

# JOINT ANNUAL GENERAL MEETING AND REPORT

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

*and Friends of Fairford & Lechlade Communities* (Reg. Charity No: 1180059)

**Minutes of the Joint Annual General Meeting  
Thursday 3 December 2020 Via Zoom**

**Present - Graham Hewitt (Chairman) and 28 members**

The Chairman welcomed everyone to the joint AGM of the League of Friends of Fairford Hospital (LOF) and the Friends of Fairford & Lechlade Communities (Community Friends). This is the second joint AGM for the two charities.

The AGM is different this year both in terms of its timing and because it is being held via Zoom. We apologise for this but due to the pandemic it is unavoidable. The AGM is for the Financial Year ending December 2019 so, due to the passage of time, the Chairman's Report will be briefer than normal but if any member requires more information this will be provided on request.

## **Agenda Item 1 – Apologies**

1. **Jill Leach, Val Harvey**

## **Agenda Item 2 – Minutes of the AGM held on 13 June 2019**

2. The Minutes were agreed as an accurate record.

## **Agenda Item 3 – Matters arising**

3. There were no matters arising.

## **Agenda Item 4 – Chairman's Report**

4. Although the AGM covers the 2019 year, I will cover the impact that Covid-19 has had on the charity in 2020 under Agenda Item 7.
5. 2019 was another busy year and we could not deliver our services without the continued hardwork and commitment from our volunteers. We had approximately 150 involved with delivering our services and helping with fundraising and we are forever grateful to them. We are also incredibly grateful to the local community for their continued generous support, which is reflected in the success of the annual House-to-House collection.
6. As reported last year the Management Committee have been working hard on the transition from the League of Friends to the Community Friends Charity although this has been delayed due to Covid-19 the delay has not impacted on the services we deliver and hopefully the community has not experienced any change to how we support it.

## **Management Committee**

7. I would thank my fellow Trustees, our Administrator Christine Barker, and our Payroll Clerk Julie Zarcynsky, for their support, contribution and commitment to the Charity as without it we would not be able to deliver the support services to the local community.
8. Julie Zarcynsky has now retired after 13 year's service and we thank Julie for all her work during this time.
9. Changes to the Management Committee during 2019 and 2020.
  - Martin Harwood and Jane Price retired as trustees in January 2020. We thank Martin and Jane for their tremendous support over the years. Their support has helped the Charity continue to provide and develop its vital services to the local community.

- Mitchell Watkins and John Read joined us as trustees in October 2020. Their skills, enthusiasm and local knowledge will be a great asset to us, and the Management Committee look forward to working with them.

### Fund raising

10. The following events/activities raised close to £40,000 in 2019.

- **Charity Shop** - contributed nearly £12100.
- **House-to-House 2019** – raised £20291 in 2019 (including Gift Aid). This was done under the banner of our new name and it was over £1000 better than the previous year. The result shows the tremendous support we have in the community. This success is only achieved through the tireless efforts of all our town and village co-ordinators and collectors who deliver and collect to over 5000 households within the local community. We have over 100 collectors and we are eternally grateful to them. Our thanks also to Christine Barker who co-ordinates the logistics of this major fund-raiser.
- **Khushi's** curry night – raised £602. Thanks go to Muj and his team for an enjoyable evening.
- **Cheese and Wine evening** – raised £1448. Our thanks to Gavin and Caroline MacEchern for hosting the evening and for their generous donation.
- **Jazz Swing Band Picnic** - raised £1500. Our thanks go to Earl St Aldwyn for letting us use the gardens at Mill House and to Maureen Trudgill and her team who organised this event.
- **Colosseo's Italian Night** - raised £749.
- **November Bazaar** - The Christmas Bazaar and raffle raised approximately £1,700, which was another excellent result. Our thanks to the volunteers, who organised this event. We also thank the local businesses that donate the many prizes for our raffle.
- **100 Club** - raised £682.
- **Website donations** – Not an event as such but to report that we received £744 through the Virgin Money Giving page on the website.

