

**MINUTE OF MEETING OF THE HIGHLAND SENIOR CITIZENS NETWORK HELD AT INSHES CHURCH,  
INVERNESS AND VIA ZOOM ON MONDAY 30 OCTOBER 2023 AT 10:00**

**Present:** Ian McNamara, Chair  
Isla Cuthbert  
David Hannah  
Ann McKay  
Brenda Nicolson  
Joan Philip  
Irene Robertson

**In Attendance:** Jo Cowan, Coordinator  
Anne McDonald, Coordinator

**Apologies** – Brian Devlin, Robert Kay, Lesley McDade, Councillor Isabelle MacKenzie, Councillor Thomas MacLennan, Rob Polson and Eileen Wilson

**1 WELCOME AND APOLOGIES**

The Chair welcomed everyone to the meeting. Apologies were as noted above.

**2 DECLARATIONS OF CONFLICT OF INTEREST**

There were none declared.

**3 ELECTION OF OFFICE BEARERS**

The undernoted Office Bearers for the year 2023 – 2024 were elected/re-elected as follows:

*Chair:* Ian McNamara, proposed by Isla Cuthbert/seconded by David Hannah  
*Vice Chair:* Joan Philip, proposed by Isla Cuthbert and seconded by Irene Robertson  
*Treasurer:* Robert Kay, proposed by Irene Robertson and seconded by Isla Cuthbert  
*Media & Communications Officer:* Brian Devlin, proposed by Isla Cuthbert and seconded by Brenda Nicolson

**4 NEW MEMBERS**

No new applications had been received.

**5 NEW TRUSTEES/RESIGNATIONS**

There were no new Trustees.

**6 MINUTE OF 25 SEPTEMBER 2023**

The Minute of 25 September 2023 was approved, proposed by Isla Cuthbert and seconded by Joan Philip.

**7 MATTERS ARISING**

**(a) Policies Review**

The Chair reported that nineteen policies had now been finalised and stored in the Cloud along with the Employee Handbook and expenses forms. The working group reviewing the policies would be meeting on 23 November 2023 to finalise the two outstanding policies (Health & Safety and Data Protection & Record Retention). As noted at the last meeting, Jo was following up on the new online safeguarding course.

**(b) Members' Survey of HSCN Priorities 2023 - 2025**

A draft questionnaire drawn up by Jo had been circulated to the Board for comment. During discussion a number of amendments were suggested; Jo would make the necessary changes to the document.

**(c) Trustees' Next of Kin**

The Chair reminded those Trustees who had not yet provided him with their next of kin details to let him have the relevant information.

**8 REGULAR REVIEWS**

**(a) Risk Register**

Work was ongoing.

**(b) Highlights and Success Stories**

There was nothing to report this month.

**9 NEWS-SHEET**

Dates for the production and issue of the next two editions were agreed. A decision remained to be taken as to the frequency of the news-sheet.

**10 FUNDING UPDATE**

The Chair updated the Board on the funding application that he was currently pursuing. It was noted that there was some uncertainty around whether HSCN would meet all the criteria including the requirement to identify a match funder. Reference was made to SCVO's Fair Funding campaign calling for a long-term, flexible, sustainable and accessible approach to funding for the voluntary sector. The Board agreed that an article be included in the next news-sheet explaining the position and the challenges facing HSCN to obtain continuing funding, and suggesting ways in which members could contribute, for example, by leaving a legacy or making a donation on which HSCN could claim gift aid.

**11 OLDER PEOPLE'S CHAMPIONS – ISSUES FOR DISCUSSION**

No issues were raised.

**12 COORDINATORS' REPORTS**

The Board noted the Coordinators' circulated reports detailing meetings and various other activities during October. Anne noted the ongoing success of the tea breaks at which helpful discussions were taking place on a wide range of topics. She also referred to partnership working on several initiatives including the Black Isle Dementia Meeting Centre, and she highlighted the Dementia Friendly Arts Festival which would be held in Eden Court Theatre, Inverness from 13 – 16 November 2023. Jo reported on the SOPA conference held in Glasgow on 9 October 2023. She and Anne had hosted an information stall at the event which had provided an excellent opportunity for networking and raising HSCN'S profile. Jo also reported on meetings with NHS Highland regarding the redesign of services in Lochaber and Self Directed Support options.

**13 MEETINGS ATTENDED**

Reports were received from Trustees on meetings attended as follows:

- Joint Monitoring Committee 27 September 2023 (Chair)
- A meeting of the End of Life Care Group had taken place on 25 October 2023 which the Chair had been unable to attend for technical reasons.

**14 COMMUNICATIONS GROUP**

The Board noted the circulated minute of the Communications Group meeting held on 23 October 2023.

**15 REGIONAL MEETINGS**

Dates had been set for a number of regional meetings, and plans were being made for further events.

**16 DATES OF FESTIVE BREAK**

It was agreed that the festive break would run from 23 December 2023 - 8 January 2024.

**17 SCAMS AWARENESS PEER SPEAKING PILOT**

Joan updated the Board on forthcoming scams awareness presentations.

## **18 FINANCIAL REPORT**

The Board received and noted the circulated financial statement for September 2023. As there was some money remaining in the annual conference fund, it was suggested that an audio kit, similar to the equipment available at the conference, be purchased for use at the Coordinators' get-togethers and other events.

## **19 ANY OTHER BUSINESS**

### **(a) Community Partnership Conference 8 November 2023**

The Chair, Jo and Robert would be attending this event and would report back to the Board at its next meeting on 27 November 2023.

### **(b) Annual SOPA Conference 9 October 2023**

As reported at item 12, the HSCN information stall had attracted considerable interest. The Board was also pleased to note that the question submitted on HSCN's behalf to the panel of MSPs had been well received - *"With ever growing reliance on national and local charity organisations and community groups to provide support for older people within our communities, how do you think the Scottish Government should best provide accessible sources of stable, longer-term core funding for these vital organisations in these difficult times?"*

## **20 DATE OF NEXT MEETING**

The next Board meeting will be held at Inshes Church, Inverness on Monday 27 November 2023. The Zoom facility will be available for members who cannot attend in person.

**The meeting closed at 11:35**