**Suffolk Lullaby Trust; minutes of the meeting held on Monday 18th June 2018**

at Rowan House, 25 Hillside Road, Bury St Edmunds IP32 7EA

Those present were: Christopher Boothby, Derek Dunstone, Sally Nice, Andrea Corser, Wendy Smith, DI Claire Burgess and Sally Dunstone.

No Apologies were received.

The minutes of the last meeting had been circulated and were approved by the Chairman.

Matters Arising

Fundraising

Derek and Sally have delivered to Waitrose the completed application form in respect of the ‘community matters’ in-store token collection. We are waiting to hear whether the charity will be chosen and will inform the committee when we are contacted.

Claire Burgess and her safe guarding team are considering a summer fundraising picnic.

Website Update

Laura Barker at HQ is the communications assistant and the person to contact if we wish to post any news on the website. LauraB@lullabytrust.org.uk

Befriending

Sally Nice has been befriending a parent in the county who has recently been bereaved. HQ in London are now helping with the befriending.

SIDS Update/Protocol

Claire confirmed that the protocol is working well and procedures are being followed.

CONI Update

Andrea has 3 parents on the CONI scheme and does not require any packs or sensors at the moment.

Health Education

Derek has posted (on the Suffolk Lullaby Trust website [www.suffolklullabytrust.org.uk/suffolk](http://www.suffolklullabytrust.org.uk/suffolk)) information about availability of Andrea to give educational talks. On 10th July 2018 there will be a Health Visitor training day in Bury St Edmunds. Sally Nice will be attending and also Sarah Wilson (Lullaby Trust regional development officer) will be speaking at the training day.

Data Protection

The home computer used by Derek and Sally Dunstone is password protected. The Committee discussed Data Protection (GDPR) regulations and agreed communication to be sent; see below.

Sands Merger Collapse

As reported in the minutes on 15th January 2018 there was discussion regarding the merger of the 2 charities. The prospect of this merger is no longer a possibility.

Treasurers Update

We presently have £4852.31 in our savings account, and £1446.66 in our current account.

In the previous minutes dated 15th January 2018 it was agreed to send to London £1500 but this payment never occurred. It was agreed at the meeting tonight, that we will now be sending £1200 instead.

Wendy reported that Juliet Woods who has been the independent examiner of our accounts for many years will sadly be unable to carry on examining the accounts in the future. We therefore need to find another person who will be happy to take on this role in the future.

President’s Comments

Christopher said that it had been a good year for our committee, and is as always extremely impressed by the way the committee works as a team. Thank you to Derek Dunstone for being a good Chairman. The barn dance last September was an enjoyable evening, and thanks again to everyone who put in so much work. Christopher is sorry to be losing Wendy from the committee and would like to pass on the thanks of the Committee and himself to Wendy for everything she has done over the years as our treasurer.

Chairman’s Comments

Derek thanked each and every one for all their support and also to Claire for hosting the meetings. We do need more members of the committee, but the challenge is finding the right people.

Secretary’s Comments

“The year began well for the group with a fun time had at the Barn Dance at Moreton Hall in September. We were sorry to lose Maylin and Wendy from the committee, they have both been invaluable to the group over many years. I have now taken on the helpline for two Sundays a month and it keeps pretty busy. I also get details of parents to ring back at this time. We have had one cot death recently in the County, I spoke to the lady twice as the health visitor asked me several times but the Mum has now been taken on by London and they will set her up with a befriender. I am attending a training day on 10th July a West Suffolk House. Safer Sleep will be discussed. I am not sorry we are not merging with SANDS as I did have some reservations about this. Special thanks to Derek and Sally for all they do for the group”

Election of Officers

Chairman: Derek- unanimously elected.

Treasurer: Andrea Corser was unanimously elected to take on the post.

Secretary: Sally Nice - unanimously elected.

Minute Secretary: Sally Dunstone – unanimously elected.

It was reported that Peter Powell no longer worked at the West Suffolk Hospital and will therefore be removed from the committee list.

AOB

Sally Nice reported that John Marcel (a past chairman of the group) has sadly passed away. The sad news fondly reminded members of the committee of working with John, and all he and Jeanie his wife did for the group.

On behalf of the committee, Christopher presented Wendy with a token of our appreciation, and said how sorry we are that she is stepping down as treasurer. It has been so appreciated the professional way our accounts have been presented over the years, and a large vote of thanks is due. We would also like to express our gratitude for your support at all our fundraising activities and would like to wish you all the best for the future.

Wendy was very appreciative and thanked everyone and that it has been a pleasure to work with the committee and has learnt an awful lot about the work of the Lullaby Trust.

Date of next meeting Monday 21st January 2019 at 7.30pm at Rowan House.

**From:** Dunstone <derekandsally@dunstoneinsight.com>
**Sent:** 22 June 2018 10:49
**To:** Andrea Corser <Andrea.Corser@suffolk.gov.uk>; Burgess, Claire <Claire.Burgess@suffolk.pnn.police.uk>; Christopher Boothby <c.b.boothby@btinternet.com>; Dunstone <derekandsally@dunstoneinsight.com>; Dunstone <derekandsally@dunstoneinsight.com>; Sally Nice <sallynice@hotmail.co.uk>
**Subject:** Data protection

Dear fellow Committee member,

You will likely have already heard about changes to Data Protection law.

The Suffolk Lullaby Trust Committee holds your name, address and contact details. I am contacting you to reassure that this information will only be used for the purpose of contacting you about any matter concerning the Suffolk Lullaby Trust and will not be passed on to any third party  without your permission. The minutes of our meetings may include your name and are available to be viewed by a wider audience via a link from our website. Your details will also be shared with friends of our Group who also receive minutes. Your email address will be included with email addresses of fellow Committee members on any email communication.

Please could you confirm (by email or in writing) that you are happy with this.

Please do not hesitate to contact me if you have any questions.

I am pleased to inform you that we have obtained the services of an accountant to act as Independent Examiner to check and verify our accounts, starting next year. He is Mark Rolfe and is my brother-in-law.

Kind regards

Derek

Dr Derek J Dunstone BSc(Hons) DOptom MCOptom

Chair, Suffolk Lullaby Trust [www.lullabytrust.org.uk/suffolk](http://www.lullabytrust.org.uk/suffolk)

3 Queen Street

Hadleigh

Ipswich IP7 5DZ

07742996601

**From:** Dunstone [mailto:derekandsally@dunstoneinsight.com]
**Sent:** 22 June 2018 10:56
**To:** Bernie Dye; CDOP; Francine Bates; Gemma Dale; Ian Evans; Maylin Gosling; Sarah Wilson; Wendy Smith (wendysmith1230@gmail.com)
**Subject:** Draft message to Suffolk Lullaby Trust Friends re Data protection

Dear friend of Suffolk Lullaby Trust,

You will likely have already heard about changes to Data Protection law.

The Suffolk Lullaby Trust Committee holds your name, address and contact details. I am contacting you to reassure that this information will only be used for the purpose of contacting you about any matter concerning the Suffolk Lullaby Trust and will not be passed on to any third party  without your permission. Your email address will be included with email addresses of fellow friends of our Group on any email communication.

Please could you confirm (by email, or in writing) that you are happy with this.  If we do not hear from you by the end of the month we will send no further communication, unless instructed to do so in the future.

Please do not hesitate to contact me if you have any questions and thank you for your support of our Group.

Kind regards

Derek

Dr Derek J Dunstone BSc(Hons) DOptom MCOptom

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