

**The League of Friends of Fairford Hospital  
(Reg. Charity No: 1006416)**

**Minutes of the Annual General Meeting  
at Fairford Hospital on Thursday 25 April 2013 at 7.00 p.m.**

Present: Mr Graham Hewitt (Chairman) and 36 members.

The Chairman welcomed everyone to the AGM of the League of Friends of Fairford Hospital.

**1. Agenda Item 1 – Apologies**

1.1. Apologies were received from Margaret Pursch, Sally White, David Phillips, John Bird, Sally Parris, Debbie Hewitt, Dr Graham Wallis, Barbara Couchman, Richard Morgan, Ros & Fraser Hart, Sharon Smith

**2. Agenda Item 2 – Minutes Of The AGM Held 17 May 2012**

2.1. The Minutes were agreed as an accurate record.

**3. Agenda Item 3 – Matters Arising**

3.1. There were no matters arising not covered on the agenda.

**4. Agenda Item 4 – Chairman’s Report**

2012 was another very busy year for the League with all our services being in great demand.

**4.1. Management Committee**

4.1.1. In 2012 we welcomed onto the MC Dr Peter Barnes, a retired GP, who brings with him a wealth of knowledge and experience from the medical field.

4.1.2. Sadly we lost our Vice Chairman, Dr Roger Johnson, who passed away last year. His experience, invaluable contribution and wise counsel will always be remembered and missed by us all.

4.1.3. As was reported last year David Phillips our previous Chairman for 9 years retired from the MC in 2012. Our enormous thanks go to David for his hard work, commitment and dedication to the League which has strengthened its position considerably in providing health related support to the local community.

4.1.4. I took the position of Chairman in January this year and look forward to the support of the MC and all our volunteers so we can ensure the continued success of the League and its work in the community.

4.1.5. We have started to look at what the League should focus on over the next three to five years and we will be communicating more on this later in the year.

## **4.2. Web Site.**

- 4.2.1. In 2012 we completed our work of creating a new website and this was launched in January this year. This will help us connect better with the younger generation and provide us with a modern tool for communicating to the community generally. I encourage you all to refer to it on a regular basis and let us know what you think and if you want anything added to it ([www.friendsoffairford.org.uk](http://www.friendsoffairford.org.uk)).
- 4.2.2. The website has been established through the efforts of David Phillips, Jeff Dawson, Kelvin Harvey and myself. Jeff has also agreed to keep the website up to date so do please contact Jeff if you have any suggestions on what could be added to it.

## **4.3. Fairford and Lechlade GP Practices**

- 4.3.1. We hold meetings with the two GP Practices to review how the activity of the League is impacting on the patients and the surgeries. The views expressed by the GPs were extremely positive as they see the benefits that our activities have on their patients.
- 4.3.2. Dr Graham Wallis is sorry that he could not make the meeting this evening and asked for the following to be read out on behalf of Hilary Cottage.

‘The Doctors, Nurses and Staff at Hilary Cottage really appreciate the hard work and excellent contribution that the League’s volunteers make to our community. We see the difference they make on a daily basis and know that patients feel safe in the knowledge that help is there when either the NHS or Social Services can’t fully meet their needs. With the on-going changes to the NHS, and increasing emphasis on healthcare outside of hospitals, the need for the League of Friends has never been greater, so thank you.’

## **4.4. Fund raising**

### **Charity Shop**

- 4.4.1. The Charity Shop had a successful year contributing approximately £11,700 to our funds. This included £2748 from Gift Aid which covers the period since opening in June 2011.
- 4.4.2. This shows the importance of encouraging people to join our Gift Aid scheme when donating goods to the shop and although it can be an administrative nightmare to keep track of it it is extremely worthwhile. Our thanks go to Madeline Phillips for co-ordinating and collating all this information to enable us to claim the Gift Aid monies back from HMRC.
- 4.4.3. We are indebted to our volunteers for making the shop successful and to the local community who donate and purchase goods from the store. John Bird continually sings the praises of the volunteers. I also thank John for his management and for ensuring the shop’s general appearance, atmosphere and content remain appealing.
- 4.4.4. We are always in need of donations so please do remember the shop when you are having a clear out or know of someone who is. Also if anyone is interested in volunteering to help in the shop then do please speak to John.