### Community services

11. **Home Nursing Team** – In 2019 they had 28 new patients, most of those were nursed until the end of their lives. The others were either admitted to hospital or hospice, taken over by a Continuing Health Care (CHC) funded agency or discharged when care was no longer needed. Referrals come from District Nurses, Frailty team nurses and the Prospect Hospice team.
12. They made approximately 270 visits working over 700 hours, with a mixture of morning visits for personal care, sits to relieve carers and 9-hour night care sessions. Sometimes the care is shared with the Prospect Hospice at Home team, Longfield Hospice and CHC funded agencies. This usually works well with our nurses doing as much as possible.
13. Celia Kennedy, our Clinical Nurse Manager, continues to have monthly meetings with Sue Ryder, Longfield, Great Oaks and Camden Home nursing managers, where support for each other is provided and updates on palliative care issues are discussed.
14. Nursing Team meetings are generally held at Christine Benzie's house. These are well supported by all our nurses and the District Nurses, Frailty Nurses and Prospect Hospice Nurses sometime attend. The Team continue to keep up to date with training either online, during the meetings or at The Prospect and Longfield Hospices.
15. We have an excellent team of very committed and loyal nurses and as always, I would like to say how grateful we are for the excellent care they give to the patients. Questionnaires are sent to all patients or carers following care and the Team always receive wonderful comments about the care they have received.

16. As always, I would like to thank Celia Kennedy, our Clinical Nurse Manager, Emma and Jan, our Nursing Co-ordinators and all our excellent nurses and carers for the time and care they give, often at very short notice.
17. Covid-19 has resulted in the team being much busier than normal in 2020 particularly the Clinical Nurse Manager and the Co-ordinators. New working methods, additional reporting, meetings with the GCCG and CQC, management of PPE and at times reduced numbers in the team have all had its impact on workload.
18. I would like to pay particular tribute to Celia who established the Home Nursing Service over 20 years ago and the benefits that this has provided to our community are immeasurable. She has also managed the additional work arising from Covid-19 extremely well. Celia has decided to retire at the end of April 2021 and her skills, compassion, commitment, and contribution will be sorely missed. It will be a very difficult job to replace Celia. We have started the recruitment process and the role will be advertised externally.
19. **Prospect Hospice** - Our arrangement with Prospect continued in 2019 and the opportunity for our Fairford and Lechlade GPs to be able to refer patients to them remains highly valued. They provide end of life care and support to patients and their families.
20. **Edna Dawes Lunch Club - c£24,000 (net cost after members subs £16,000)**. The Lunch Club continued to thrive in 2019 and was held twice a week. The membership for the two days was approximately 30. All the members enjoy the opportunity to socialise and get involved in a range of activities throughout the year. There were over 30 volunteers who helped with the Lunch Club and our thanks go to them and to Shirley Rice and Kate Barnes for all their hard work and efficient organisation. Our thanks also to Fairford Hospital for providing the venue.
21. Unfortunately, due to Covid-19, we suspended the Lunch Club operation in March 2020 and the situation is being kept under review.
22. **Fairford Young at Heart Club** - We renewed the funding for this monthly lunch club in 2019. It provided social activity and lunch for people with memory problems and their carers. This Club was also suspended in March 2020 due to Covid-19.
23. **Patients Transport Service** - The patient transport service was busy as ever with over 700 drives taking patients to their medical appointments at GP surgeries and hospitals. We thank Val Harvey, our Transport Co-ordinator and all the volunteer drivers who provide such a valuable service to the community.
24. **People for You** – In 2019 we provided funding to this charity to run the People for You service within our community and we committed to help fund this service for the next 3 years. This is a vital service that helps tackle loneliness and isolation within the community. It continued to provide a telephone service through 2020.
25. **Foot Care Clinic** - In 2019 we helped 76 people with this service.
26. **Counselling - £5,000**. We continued to help fund the student counselling services at Farmors School, which is essential to the health and wellbeing of those in need of support. This helped provide over 900 counselling appointments in an academic year typically supporting over 80 students.
27. **Community First Responders** – We continue to support the CFR with funding for new equipment and cash flow management for defib installations.

## General

### **Fairford Outpatient Clinic**

28. The Outpatient Clinic continued to provide an extremely valuable community facility through the provision of clinics. Community Friends has a strong commitment to keeping this facility and its value to the community is demonstrated by:

- The provision of nearly 15-outpatient clinics/support groups in 2019.
- Over 5000 appointments at these clinics.

