

**Meeting of the Horsham District Older Peoples Forum
on Wednesday 9th September 2015 at Rudgwick Village Hall**

Notes

Attendees:	Martin Bruton (MB)	-	Chair, Denne NC & Horsham Resident
	Paul Smith (PS)	-	Vice Chair & Resident
Nuthurst	Barry Mursell (BM)	-	Resident, Broadbridge Heath
	Brian Harvey (BH)	-	Resident, Horsham
	Alf Goodchild (AG)	-	Resident, Horsham
	Frank Bockling (FB)	-	Resident, Billingshurst
	Michael Jarvis (MJ)	-	Resident, Horsham Forest
	Lesley Ainslee (LA)	-	Resident, Henfield
	Betty Ogden (BO)	-	Resident, Henfield
District	Janice Leeming (JL)	-	CEO, Age UK Horsham
	Martin Toomey (MT)	-	Steyning PC
	Ann Gover (AGov)	-	Resident, Warnham
	Eve Mauchel (EM)	-	Forest NC & Resident, Horsham
	Arthur Reader (AR)	-	Resident, Horsham
	Marilyn Quail (MQ)	-	Resident, Rudgwick
	Philomena Leech (PL)	-	Resident, Rudgwick
	Mrs G Hurst	-	Resident, Rudgwick
HDC	Lisa Boydell (LB)	-	Community Dev. & Engagement Mgr,
	Shirley Gardner (SG)	-	Administration, HDC
Guests:	Graham Sitton (GS)	-	Elders Commission PCC
	Janice Leeming (JL)	-	See above
	Sharon Cadman (SC)	-	Dementia Friendly
Coordinator, HDC	Lilian Bold (LBol)	-	Lay Rep. for Health & Resident,
Horsham			
Apologies:	Barbara Johnson	Eva Matschy	
	Carol Duffy	Donna Bailey (Henfield Day Centre)	

Resignation: Keith Barraclough

1. a) Introductions and Apologies (& Member update)

Apologies received from Donna Bailey, Henfield Day Centre who will now attend the December meeting.

Resignation received from Keith Barraclough was accepted, and letter of thanks for past service sent.

LB introduced new member, Arthur Reader.

b) Notes of the last meeting on the 2nd June 2015

- Are they correct record of meeting?

Date recorded on notes of last meeting should read 'Tuesday 2nd June 2015' not 6th June. Other than this point, all agreed they were a correct record of the meeting.

- Matters arising
 - **MB** confirmed he has submitted, and had printed in the West Sussex County Times, an article on HDOPF and has also forwarded an article for the October issue of the Age UK Horsham District Arun magazine. He has written to all Parish & Neighbourhood Councils asking if they have an Older People's Champion, and is now waiting for responses.
 - A representative from CCG Health & Wellbeing has been invited to the December meeting.
 - **JL** has been invited to the meeting today regarding the Age UK Horsham District 3 year plan.
 - Jeremy Quinn MP has been booked for a future meeting on Friday 4th March 2016.
 - **BH** previously requested copy of the Older People's Directory; this has been done.

2. AGM - Election of:

- Chairman & Vice Chairman

MB and **PS** were both willing to continue in their respective positions as Chair and Vice Chair of the OPF if this was the wish of the group. **MB** was proposed by **BM**, seconded by **FB** and **PS** was proposed by **FB**, seconded by **EM**.

- Treasurer (and agree to opening a bank account) and further queries on accounts

AG agreed to stand as Treasurer; this was proposed by **MB**, seconded by **BH**.

FB asked why the group needed a treasurer after existing for so many years without this and **MB** explained that, as HDC wanted to hand over responsibility, the Forum has to stand independently.

MB said, with the group moving away from the umbrella of HDC and following a query from **MT**, there will be a grant from HDC of £500 to help the OPF start to fund them selves.

AG said a letter would be required to present to the bank when the group account was opened. **LB** said this would need to be on official letter headed paper with two signatories for the accounts.

JL mentioned Mid Sussex Older People's Council who raise their own funds and **MT** asked what authority this group has to raise funds. **MB** said the Constitution should

enable us to do this but **FB** queried if it would require a letter of authority. **MT** also felt the group needed to distinguish themselves from any other forum/group.

