Minutes Dementia Studio Trustees' meeting

Date and time	20 April 2026 5:30-7:00 pm
Location	Dementia Studio
Trustees present	Charlotte Atkinson (chair) Deborah Kitson Rosemary Carpenter Justine Schneider
Staff present	Helen Horner (Operations Manager) Fran Jefferies (Administrator)
Apologies	John Berry (Trustee) – apologies received

1. **Conflicts of interest:** Justine declared an interest in the BAND proposal and offered not to vote on this.
2. **Minutes of the last meeting.** Amended as follows:
   - Justine asked for the referral criteria to be circulated to everyone when the staff feedback has been gathered. ACTION HELEN/ROSEMARY
   - Justine asked to see the Sport England End of Grant report. ACTION DEB
   - In relation to the efficiency report, it was noted at the meeting that standard forms have been developed for things like annual leave, sickness, return to work, vaccine forms, contracts, etc. Justine asked for these templates (not including personal information) to be made available to trustees. ACTION HELEN.
   - It was agreed that a funding tracker be maintained in a shared folder. ACTION DEB
   - The lack of hot water for hand washing was raised as a problem still unresolved.

Actions identified at the last meeting:

- Justine confirmed that the thank you card has gone to Primo.
- Secure document box still to be installed. ACTION HELEN.
- Accounting for restricted funding will be done in the next financial report. ACTION HELEN
- Date of summer picnic to be confirmed. ACTION HELEN.
- EMR rail outings were discussed and judged unsuitable for our purpose.
- It had been agreed to maintain a calendar of networking and community events alongside Studio activities ACTION FRAN.
- Helen confirmed that she is preparing a list of available cover for key sessions and operational contingencies. ACTION HELEN
- Fire evacuation procedures and policy have been completed for Wednesday couples, further work required to complete this for day care sessions. ACTION HELEN

With the foregoing changes and amendments the minutes were accepted unanimously.

3. Finance

Postponed in John's absence. Justine asked why the quarterly report of I&E was taking such a long time. It emerged that Helen is verifying every entry in the spreadsheet for the entire year, rather than building on the quarterly reports. Justine pointed out that small inconsistencies relative to the overall budget should not cause concern and that the ACCOUNTS REVIEWER receives the total for each expenditure category, not the details. However, Rosemary and Deborah were concerned that small inconsistencies in the budget were not considered important and that going forward this needed to be rectified. They also considered that we could be called on to show our accounts to the charity commission at any time as they ask for reports randomly.

Action John to report the Income and Expenditure for 2025-6 as soon as possible.

Action John to produce a budget for the coming year as soon as possible.

3. BAND request

Justine sought permission in principle to bank funds raised by Broxtowe Action Network for Dementia, in addition to the sum already held for this community group. The majority of trustees opposed this proposal so the request was denied.

4. Training Budget

Request for budget allocation £403 (£85 x 4.75 hours in total) for LD Physio to develop a new exercise routine and train staff to use it. This will also be specified in any Sport England bid in future. This brings the training budget for 2026_7 to £795. Agreed in principle if the new budget can accommodate it. **Action John to include in budget draft.**

5. Risk register

Reviewed (April 26 version) and no changes made but 'temporary' and 'permanent' loss of premises were separated into two lines.

6. Operational report

Fire drill training has been undertaken on Wednesday but still to be completed for day care sessions. It was felt that the 20 minute spell before meetings was not sufficient time to do this. A full rehearsal drill is envisaged. **Action Helen**

Justine asked for the budget for the Radford course. This was estimated first at around £400 which trustees had approved. **Action Helen to circulate updated budget for this course.**

It was felt that John should not subsidise the Radford course, but that the expenditure is an appropriate use of Studio funds. The possibility of applying the Albert Hunt fund granted for 'events' was discussed but not agreed.

The demand for day care places was discussed, with one new guest in the past month and one or two prospective newcomers. One couple has joined the Wednesday group. **Action all to continue marketing our provision.**

Justine asked for the bank balance in case we need to draw down savings to pay wages this month. **Action Helen to report this to trustees.**

A question was raised about signatories on the HTB savings account. **Action Justine to confirm.**

7. Premises

Options have been reduced to 3: Toton Methodist Church, Leyton Crescent Community Centre and Greenwood Community Centre. Of these Greenwood is the clear favourite, offering more storage space. Leyton Crescent is nearer and cheaper but there is a question about anti-social activity in the neighbourhood. Relocation has not yet been discussed with staff or guests. We need a strategy for moving, and to think realistically about whether we would lose people at any venue we consider. The need to market our provision should not be neglected in the search for alternative premises. We also need a budget that demonstrates that we can actually afford to operate at any new site, taking account of the risk of losing staff and delay in making up the number of guests if people choose not to relocate. **Action John and Rosemary to form a working group to tackle these issues.**

8. Survey

About 30 forms have been returned, Charlotte will complete the analysis.

9. Subgroups

Efficiency - No update

Services – see item 4 and Dementia Navigators course circulated.

Fundraising - Deb gave a verbal update. See fundraising tracker for an up to date record of submissions.

10. AOB

BYOD to work policy was approved with the addition of 'disciplinary policy' in place of 'staff handbook'.

Standard Operating Procedure for the annual budgeting process was adopted.

The scheduling of the board agenda was approved, giving us 9 meetings per year instead of 12. No board meeting will be held in February, August or December.

11. Date of next meeting This is planned for Wednesday May 13th, 2026, at 5.30 pm