## **House to House 2012**

4.4.5. We raised £16,227 in the 2012 H2H collection. Although £1500 down on the previous year's total it is still an excellent result and shows the support we have in the community.

4.4.6. This income is only achieved through the tireless efforts of all our town and village co-ordinators and collectors who deliver and collect to all the households within the local community. We are eternally grateful to them.

4.4.7. We know how difficult it is to maintain and increase the number of collectors for this annual event so if anyone has any ideas how we might better achieve this then please do come and talk to me or any member of the MC.

4.4.8. My thanks also goes to Julie Zarczynski, our Administrator, who manages and co-ordinates the whole logistics of this major exercise.

## **Open Gardens 2012**

4.4.9. Eastleach Manor opened their gardens in June and this raised £1400. We thank Mrs Stephanie Richards for this and the volunteers who helped make this a successful day.

## **November Bazaar**

4.4.10. The Christmas Bazaar and raffle raised £2275 which was another excellent result. Our thanks again to the volunteers who organised this.

## **4.5. Support services**

Celia Kennedy, Val Harvey and David Chapman will provide a brief review on Home Nursing, Volunteer Drivers and First Responders after my report. The other services are:

### **Prospect Hospice**

4.5.1. Our contract with Prospect continued in 2012 and the opportunity for our GPs to be able to refer patients to them is highly valued. This facility deals primarily with end of life care providing treatment, care and support to patients and their families.

4.5.2. The figures are not totally comparable with our financial year but the activity in 2012 was:

- Number of patients seen: 34
- Number of nursing visits: 109
- Number of carer visits: 59
- Number of in patient days: 78

4.5.3. The payment to Prospect Hospice represents 25% of our income and when this arrangement was established the intention was to try and secure additional support from the Gloucestershire PCT. This is still our intention and we hope to discuss this with the newly established Gloucestershire Care Services Trust and the Clinical Commissioning Group when the opportunities arise. The MC will be undertaking their annual review with Prospect shortly.

## **Physiotherapy**

4.5.4. The League provided funding of £2413 to the Gloucestershire PCT in 2012. The contract with the PCT was established to keep the waiting time at Fairford down to 2/3 weeks and this was reviewed with them in 2012. Through discussions with them it was determined that the primary reason for the waiting time at Fairford was the restricted hours of access at Fairford Hospital and this was unlikely to change in the foreseeable future.

4.5.5. It was therefore decided to terminate the contract with the PCT and to keep matters under review as it was not clear that our funding was directly benefitting our community.

## **Counselling**

4.5.6. The League provided funding of £8875 for the provision of Counselling sessions for patients of Fairford and Lechlade GP surgeries. There were 193 patients in 2012. Patients are asked to make a contribution towards the cost and the League funds the balance.

## **Edna Dawes Lunch Club**

4.5.7. The Edna Dawes Lunch Club is in its ninth year and continues to thrive. The League funding for this in 2012 was £11811 and the membership for the two days is just under 30. All the members enjoy the opportunity to socialise and get involved in a range of activities throughout the year.

4.5.8. There are 30 volunteers who help with the Lunch Club and our thanks go to them and to Sally White and Shirley Rice for all their hard work and efficient organisation.

4.5.9. We are also grateful to Fairford Hospital for providing the venue for the Lunch Club.

4.5.10. Currently there are a few spaces available, mainly for the Wednesday session, so if anyone knows of an elderly person who is housebound or is a little frail and may benefit from the Club then please let Sally White know.

## **Prescription Delivery**

4.5.11. Prescription delivery to some outlying villages has continued throughout the year and is greatly welcomed by the elderly and housebound. Our thanks go to Beryl Knowles, Madeline Phillips and Alison Ward who carried out this service in 2012.

