

**MINUTES OF THE MEETING OF THE TRUSTEES OF
THE FRIENDS OF DATCHET HEALTH CENTRE**

Friday 15th January 2010

The Union Inn, Old Windsor

Chair: Dr. Adrian Dalton

1. Present

Dr. Adrian Dalton, Dr. Mick Watts, Aimi Bullock, Karen Holmes.

Apologies for absence: Rev. Chris Mattock.

2. Minutes of the last Meeting

It was agreed that the Minutes of the last meeting represented an accurate account of events.

3. Matters Arising

Notice boards

Current notice board space is tight. Karen suggested that it would be best to develop a 'Friends' notice board once the new extension is in place.

Datchet Village Fete

Adrian has written to the Village Fete Committee (Julia Harding) asking them to put the Friends of Datchet Health Centre forward as potential beneficiaries of this year's Fete.

It was agreed that The Datchet Health Centre should support the village fete via an advert in the fete programme. Adrian will send contact details to Karen. Karen also felt that the Friends should support the fete by manning a stall there – possibly in conjunction with the PPG. Karen offered to organise a stall on behalf of FODHC.

4. Accounts

Aimi has produced updated management accounts for the charity. These remain largely unchanged from the last set. A discussion was held around the importance of prompt submission of accounting data to ensure compliance with The Charities Commission deadlines.

5. Funding Requests

BOFA Funding

Karen met with Cathy to discuss any funding requirements for respiratory care in relation to the remaining BOFA money. It was agreed that a pulse oximeter for each clinical room would be useful. These have since been ordered and are in place. Cathy also indicated that it would be useful to have the spirometer equipment serviced and recalibrated. One machine has been done and the second one has just been sent off. Mick proposed that any remaining monies in the BOFA 'pot' should be used to fund respiratory related equipment in the new clinical rooms. Those present agreed that this was appropriate use of the money and blanket approval was given for such future purchases.

Health Education Evening

The PPG will be holding another health education evening on Tuesday 27th April at Wraysbury Village Hall from 7.30 – 9.30pm. The subject matter this time will be asthma. The PPG will be applying to Wraysbury Parochial Charities for some financial support to cover hall costs, printing, postage and light refreshments. The Trustees confirmed that they were happy to support any additional costs over and above what was received from WPC.

Patient Newsletter

Currently 500 copies of the patient newsletter are printed. Mick suggested that we could develop a circulation list of people who would like to receive the newsletter via an e-mail link to reduce printing costs. Patients could also be directed to the practice website.

6. Fundraising

Walking Group

Adrian and Helen Dalton have taken on the running of the walking group and a small subscription is now being charged. Twenty seven people have now signed up as members and the walking group is thus generating income for FODHC.

Just Giving

Mick raised some £300 via a Just Giving website at Christmas, asking people to donate to FODHC instead of sending Christmas cards.

Windsor Half Marathon – Sunday 26th September 2010

Mick has spoken to the Director of the Windsor Half Marathon – Peter Hear - and 20 places could be allocated for runners to fundraise for FODHC. Mick is happy to organise a team. The cost is £24 per place and places could be sold on to runners. Peter Hear will then need to be advised of the names of entrants.

Cycling

There is a bike ride around the Isle of Wight (70 miles) on the same date as the Windsor Half Marathon and the Palace to Palace (Buckingham Palace to Windsor Castle – 45 miles) also takes place on the same date. Karen and Aimi will look into doing one or the other to raise funds for FODHC.

Meeting re Fundraising

Mick, Aimi and Karen will meet one Monday at 12.45pm to discuss fundraising ideas for FODH. Karen will confirm a date.

7. Any other Business

Adrian offered to update and maintain the FODHC page on the practice website. It was agreed that this was a good idea.

8. Date of Next Meeting

The next meeting will be held on Friday 30th April 2010 at 1pm.