



Member Meeting - Minutes

<b>Date:</b>	Wednesday 26th of July 2023
<b>Time:</b>	11:30am- 13:00pm
<b>Venue:</b>	Office- The Gateway Centre, N. Methven St- Hybrid

Attendees
Douglas Brown- Trustee
Evander Coban - Trustee
Colleen Cochrane- Duncan's PA
Cindy Godfrey-McKay- Chairperson
Duncan Irvine - Trustee
Axelle L'Hortalle- Administrator
Jane Moncrieff - Manager
Apologies
Nettie Sutherland - Member

Attendees
Apologies

Agenda Item	Topic	Action
Item 1 & 2	<b>Welcome and Apologies</b> CGM welcomed everyone to the meeting. Apologies as above.	
Item 3	<b>Conflict of Interest</b> None	
Item 4	<b>Minutes of previous meeting</b> JM shared that the Scottish Widows pension had been paid. Scottish Widows have also offered compensation. JM feels the Ombudsman investigation has been proficient and thorough surrounding the case as they have been checking in and following up on the complaint.	

	<p>Grant has stepped down from his Trustee role at CILPK due to his situation at the moment.</p> <p>EC and NS have now been appointed as Trustees for the organisation. JM suggested we do trustee training sessions for all the Trustees post the AGM. JM proposed and DI seconded.</p>	
Item 5	<p><b>Staff Update</b></p> <p>JM let the Trustees know that AL is expecting a baby. The baby is due on 27 December 2023. CILPK will consider the process of recruitment for maternity cover closer to the time. JM would like to meet with CGM to discuss the maternity policy document.</p> <p>JM would like to have an annual performance review as she has now been at CILPK for over a year. CGM agreed to follow-up. Trustees will assist CGM in completing the performance review with any input.</p>	
Item 6	<p><b>AGM discussion and update</b></p> <p>The chosen date for the AGM (16th of August) is no longer available at the preferred venue. JM and AL have looked at the Library Cafe as another option.</p> <p>JM explained to the Trustees that the whilst it was a bit frustrating about the room situation on the 16th August there were a number of things still to be completed prior to the AGM such as Annual Report and accounts review and postponing it in August would be helpful now anyway.</p> <p>As such, JM proposed to reschedule this year's AGM for November 1st 2023. JM would like to arrange for guest speaker Tommy Whitelaw to be there for the AGM in November. Trustees were in favour of rescheduling the AGM in November. AH to put together and send out appropriate communication to inform everyone of this change.</p>	
Item 7	<p><b>Trustee recruitment</b></p> <p>EC and NS have been co-opted. Everyone agreed; they are happy to have EC and NS as trustees.</p> <p>JM shared that KR had reached out and would like to be a trustee at CILPK. JM asked if all the trustees were comfortable for KR to stand as a trustee. JM felt that there may be a conflict of interest and explained why she felt this way.</p> <p>CGM agreed that there is a conflict of interest for KR as he works at a similar charitable organisation already.</p>	

	<p>DI and DB shared that they were okay to have KR as a trustee but did agree there may be a conflict of interest.</p> <p>EC mentioned KR’s significant experience and position at DWB and that he can contribute as he already does to CILPK without becoming a Trustee.</p> <p>CC also shared how KR is well-known within the local community. As a passionate individual he has contributed towards many positive changes around Perth and Kinross but didnt always share the same approaches and ethos as CILPK. JM agreed, KR is a valuable member of CILPK and will email him to let him know the discussion that has taken place today.</p> <p>The Trustees have decided they would like KR to be involved at CILPK as a Disability Champion. This will ensure that there are no conflicts of interest.</p> <p>CGM suggested encouraging other CILPK members to join as Trustees.</p> <p>JM agreed, she would also like to go external to recruit some new Trustees for CILPK. Memos and Articles need to be agreed at the upcoming AGM before recruiting new trustees.</p>	
Item 8	<p><b>AOCB</b></p> <p><b>Office Lease</b></p> <p>JM asked everyone present what they thought of the office and the Gateway centre. The Trustees agreed that the space was comfortable and accessible. The location is also convenient as it is close to the city centre and local amenities. JM also shared how affordable the office lease had been compared to the previous one.</p> <p>JM would like to extend the office lease from three months to six. Once the Vision PK building is fully furnished and laid out we will review our options. Everyone agreed.</p> <p><b>Isla and Grant to move back in together</b></p> <p>JM had attended a meeting with Social work to discuss Isla and Grant’s situation. This is an ongoing difficult situation and has not been handled well with Social Work. JM has been supporting the family and Grant to try and ensure a positive outcome is reached and this looks like it may now involve a formal complaint. JM also proposed that Councillor Peter Barrett be contacted as he Chairs the Council’s Equality strategic group to raise awareness of the</p>	

challenges of social care currently.

CGM and CC agreed that it would be good to contact Councillor Barrett to raise this issue.

JM also asked if it was possible to make a referral to support choices for Grant, Isla and their family. CC agreed that it was a good idea to make a referral.

JM would like this issue resolved sooner rather than later for Grant and Islas quality of life. JM suggested reaching out to someone at a senior position in the Health and Social Care Partnership to make them aware of the challenges people with a disability are facing.

CC had a meeting planned in August to start PA training with Support Choices. She is looking forward to it as it looks promising.

### **Flood Gates**

CGM raised concerns on the ongoing battle with the flood gates. She felt that the notifications coming through Facebook have not been useful. The App is not fully accessible as not everyone uses it. She explained how it would be best to have the notifications via text. JM to look into this again once she has worked out best person to talk to.

### **Taxi Training Meeting**

JM asked DI if he could prepare to share his experiences for the upcoming Taxi Training. DI and EC agreed to attend the Taxi Training on the 8th of August 2023.

### **Keep Safe**

CGM shared concerns on safety around town. Someone had been followed around town as they left the bank. It was a troubling situation which should have been reported.

JM explained how important it was for CILPK to keep a good relationship with the community Police and Keep Safe.

CGM and JM agreed that Keep Safe venues around town should be reviewed. CILPK should check each venue's awareness and training on how to assist someone in need. JM to apply for funding for a part time Keep Safe Coordinator who can help pick this work up.

	<b>Date of next meetings:</b>	
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11 October 2023 at 11am

**Venue:** The Gateway Centre, N Methven Street, Perth.

**Hybrid event:** Zoom.