

**Minutes of the Somerset LINK Stewardship Group
Held on
Thursday 2nd July 2009**

In attendance:

Stewardship Group: **Mr John Murphy (Chairman)**
 Mr Jon Clausen-Berg
 Mr Leroy Clifton
 Mrs Di Monaghan
 Mr Richard Pitman
 Mr Rafal Skarbek
 Mrs Rachel Witcombe

Help and Care (Host) **Mrs Vivian Reid**
 Miss Beth Jerrett
 Mrs Patricia Starkey
 Mr Jonathan Yelland

Apologies received from: **Mrs Carole Hounsell (Vice Chair)**

Item	Action
<p>1. Introduction:</p> <p>Jonathan Yelland (who likes to be known as Jono) a new Development Officer was introduced to the group.</p>	
<p>2. Review of Previous Minutes:</p> <p>Approved - considered a true reflection of the meeting.</p>	
<p>2 Matters Arising:</p> <p>No issues raised.</p>	
<p>4. Annual Report & Organisational Plan:</p> <p>Copies were distributed and comments requested which should be e-mailed to John or Viv.</p> <p>Viv confirmed that the Report had, however, already been submitted.</p>	ALL

5. **Website Demonstration:**

Beth gave a demonstration of the LINks website explaining how to use blogs and forum. Website being developed to enable permanent areas for loading documents and also a repository for them.

Leroy offered to be responsible for entering data and keeping it up to date on the LINK Stewardship Group section.

LC

6. **Newsletter:**

Items to be included - a feature on organisations visited, a regular column from a Stewardship Member kicking off with John Murphy, but to be rotated each time. Staff recruitment, etc.

ALL

Di setting up a support group for Epilepsy. Leroy confirmed there was no information available to people in Somerset on how to deal with attacks, etc. All agreed this would also prove a good article for our newsletter.

DM/LC

7. **Leaflet:**

Mock ups were handed round – comments made included:

- green writing could be an issue for people with visual impairment
- omit hyphenation on words
- remove stamp marking
- mention our website
- correct 'you' name
- make inner text darker
- add logo and charity number
- insert tick box for permission to enter issues raised on website
- remove green lines on question page and have one white space

Final copy to be e-mailed to everyone - quantity to be decided - costings to be obtained - distribution to be decided - ask organisations in newsletter if they could distribute.

BJ

8. **Recruitment:**

Full Time Locality Manager recruited subject to relevant checks
18.5 hours Development Officer recruited subject to relevant checks
24 hours Development Officer commencing 1st July 2009
Full Time Development Officer still to be recruited.

9. **Stewardship Meetings:**

- a. Strengths of members need to be highlighted. A template will be drawn up for members to complete. **ALL**
- b. It was decided future meetings would take place on the first Thursday in each month from 5.30 – 8pm. **ALL**
- c. John Murphy confirmed that as we sometimes have so few members at meetings our quorum would be set at four.
- d. It was agreed that issues could be voted on by proxy if members are unable to attend meetings. These should be e-mailed to Trish in good time for the next meeting. **ALL**
- e. As our Stewardship Group could have a maximum of twelve members it was proposed we co-opt additional people from those registered with LINKs. **VR/TS**
- f. Volunteers are needed to distribute leaflets – it was suggested that people already registered might be interested in helping with this. **VR/TS**
- g. Large organisations could be approached to help with leaflet distribution. Rachel to discuss with Viv. **VR/RW**

10. **First Two Organisations:**

- Two volunteers required to think about organisations to be invited to give us their views on LINKs so far. **ALL**
- Leroy & Di will get together on the issue of Epilepsy. **LC/DM**
- John and Rachel to research other issues. **JM/RW**
- Viv and Rachel to liaise on making contact with practice managers **VR/RW**

11. **Countywide Gatherings:**

- Holding meetings countywide and in different parts of the county was discussed, but it was decided this year it would be better to piggy back on other people's events and spread the word, with possibly holding Roadshows, taking the bus round the County. Di to look into cost/availability of bus. **DM**
- Di and Viv to lead on roadshow. **DM/VR**

Having a red bird as a mascot was suggested which would hopefully attract children's attention and bring in parents – Beth to do costings on this. **BJ**

12. **Enter & View:**

Training for this to be discussed at next meeting. Viv advised this needs to be opened to the LINK. Possible training to be arranged for October. **ALL**

13. **Any Other Business:**

Rafal was requested to look into the cost/possibility of giving the group training on equality and diversity. **RS**

A Diabetes education course was mentioned - further details to be obtained. **JC-B**

A South West LINKs Learning Event in Somerset is to be held on 14th July next. Viv has e-mailed details to all Members for consideration. **VR**

14. **Next meetings:**

Thursday, 6th August 2009 At ViSTA 5.30pm – 8pm **ALL**

Thursday, 3rd September 2009 at ViSTA 5.30 – 8pm

The meeting closed at 7pm