LB said when fund raising is being discussed in terms of applying for grants, the following should be in place to enable us to do this:

- Elected Chair, Secretary and Treasurer
- An existing bank account with two signatories
- A Constitution

MB and **LB** had discussed grants available for training courses and **LB** explained that usually, when applying for funds, we will be asked for sight of our Constitution, aims of the Organisation and copy of the accounts etc. In the first instance small grants need to be applied for (i.e £250) from different places as, unless already independent and applying for funds, we cannot apply for larger amounts without proving ourselves first. **MB** said the reason for requesting funds should be discussed and decided beforehand.

MT raised the issue of being a Horsham group representing the Horsham district, and asked if another Forum could set up and become more powerful; asking if we would dissolve into a larger group. **MB** said we could ask to join Mid Sussex if we wanted to, but we are still being funded and supported by HDC. Our status will come by way of the support we get; we are representing people of the Horsham district and we are as strong or as weak as we want to be.

MB suggested the Committee need to discuss the accounts of the group, including opening of the bank account and issues arising. **Action: MB**

LB also confirmed that, with the support of **SG** being withdrawn, she will always be there at end of phone to help support the group.

- Secretary

MB proposed **MT** for this position, which he accepted and seconded by **PS**.

To confirm:	Chair	–	Martin Bruton
	Vice Chair	–	Paul Smith
	Treasurer	–	Alf Goodchild
	Secretary	–	Martin Toomey

3. Constitution Amendment: “Dissolution”

Discussion took place on suggested ‘Dissolution’ text for the Constitution:

MJ said there was an assumption that, if we disband, we will be in profit but there was a need to protect ourselves if in debt. **LB** said the group would be responsible as a Committee to ensure that there were no liabilities - no payments would be made if there were no funds to cover them. **JL** said, being a small organisation, there was a need for accountability.

BM asked if we were referring to Committee members of the Forum or every member. **JL** said the reference to ‘members’ of the group was previously changed to ‘supporters’ so this may be confined to the Committee, not the Forum as a whole.

AG asked for advance notification of a ‘Special General Meeting’ of 2 weeks/14 days.

BM suggested ending of the last sentence be amended to; “by simple majority of those supporters present”.

After discussion, the following amended paragraph of the Constitution was proposed and agreed:

‘Dissolution’

“If a meeting, by simple majority of those supporters present, decides that it is necessary to close down the Forum it may call a Special General Meeting giving a minimum of 14 days notice, to do so. The sole business of this meeting will be to dissolve the Forum. If it is agreed to dissolve the Forum, all remaining money and other assets, once outstanding debts have been paid, will be donated to a like-minded organisation or failing which to Horsham District Council for whatever purpose it thinks suitable in the circumstances. The like-minded organisation to be agreed at the Special General meeting which agrees the dissolution, by simple majority of those supporters present”.

4. Presentations from Guest Speakers:

- Janice Leeming, CEO, Age UK Horsham District: Age UK priorities for their 3 year plan 2016-2019

Referring to the priorities for the next 3 years, **JL** said Age UK Horsham District had consulted with stakeholders, staff, members and charity supporters, to find out what people think the priorities are and what they should be focussing on, as a charity, for going forward.

Following the consultation, the strengths and weaknesses were studied. The results were then drafted and circulated to the group, who were asked for their thoughts. **JL** said Age UK Horsham District support the Forum, as they see the group as complimentary to what they themselves do for people in later life – the Forum is a voice for older people and this is the reason for consulting with us.

MB referred to what he felt to be “corporate speak” in the plan. **JL** explained that this document covers strategic goals and a business plan, outlining what the charity is about and it will be used to show why organisations/partnerships should invest in this charity. It is not a reference leaflet for people who want to use the services.

In coming to the end of the first 3 year plan, which was formed in consultation with this group, it achieves the significance of what was agreed. It has now been refreshed, trying to achieve the mission and values of what people thought the focus should be. The vision is that people can love later life and celebrate it, and will provide activities enabling choice for independence and wellbeing. The mission is

responding to the needs of older people, showing Age UK are listening to what older people want and working in partnership with this Forum.

MB thought the plan looked positive, asking if it reflected national views as well as local. **JL** confirmed that although the views and vision are national, the mission is very much local.

MB thought the expression “loving later life” was a bit ambitious and perhaps the expression “enjoy later life with confidence” would reflect things better. He thought people wouldn’t perhaps “love life” considering what they previously had, but could “enjoy life”. **JL** said the mission was more about ambition; being in general terms what the aim is for in an ideal world, describing what they would do. This is a very ambitious plan and, nationally there was a lot of research before it was agreed on.

JL asked if the group agreed with the priorities in the document, pointing out that they didn’t suggest priorities, people were asked for their views and these are points of the feedback.

