

**Urram Board Meeting Notes 25th October at 12.30 pm via Zoom**

**Proposed Date Change – Next Meeting December 14<sup>th</sup> 1.30pm**

		Action
1	<p><b>Welcome and apologies</b>  Present: James Hilder, Elizabeth Carmichael, Ali Upton, Jenni Hodgson, Sally Semple, Gill Calver, Louise White, Natalie Rodgers, Claire Cameron.  Denise Anderson and John Jones joined part way through.</p>	
2	<p><b>Minutes of the last Meeting</b> (September) Approved- proposed by Jenni and seconded by Gill</p>	
3	<p><b>Matters arising not covered on the agenda</b></p> <p>a) Following Joannes’ resignation, the Board formally thanked Joanne Matheson for all of her great support and the value she has been to Urram as one of the founders, and dedicated campaigner to save Dail Mhor. There is now no longer any representation from Acharacle.</p> <p>b) Skills audit – Board Recruitment. There is a need to recruit some more board members. Space for 13 board members- currently there are 5. Agreed to publish an update with the befriending and developments and advertise for board members. Applications for board members to be made ahead of AGM on 24<sup>th</sup> January 2022 at 8pm with mini board meeting at 7.30. Suggestions to approach 3 local councillors, Andy Whiteman as well as all community councils and community companies in the area. This update will also go in the November De Tha Dol. <u>James/ Louise to action.</u></p> <p>i. Accounts need to be verified. <u>Jenni</u> to investigate with local accountants/ book keepers</p>	<p>James / Louise  Jenni</p>
4	<p><b>Dail Mhor House - Current status of Service &amp; Operational Update (Claire Cameron)</b></p> <p>a) Much the same status. 4 beds occupied with another person arriving on Wednesday. Beds still being used for emergency respite or step up/down and looks like this will continue for some time as the wider NHS struggles with staffing.</p> <p>b) Foot practitioner and a massage therapist are interested in resuming services. Risk assessments have been done and this is likely to go ahead. With Helen to move forward.</p> <p>c) Currently advertising for 2 part time domestic staff and 1 bank staff. Help with advertising across social media platforms would be appreciated.</p> <p>d) Gill thanked Claire for all of her help and enthusiasm over the last couple of years.</p> <p>e) The hospital transport vehicle is available for use by Urram/other. Drivers need to be registered through NHS as volunteers for insurance purposes- easy to action with Mary or Helen. Vehicle needs to stay in Strontian/NHS site and is not available on Wednesdays or Thursdays.</p>	

5	<p><b>Budget</b> James shared a budget he had been working on. Some money items haven't arrived yet ( Ardgour Glensanda fund and Morvern) <b><u>Louise to follow up</u></b> Budget included the West Lochaber Hospital Transport Service along with a proposal to adopt the service. Budget model shows a deficit of around £3000 which was agreed an acceptable level of risk.</p>	Louise
6	<p><b>West Lochaber Hospital Transport Service(WLHTS)</b> – proposal to adopt</p> <ul style="list-style-type: none"> <li>a) James proposed Urram adopts the WLHTS. Vehicle based in Acharacle and utilising the vehicle based in Strontian as needed. Jane Gaze would join the Urram team and work closely with Natalie to develop appropriate paperwork/spreadsheets for volunteers both for the WLHTS and the befriending service. James still progressing insurance and going forward making it work for the area. i.e volunteer + client from Morven being able to use own vehicle and still claim mileage- whilst being covered with insurance.</li> <li>b) James formally proposed the project, seconded by Sally as well as full support of the rest of the board</li> <li>c) <b>James</b> will continue to work with Jane in terms of line management and getting the service up and running as well as <b>introducing Natalie and Jane</b> so they can work together streamlining paperwork.</li> <li>d) Louise and Natalie to ensure their cars are insured for business use.</li> <li>e) The ability to conduct PVG checks is in process with Louise</li> <li>f) Proposing that the WLHTS becomes part of the befriending service offered and some discussion but no conclusions were made with regards to name changes. <b>Action- ALL to give some more consideration to.</b> Suggestions were to include Urram in some way as well as retaining 'transport'</li> </ul>	<p>James</p> <p>Louise/ Natalie</p> <p>Louise</p> <p>ALL</p>
7	<p><b>Helping Hands / Befriending Update.</b> Natalie has been working through some of the paperwork from Susan at Highland Hospice. She is just waiting on a partnership agreement and insurance details before progressing to the next step. Natalie is attending a training day on Wednesday which is the same training volunteers would attend. Some discussions around the service being befriending not caring and what to do if a client deteriorates. All agreed we need to be clear on what we are offering and what we are asking the volunteers to do at this stage.</p> <p>James and Jenni are meeting Andrew Leaver from Highland Hospice to have a conversation around home care but agreed that it would be in to next year before progressing any thing around home care. (12<sup>th</sup> November at Strontian Hotel)</p>	

8	<p><b>Dail Mhor / Wellbeing Hub/ Publicity</b>  Out of office from HIE re funding for feasibility so all a bit on hold.  Survey results- Louise to create something that can go up on notice boards and possibly with the update in the De Tha Dol to keep people informed. Consider a roadshow schedule for launching the befriending service as well as using word of mouth to prepare the ground ahead of the 'official' launch of the service.</p>	Louise
9	AOB	
10	<p><b>Date of next meeting</b> – Monday 29th November. Gill requested every 5-6 weeks. Mondays seemed agreeable for everyone. <b>SEE BELOW</b></p>	James to propose dates ?

**Revised Proposed: Meeting Times 1.30pm - Tue 14<sup>th</sup> December, Pre AGM 17<sup>th</sup> January, AGM 24<sup>th</sup> January 8pm, 7<sup>th</sup> March, 25<sup>th</sup> April, 6<sup>h</sup> June, 18<sup>th</sup> July, 5<sup>th</sup> Sept, 10<sup>th</sup> Oct, 21<sup>st</sup> Nov**