**NORFOLK & WAVENEY PROSTATE CANCER REPORT GROUP**

Minutes of the Committee Meeting held Monday 7th October 2019

***DRAFT***

1 **Those Present**

Noel & Ann Warner, Judith & Nigel Gardiner, Ray Cossey, George & Jill Siely, Steve Costin,

Mark Threadgold, Roger Bassham, John Ladd, Gary Mutten, Tim Waite, Sallie Jermy

Geoff Walker

2 **Apologies for absence**

David Haines, Graham Manning

3 **Approval** of the Minutes of the Committee Meeting held on the 1st July 2019

3a **Sallie Jermy** re recently donated couch

The recently installed examination couch has so far been used for 77 biopsies and is generally meeting with approval from patients. However it is poorly situated and there is a plan to relocate it to Urology Outpatients. This would be a much better location space-wise. However Sallie told the Committee that another department (Colorectal cancer) were about to purchase the same piece of equipment to use in the same location. A discussion ensued and bearing mind both departments anticipated usage (1 half day per week) it was felt that we should offer Colorectal use of our couch providing they make a contribution of around £5,000 and that we can agree on timing and access for PCa patients. This suggestion was approved by all and Ray to volunteered to draft a letter which Sallie will present.

Sallie suggested a speaker - Utsav Reddy - who is the clinician using the couch - for the September Open Meeting .

4 **Matters arising**

John Ladd reported that the new upgraded website is now up and running. This was discounted by supplier and is working well.

Roger Bassham raised the question of the “Just Giving” option on our Facebook page. See treasurer notes on this matter. RB working with Ray Cossey to finalise Speakers for our Open Meetings.

5 **Treasurers report**

Ann said “Thank you for accepting my report in my absence at the July meeting - we had a lovely holiday.

Our major supporters this half-year have been Edingthorpe PCC in June, followed by Trinity Church in August and Great Yarmouth Bowls Club in September. There is also a donation from Morgan Trust and Tax Planning yet to be banked.

Two minor problems with recent donations -

Bateman Groundworks very kindly sponsored 2 Newsletters. If this method of donation is repeated they should note that VAT-free invoicing is only allowed to a Charity, so the donation is matched to the cost of printing. Direct invoicing to the donor would need to be pre-planned so that Everett can include VAT.

If you are aware of a donation made directly to our bank would you please let me know as I was very late in thanking Mr Jones of Trinity Church.

There was a one-off cost recently when the website was updated, also our subs to PCUK have been updated.

Bank accounts are -; Current stands at £8,176 and Deposit A/C £13,439. The unbanked donations with therefore bring our total funds to more than £20,000.”

Ann passed copies of the latest statement of account for members to study.

Comments - Nigel & Ray gave some explanatory comments ref the Trinity Church donation.

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Further discussion took place about the desirability to have a “Donate now” option on our Facebook page. The consensus was that we should since it was a gentle way of soliciting funds.

This was proposed by Mark Threadgold and seconded by Roger Bassham.

John Ladd to obtain figures re number of Facebook visitors.

Ann mentioned that we now have an HMRC number (C8176) which will allow us to boost donations by applying Gift Aid.

Nigel said that Bakers are planning a mini marathon event with proceeds coming to us.

Ray was concerned that we may not be giving sufficient publicity to donors. Ann explained that every donor receives a detailed personalised acknowledgement. It was suggested that major donations could be given space in the Newsletter.

6 **Welfare report**

Jill said that things had been quiet - just one man approached with some issues which were resolved.

Sallie informed us about the levels of support offered to patients and feedback received from them. One issue that emerged was cases where the patient has financial difficulties ( transport for example) Ray Cossey suggested that we could help in such cases,

Roger B said that Persimon Homes had asked about PSA yet for employees. Ray C said that we could provide details of phlebotomy nurses trained to assist with blood tests.

Sallie raised the issue of a problem with the seminars being held at the Cringleford Ward. It seems they urgently need a projector and funds have been offered by a Masonic Lodge. However there is a delay in the money coming through. To remedy this Ray C had offered to buy the equipment now with our funds and we will be reimbursed later by the Lodge concerned.

The water heater we purchased for the Big C has yet to be installed - this is waiting for ownership of the premises to be transferred to Big C (thereby avoiding exorbitant costs0

7 **Newsletter & Distribution**

Nigel raised the unfortunate case regarding an article in our recent newsletter about Mr Peter Kendrick who passed away prior to publication. Following discussion it was concluded that little could have been done to avoid the distress caused.

Geoff W said the next issue was about ready to go to press. He felt that the newsletter would be improved by the addition of personal stories from patients and partners from within our Group. It was felt that the Meet & Chat events might well provide the sort of story needed.

Pictures of events such as the Broads boat trip would also be useful.

8 **Membership & Mailing**

2 other members passed away. 190 postal

cancer day 17th November asking us to attend - been s

discussed no action

9 **AOB**

Steve C asked about the 2020 events calendar - Ray said its completed and will be distributed shortly.

Tim W wanted to arrange a speaker for The Hetherset Lions - Roger B will assist.

Mark T made the point about PSA results when given are compared against age which may not be a true indicator.

Harvey M asked for a volunteer to take over the management and movement of the `Group’s publicity material - Mark very kindly accepted.

Roger B has declined to help PCUK who needed someone to give talks to an organisation.

The meeting closed just before 2100 hours.

The next Committee Meeting is on Monday 6th January 2020.