## **Fairford Hospital**

4.5.12. Although the Hospital lost its beds in 2007 it continues to provide an extremely valuable community facility through the provision of out- patient clinics. The League has a strong commitment to keeping this facility as demonstrated in 2009 when it funded the installation of new x-ray equipment for the Hospital. The value to the community is demonstrated by:

- There were 12 out-patient clinics in 2012 and 5348 patients attended these clinics including:
  - 1179 for x-rays
  - 1491 for physiotherapy
  - 184 for footcare (funded by the League at £2456)

4.5.13. That is 5348 patients who did not have to travel to Cirencester, Swindon, Gloucester or Cheltenham.

4.5.14. In addition two new clinics were started in 2012 – Audiology and Neurology – and we would like to think that the League’s meeting with the Medical Director of Great Western Hospital played some part in achieving these new clinics.

### **End of Chairman’s Report.**

## **5. Agenda Item 5 – Review Of Activities not included in Chairman’s report**

### **5.1. Home Nursing Report 2012 - Celia Kennedy**

- 5.1.1. We continue to take our referrals from Fairford and Lechlade District nurses. We have had 46 new referrals for 2012, mainly palliative care needing night care or personal care in the day and support for patients and carers.
- 5.1.2. The main change in the last year is the increase to night care. We have provided on average 2 nights per week plus quite a lot of short visits during the day.
- 5.1.3. We have made 255 visits in total.
- 5.1.4. We still have just 4 trained nurses and 2 care assistants but we have just interviewed 2 new trained nurses, both are known to us and used to work at Fairford Hospital. They are about to spend time with the District Nurses before caring for our patients. We have never had to advertise for nurses we have always been approached by nurses wishing to join us.
- 5.1.5. The other main change is that Ros Hart has retired and Christine Lunney has taken over. You probably remember Christine as one of the GPs at Fairford. She is letting us use her home for our meetings which we continue to have every 3 months. Next month we have Jill Beckhelling from the Prospect Hospice coming to talk to us.
- 5.1.6. We had our CQC inspection last month and I am pleased to say we met all the targets inspected and received some very good comments in the report. The inspector spent some time with us and also spoke to a patient’s carer, all my nurses, the district nurses and one of the GPs.
- 5.1.7. You can access the Report from a link on the League’s website or directly on the CQC website.
- 5.1.8. Many thanks to our dedicated nurses, Christine for her support and Julie for the work she does for us.

## 5.2. Volunteers Car Service – Val Harvey

5.2.1. The League voluntary car service undertook 750 drives in 2012.

In 2013 from January to date 253 drives have already been undertaken.

5.2.2. The number of drivers we have at present is 54 split between Fairford and Lechlade as follows:

- 38 Fairford drivers
- 16 Lechlade drivers

5.2.3. This has fallen from over 70 drivers in 2009. Val asked everyone to consider volunteering and to encourage others who they consider would be suitable to become drivers. Ideally an extra 10 to 15 drivers are required.

5.2.4. The demand has grown over the years and trips are now done to Bristol and Oxford. We also take patients to appointments with dentists and opticians.

## 5.3. Fairford and Lechlade First Responder Group – David Chapman

Statistics	2009	2010	2011	2012
Duty Hours:	10,207	10,776	8,776	4,102
Calls:	82	167	143	78

### CFR Membership:

- Lechlade 4
- Fairford 7
- Kempsford 1
- Quennington 1
- Southrop 2

### Changes to GWAS and St John Ambulance

5.3.1. In February this year GWAS was merged with SWAST which is producing many changes. But is very reassuring that SWAST shows a very high level commitment to First Responding, but we still have the support of Kevin Dickens who still remains our manager.

5.3.2. The county structure is St John Ambulance is now replaced with a regional one. Unfortunately most of our local contacts have left SJA and we are awaiting appointment of new support personnel. This is causing some delays the organisation of training and CRB checks.

### Recruitment of new CFRs

5.3.3. This is our greatest challenge as we need at least 10 new members to get to full strength

5.3.4. This function which was left to our local team is now being supported by SWAST.

5.3.5. This greatly increases the publicity available with access to NHS website for position vacancies. It is planned to start a campaign within the next month.

