DIGESTIVE DISORDERS FOUNDATION SUFFOLK

Minutes of the ordinary meeting held on 25 August 2026

The meeting was held in Alton Block Offices

CHAIRMAN'S WELCOME, Hemant Laxaman, welcomed all to the meeting and welcomed the two new members, Vicki Decroo and Imogen McGlennon

PRESENT: Hemant Laxaman, (HL) Chair; Yin Miao, (YMM)Vice Chair; Judith Steward (JS), Treasurer; Marjorie Thompson (MT), Secretary; Wendy Webb (WW); Sue Agar (SA); Dawn Bromley (DB) Karen Hubert (KH); Imogen McGlennon (IM); Vicki Decroo (VD)

APOLOGIES: John Wyke; Enid Nyamauh; Abdul Mohsen

MINUTES of the last meeting held on 17 March 2026 were agreed and signed as a true record

MATTERS ARISING AND CHAIRMANS UPDATE

SPYGLASS equipment update: this project is still very much wanted but needs to be put on the back burner for the moment due to pressure of work on HL who was researching and costing it

ENDOSCOPY refurb – aim is for JAN/Feb 2027 completion

TREASURER'S UPDATE

Financial report:

DDF ACCOUNTS
from 1\4\26-31\7\26

CURRENT Account. £9,612.08. (Including out goings)

LIQUIDITY Account. £152,047.89
(Including Interest of £1,002.11)

Outgoings £558.05 – nurses' expenses.

(Last year accounts are at Strutton and Bland.)

AUDIT -the Accountant, Jo Gilbert, at Stretton & Bland, has agreed to audit the DDF books every 3 years at a cost of £650 + VAT

This has been agreed with the Committee but separate Charity report would cost £210 -and is not required

ID -Only the verification of Chair's ID required and this has been completed

BEQUEST -JS reported that a large bequest is still awaited – no details as yet from the solicitors re how much or when

VOLUNTEER HELPER -JS reported that one of the DDF Members, R Cobbold, has volunteered to help the DDF. It was agreed that **JS** should invite them to the quiz night to meet the other members

LAPTOP- Treasurer, **JS** has brought the Acer laptop purchased by DDF for her use, to the meeting

She is unable to use despite spending time with Pau and Albert Penales, as it could not be linked to **JS** printer

YMM to discuss with Albert and Pau to see if there is a way forward. **JS** to hang on to laptop for the moment

FUTURE EVENTS

QUIZ NIGHT 09 OCTOBER 2026 to be held at YM Rugby Club Rushmere as arranged by WW

7.30pm start – helpers to set up from 6.30pm

Quizmasters: Kathy and Colin

12 x tables of 6

Donations for Raffle and cake stall required (Sandra Hack has offered to bring cakes also)

MT -wooden spoons and milk for coffee and a Bar will be also be available on the night

HL -wine for quizmasters

SUM-UP MACHINES – need to be checked/charged up – **YMM** to look into whether need another one as they are different types

(New Sum up machine agreed via WhatsApp working group and now purchased by **YMM**)

Poster – **Pau** will make one and circulate

YMM and **DB** to liaise re medals

MAHARANI INDIAN RESTAURANT

As we were unable to organise a meal this year it was agreed to plan ahead and dates suggested were 8th, 9th, 10th March 2027.

JS -to contact the Maharani to see which date is possible

Cash payment needed and would be required to be paid in advance

AGM – 18 November 2026. 18.30 Alton Block IH North

Previous date planned was Tuesday 17 November 2026 but after a discussion it was agreed by all to change date to Wednesday 18 November 2026, which should enable members to attend who cannot meet on a Tuesday

AOB

JS asked if anyone could collect a box of DDF stored items from her garage as she may be moving soon and won't have a garage

SA volunteered to collect the box and look which contents are required

SUCCESSION PLANNING

Need job descriptions and volunteers for back up to roles of

Chair, (? WW), **Secretary**, (……??) **Treasurer** (? Dawn)

Suggested that both trustees and officers should have a fixed term of (?3 years) and should be re-elected at the AGM

There should be at least a 6 months handover period

VD has volunteered to create templates for job descriptions

Aim is to have them completed before AGM

DDF WEBSITE

£100 fee to Albert Penales is outstanding + £85 for help with laptop set-up

Since the meeting – it has been agreed via WhatsApp working group to update to a new website as recommended by Albert Penales, at an annual fee of £350. (previous website fee was £263.87)

INR machine agreed but not yet purchased

DDF FACEBOOK – up and running Pau Penales is managing this

NURSE TRAINING - Only £500 currently used for training so far

Courses need to be relevant to gastro, GI and can include staff from Stradbroke Ward, which is a Gastro ward

The meeting ended at 19.47pm

DONM - AGM Wednesday November 18th at 18.30 in Alton Block Offices, North End IHT

Signed …….. Chair **Dated** ……