MB asked about support for carers, where there appeared to be a big gap and asked if Age UK provided any support here. **JL** said that carers support came from West Sussex CC and **LA** also highlighted Guild Care in Worthing, who provide support, including that for carers.

LBoI asked if there was a percentage figure of people who voted. **JL** said that, as the responses were written in different ways and collated after interpreting the answers, they didn’t have this. The answers were similar from the two groups and it gave a ‘flavour’ of what Stakeholders think the priorities are, with both groups recognising that Finances feature highly.

PS felt the priorities of certain groups of older people, for example those living in rural areas for whom access to public transport is difficult, would differ from those living in Horsham. He thought there was a tendency to generalise too much when talking about priorities.

JL asked the group to let her know if they thought anything was missing and, looking at the priorities, did they think they were going in right direction? All agreed with the priorities.

- Update from Donna Bailey: Henfield Day Centre opening December or January

Apologies were received from Donna Bailey, who sent information that Henfield Day Centre is due to be up and running by mid-November.

- Graham Sitton: Elders Commission of Sussex Police & Crime Commissioner

GS gave a very brief outline of the Elders Commission, initiated by Sussex Police & Crime Commissioner, Katy Bourne, and distributed SP & CC (Sussex Police & Crime Commissioner) cards among the group, which give older people the opportunity to indicate ideas/views they have on policing, crime and community safety. **GS** said the Elders Commission was covered by volunteers, as these were not paid posts and

the scheme was set up in West Sussex for older people who were interested in what police do.

GS said it was felt that not many people had heard of them as there has been no publicity and so far, from circulating SP & CC postcards in the district, only 5% have been returned.

The first debrief is to be held later this month and then earlier next year will form part of police policy in next 2 years. If successful it will be rolled out across the country, giving indication of older people's issues of concern.

Comments/Queries:

MT said fear of crime etc comes up at PC meetings and queries are answered by Wardens, as local policing has been withdrawn. Big issues arise when this happens.

PS raised the issue of fear of crime and local policing. With fear of crime, the impression can be that older people can exaggerate certain crime and that a lot of time and money is being spent on things that don't exist. He asked if any information on this had emerged; do they feel fears can be allayed if there is more accurate information about incidences.

GS said 'fear of crime' doesn't mean there is any likelihood and, referring to the back of the SP & CC card, asked people to let them know about relevant issues, every person's response is different.

MB asked what the future direction was of the Elder Commission. **GS** highlighted the difficulty of getting the message out there, as it can be difficult to find out about meetings and being able to speak to some organisations, but not others. **MB** suggested speaking to Neighbourhood Watch and said he can always be contacted to pass on any information via the OPF.

LB asked if they have had any contact with the HD Community Safety Team and if he would be happy meeting with the right people. **GS** said Katy Bourne had contacted WSCC & HDC.

PS asked, since the introduction of CCTV/counterbalanced with fewer police on the beat, if there was any information regarding crime figures. **GS** said there was no more reported crime but less crime overall.

PL and **MQ** highlighted a Wednesday meeting in Rudgwick and **GS** was invited to attend as there are people out there who didn't attend this meeting.

AG asked for leaflets with contact address and telephone number for signposting.

5. What is the role of HDOPF?

- HDOPF joining Dementia Friendly Organisation - Discussion: Chairman

MB had circulated email asking for views on the Forum joining this organisation. Four responses had been received and **MB** was now asking for the group's views.

MB thought Dementia would be a good subject for the Forum.

LB introduced Sharon Cadman (**SC**), who has taken on the part time role of Dementia Coordinator at HDC for 18 months, to support the Dementia Alliance, and said that this demonstrated the commitment from HDC on this subject. Various organisations across the district are working together to improve services and are

very keen for us to join and give input. **MT** felt there should be no hesitation. **MB** asked for votes on joining this organisation and all were in agreement. **Action:** **MT** to send out email – feedback is needed.

6. Interest and skills Audit form: Lisa Boydell

LB asked if all had received the previously circulated Interest and Skills Audit, and said that she and **MB** had discussed the many skills that members of the group must have which they are unaware of and which could be useful to the group going forward. If anyone did not receive this document, **LB** can email or send a hard copy out.