29. In addition to these the Fairford Hospital also hosts the Baby Hub and of course the Edna Dawes Lunch Club.

### **Strategy Review 2019.**

30. The trustees held a Strategy Review meeting in May 2019 and one of the key outcomes of this was to review the way the charity operates and consider whether it can continue to be volunteer led with the increasing workload and the level of time and commitment required from a chairperson?
31. The current Chairman will be retiring by May 2022 and this date may be brought forward to September 2021 depending on personal circumstances.
32. The trustees are meeting to discuss this in detail in January 2021 and will consider whether to continue with a Volunteer Chair doing the bulk of the work or to employ a general manager/chief executive on a part time basis to run the operational activities of the Charity?

### **End of Chairman's Report.**

#### **Agenda Item 5 – Treasurer's Report – Andrena Miles presented the 2019 Accounts.**

33. Separate sets of Accounts are required for the two Charity's for submission to the Charity Commission. In addition, we have produced a set of Consolidated Accounts that provides a full statement of the financial situation. The Accounts can be seen and downloaded on the Charity's website. The Treasurer presented the Consolidated Accounts.
34. Last year (2019) was a good year with in income of £151,538 and expenditure of £132,875 giving a surplus of £18,663. This was primarily due to an increase in bequests and H2H income of approximately £18,000. The total funds as at December 2019 stood at £569,384.
35. The Charity is in a reasonably stable position in 2020 considering that fund raising during the year has been virtually non-existent. The financial impact of covid-19 is covered under Agenda item 7 later. Fund raising is being explored and we will be looking for new ways of funding going forward. Ideas would be welcome.
36. GH thanked Andrena for preparing the accounts and looking after the finances through the year.

#### **Agenda Item 6 – Election of the Management Committee**

37. Members of the Management Committee are by definition Trustees of the Charities and have the associated legal responsibilities for the management of the Charity. The Trustees are the same for both Charities and they hold joint meetings for them both.
38. The Committee will select a Chairman at its first meeting in accordance with the Constitution.
39. The following are standing again on the Management Committee for both charities:

Graham Hewitt	Ruth Berridge	Shelley Welsh
Jeff Dawson	Margaret Pursch	Carole Topple
Dr Graham Wallis	Andrena Miles	Jennie Sanford
Heather Finlay	Ros Godden	Mitch Watkins
John Read		

The meeting unanimously agreed the election of the above members to both the Friends of Fairford Hospital and Friends of Fairford & Lechlade Communities Joint Management Committee.

## Agenda Item 7 – Impact of Covid-19

40. Covid-19 has had a significant impact on our finances and our services.

### **Finances**

41. Total funds currently stand at approximately £560,000 and the trustees have allocated these funds as follows:

<b>Total funds</b>		<b>£560,000</b>
Hold reserves to cover two years of running costs	Less	-£240,000
Funds remaining		<b>£320,000</b>
Covid-19 donations through Lakes by Yoo – balance remaining.	£76,000	
Trustees agreed to allocate £100,000 to support COVID-19 funding and other community support – balance remaining.	£91,000	-£167,000
<b>Unallocated Funds remaining</b>		<b><u>£153,000</u></b>
<b>Income and Expenditure</b>		
Assuming our current costs remain the same and considering the expected lost income from not running our standard events or the H2H collection plus the reduced trading from the shop we expect to run at a deficit of £40,000 pa from 2021. Based on the funds remaining of £153,000 this provides nearly 4 years' worth of cover before we hit the two-year reserves and still enabling us to provide covid-19 support funding and community funding.		
This also gives us time to re-establish and review fund raising activities.		
This is a strong position to be in.		

### **Services**

42. The impact on our services in addition to a significant increase in workload for trustees has been:

- Edna Dawes Lunch Club – suspended from March 2020.
- Young at Heart Club – suspended from March 2020.
- Patient Transport Scheme – reduced volunteer drivers from circa 40 to 15.
- Home Nursing – Increased workload and costs.
- Family Support Funding Scheme re launched.
- Covid-19 Community Support Funding Scheme introduced.

## Agenda Item 8 – Questions

Re COVID-19 - Rosemary Andrews asked if there could be an increase in the range of applications for Community Funding Support. GH commented that as people lose their jobs in the coming year it is expected that applications will increase. The Covid-19 Fund will remain open until it is exhausted.

Carole Topples requested that sincere thanks, on behalf of the Trustees, are passed on to Celia Kennedy, who has truly done an amazing job as Clinical Nurse Manager.

Graham Hewitt received a vote of thanks for his work as Chairman and for his great support to the Nurses Group.