested that the activity co-ordinator complete an evaluation report at the end of each event and this be added to the data. JR said that it was important to have records of the activities for the AGM and NCC. SF agreed to send the information to JR</p>	<p>PT/SF</p> <p>SF</p>

	<p>Roadshows</p> <p>PT agreed to liaise with SF as backup for all activities in this role</p> <p>AGM All</p> <p>Newsletter and Website TA</p> <p>Fundraising JR and others</p> <p>Finance BC</p> <p>Board Meetings JR/TA/PT</p> <p>Policy and Direction All Officers</p> <p>Consultation and Engagement All Officers</p>	
13.	Regional Round Up - Nothing to report	
14.	<p>AOB</p> <p>Excell Media Free Publication: PT reported on her work on the magazine, showed the latest copy to all, and asked for any amendments. Subject to any further changes, it is ready to go to print. SF pointed out that the phone number on Page 6 did not exist. (to be removed) PT to email to all to check for last minute changes.</p> <p>SW to email the latest copy of the membership form to PT</p> <p>JR asked what would happen after publication. PT reminded everyone that 4,000 copies would be printed over 2 years (in two batches) for distribution throughout the County to: GP surgeries, Health Centres, Hospitals, Dental practices, Residential Care homes, Local Authority Departments and Public Buildings, and any other health related care providers. It will also be created in a digital format to be displayed on the website and emailed to network contacts.</p> <p>Distribution: Excell Media gave the option of either the Network to do their own distribution, for which they would receive £500 to cover expenses, or EM would keep the fee and distribute on behalf of the Network to their chosen locations.</p> <p>SH and JR said they were concerned about not having seen the agreement and PT agreed to email</p>	<p>PT</p> <p>SW</p> <p>PT</p>
	Close	

Future Board meetings:

13th May 2013
10th June 2013 (AGM – Venue t.b.c.)
8th July 2013
12th August 2013
9th September 2013
7th October 2013
11th November 2013
9th December 2013