## **Dedication to Service - Mike Cawsey :**

5.3.6. Her Majesty the Queen, the Sovereign Head of the most Venerable Order of The Hospital of St John of Jerusalem, has been graciously pleased to sanction Mike Cawsey's admission as a Member in the Order of St. John as from 5 April 2013. This is in recognition of the 25,000 hours of duty as a First Responder for St John and GWAS over a five year period.

## **6. Agenda Item 6 – Treasurer's Report - Paul O'Shaughnessy presented the 2012 Accounts.**

- 6.1. 2012 proved to be a reasonably successful year in that income and expenditure balanced out at approximately £100,000 each.
- 6.2. Major contributors to income were donations, house to house collection, the PCT and the Charity Shop. Major expenditure being Prospect Hospice, Home Nursing, the Lunch Club and counselling.
- 6.3. Our total funds are around £420k, and are a mix of short term and long term investments. In current account terms we have a few CAF bank accounts, two at Lloyds and one at Barclays.
- 6.4. Full details of the accounts can be seen on the League's web site or copies can be obtained from the Treasurer.

## **7. Agenda Item 7 – Election Of The Management Committee**

- 7.1. Members of the Management Committee are by definition Management Trustees and have the associated legal responsibilities of the management of the charity. These responsibilities are not onerous but nevertheless exist. The Constitution requires us to have a minimum of 10 and not more than 20 members of the committee.
- 7.2. The Committee will select a Chairman at its first meeting in accordance with the Constitution.
- 7.3. The following agreed to stand again on the Management Committee:-

Graham Hewitt	Paul O'Shaughnessy
Ruth Berridge	David Chapman
Jeff Dawson	Val Harvey
Martin Harwood	Margaret Pursch
Carole Topple	Dr Graham Wallis
Alison Ward	Dr Peter Barnes
Ex Officio	Janet Gale/Sharon Smith
- 7.4. The meeting unanimously agreed the election of the above members.

## **8. Agenda Item 8 – Appointment Of A Social Events Committee**

8.1. The following agreed to stand:-

Graham Hewitt	Ros Godden
Madeline Phillips	Margaret Pursch
Sue Souter	Iris Ward
Frances Whiteman	

8.2. Proposed from the chair that the above are elected to serve on the Social Events Committee.

8.3. Accepted unanimously.

## **9. Agenda Item 9 – Appointment Of Fundraising And Publicity Committee**

9.1. The following agreed to stand:-

Graham Hewitt	Ruth Berridge
Martin Harwood	Alison Ward

9.2. Accepted unanimously

9.3. With the potential increase in workload over the next few years these committees may need to increase their membership so if anyone is interested in joining anyone of them then please contact the Chairman.

## **10. Agenda Item 10 – AOB**

10.1. Social events for 2013:

- 25 May – Combined Charities Fete – The Trout Inn Lechlade
- 13 July – Big Band Sound - The Mill House garden Coln St Aldwyns
- 23 August – Supper and Storytellers evening – Fairford Community Centre
- 8 September – Open gardens Beech House Quenington
- 16 November – Combined Charities Market – Lechlade
- 23 November – Christmas Bazaar and raffle – Fairford Community Centre

This concluded the formal business of the meeting.



**GUEST SPEAKER**

**Dr Shona Arora, Director of Public Health, Gloucestershire County Council**

Dr Shona Arora commended the work of the League in promoting health in the community, adding that such activity was equally beneficial to the community and the volunteer. She considered that our model of working in the community was very sustainable and fully supported the current strategy of Public Health in Gloucestershire.

Dr Arora commented that the Cotswolds area is the healthiest in Gloucestershire and the county itself is among the healthiest in England. However, the authority was concerned about the significantly higher incidence of road traffic accidents in this area, many of them influenced by excessive alcohol.

She said that in the immediate future the authorities would be concentrating their efforts on controlling drinking, reducing obesity, promoting mental health and focussing on the health and well being of elderly people.