7. Interest for a HDOPF run course for using tablets i.e. iPad & Kindle: Chairman

After seeing a Sky1 TV programme on older people being helped with internet skills by younger people (OAP Internet Virgins), **MB** said the positive effect on the older person had been staggering, and asked if there was a need for the Forum to run courses on this, as it showed that many things can be accessed using the internet. **JL** pointed out that Age UK Horsham District have computers that older people can access and receive help with and there is also a computer club in Henfield; there is a need to make sure services aren't duplicated. **MB** said we need to make sure the information is out there on courses available including the WSCC ASPIRE courses.

LB would like to ensure that any member of the Forum is skilled enough to use computers or iPads. For anyone who would like help, there are a number of things already in existence and she will be happy to facilitate for anyone to go to these and to contact her after the meeting.

8. West Sussex Mediation Service (WSMS) project for Elder Mediation: Chairman

MB had a meeting with the Chairman of West Sussex Mediation Service regarding a project for Elder Mediation. This is aimed at the adult children of older people about the issues that can arise i.e. when there is the decision for the parent to go into a care home. Mediation is provided, free of charge, to adult children to discuss these issues. Other issues can be discussed and although this service is free of charge a donation is appreciated.

9. What individuals have done to promote the Forum since the June meeting

Meetings attended and actions since last meeting:

- 2 HDOPF Committee meetings held.
- Meeting with Nick Handley, Chairman of West Sussex Mediation Service.
- Meeting with Sharon Cadman, HDC Dementia Friendly Horsham coordinator.
- 2 meetings with Philip Gibbs regarding a Fitness & Well Being centre with walking football. Visited ground in Shipley.
- Article on HDOPF written by Chairman, **MB**, and published in WSCT 16th July 2015.

- Article submitted for publication in Age UK Horsham District Arun Magazine Autumn 2015. **MB** will write 150 words to go into Parish Magazines/other publications.
- **MB** emailed every parish & neighbourhood Council Clerk, asking if they have an 'Older Peoples Champion'.
- Advertised for volunteer HDOPF Secretary through H & MSVSA (Horsham and Mid Sussex Voluntary Action).
- Circulated information on Age UK Older Peoples Day event on 1st October 2015.
- Circulated consultation on HDOPF joining Horsham District Dementia Action Alliance.

MB asked for any other ideas or if the group thought they were 'on the right track' with the agenda items. **PL** said she would have liked to have talked more about the problems relevant to Rudgwick and suggested that when going to each village, time should be set aside on the agenda for any local issues to be discussed if requested. **MB** said that this was covered under AOB.

10. Suggestions for 2016 meeting venues

The group was asked for suggestions for 2016 venues.

Henfield was raised as possible future venue.

NB. **LB** reminded The Forum that the cost of venue hire will have to come out of the budget of £500 (which runs from April to March each year). Any speakers booked will not require payment.

11. A.O.B.

MB said the local MP, Jeremy Quinn had been booked for the meeting on Friday 4th March 2016. **MB** will ask for questions from the group beforehand that can be given to Mr Quinn in advance, enabling him to research & answer queries. Will also check beforehand on what his responsibilities are.

LBol: NHS stroke review for Kent, Surrey and Sussex. Commissioning pack available. **MB** asked for information to circulate.

PL raised the issue of the bus service in Rudgwick and access. The bus service is good, with 2 buses an hour, but accessing the buses is difficult. **MQ** is on the committee of the local retirement flats and said that the buses don't have hydraulic systems to lower the entrance/exit platform. There also needs to be a review of the positioning of the bus stop but she is unable to get suitable response from the County Council.

BM thought this may be an issue to raise with the Parish Council and suggested attending the PC meetings, raising the issue there.

JL said she found this was an issue raised many times and felt there was a massive gap in the planning process. There needs to be a way of feeding in information and this could include bus issues, but not sure where. **FB** thought there should be transparency in what is included in new building sites.

MB said he can feed this issue in to a meeting for discussion at sub-committee, also for the HDC 'Preparing for an Ageing Population' - new edition to come after 2016.

BM had previously asked PCs for a copy of their village plan and found they included plans for younger people but not for older people, felt there was a need to challenge this. **MB** asked to be reminded about this at next Committee meeting.

With the resignation of Keith Barraclough, **MT** will be taking on the mantle to produce future name cards required and he will also become a member of the Committee.

LB asked for action plan to make sure there are refreshments provided at each meeting. Suggestion was that member from relevant parish will deal with this and will be reimbursed cost. **Action: BM/MT.**

Also requested a couple of people arrive at the venue 15 minutes before the meeting to help with setting up of refreshments, tables, chairs etc.

Close of meeting 1.00pm.

Last meeting for 2015: Thursday 10th December - Partridge Green, St Michael's Church Room.