



## Friends of Fairford and Lechlade Communities

(Reg. Charity No: 1180059)

Together with The League of Friends of Fairford Hospital

(Reg. Charity No: 1006416)



### **Joint Annual General Meeting**

Tuesday 21<sup>st</sup> March 2023, 7.00pm

Farmours Room, Fairford Community Centre

### **Minutes of the AGM 2023**

#### **Trustees Present**

Shelly Welsh (Chair), Jeff, Ruth, Val, Kelly, Shelley, Jill Leach, Margaret Pursch, Jennie Sanford

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

The AGM is for the Financial Year ending December but due to the passage of time, we will include information on fundraising and support given in 2022 too, as well as our plans for 2023.

#### **Apologies**

David Bird

#### **Minutes of the AGM held on March 2022**

The Minutes were agreed as an accurate record.

#### **Matters Arising**

There were no matters arising.

#### **Annual Reports**

Opening statement was given by Shelley Welsh (Chair):

Last year was another busy year for the organisation and we could not deliver our services without the continued hard work and commitment from our volunteers. We had approximately 150 people involved across the charity helping to raise and provide much needed services within our local community for which we are truly grateful.

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.

I would also like to thank my fellow Trustees for their support, contribution and commitment as without it we would not be able to deliver its services to the local community. After many years of service, we have received resignations from Ros Godden and Carole Topple who have supported the charity, for which we thank them for their support and hard work during this time.

This year we have also welcomed Linda Woodward to the organisation who has taken on the Shop Manager role. We have seen her passion and enthusiasm lead the shop from strength to strength.

## **Home Nursing Report** - Presented by Jan Killingback, Nursing Team Manager.

In the last year the Nursing Team has found more stability and continuity with Emma and Jan successfully leading the team as joint Managers.

In 2022/23 we cared for 33 patients, an increase from 18 in 2021. This was a mixture of morning and evening visits for personal care, sits to relieve carers and 9-hour night care sessions.

Staff: 2 members of staff have left, and our nominated CQC individual has stepped down. Kelly Smith (General Manager) is now taking on that role. There are 3 new members of staff; 1 nurse and 2 healthcare assistants. Emma and Jan are now officially the Nursing Managers.

Nursing Team set up the Bereavement Café which has been running for over a year and very successful. We welcome repeat and new attendees and always have new faces each month. Attendee numbers range from 20 upwards each month with around 5 nurses. There are usually five nurses and volunteers, plus two volunteers making tea and coffee. There is no charge for attending the cafe, but most people donate in the collection box each visit. People feel comforted and supported, they have found “companionship” and they leave feeling “uplifted and bathed in warmth”. It is lovely to see some attendees finding comfort and befriending others in the group. To mark the 1st anniversary, fundraising committee are arranging a coach trip to Windsor.

We continue to use the new intranet to hold all the information and give all nurses access to policies, audits etc, which is beneficial during CQC inspections. The CQC PIR survey has been completed and we are now waiting for the inspection date.

Jan has been attending Winter Pressures initiative meetings to help expedite the movement of patients from hospital to home. Many care providers are involved in this process to help people to be cared for at home if they wish to.

We are rekindling links with the Prospect Hospice in Wroughton and have joined forces with other care at home providers to help change the way EOL care is funded. The Nursing Managers continue to attend monthly meeting with other hospice at home providers which allows great support for all involved. These include Sue Ryder, Longfield, Great Oaks and Camden Home nursing managers.

The Nursing Managers are grateful to the team for their dedication, as well as the Trustees, Kelly and Celia for all their help and support.

In the coming year and onwards, the Nursing Team hopes to expand the services they are offering for bereaved people that can't attend the café.

## **Patient Transport Report** - Presented by Val Harvey, Patient Transport Coordinator.

Between January and December 2022, our volunteer drivers carried out 996 drives, the most we have ever completed in a year! This increase is likely due to a high number of COVID vaccine appointments we took patients to.

We currently have 26 volunteers based over Fairford, Lechlade and the villages.

It was necessary to increase fares due to increasing fuel costs, however all patients have accepted this and consider it a very good rate. This was the first increase in rates since 2011.

Of the 996 drives, 211 of those were to Cirencester Hospital, a total of 4220 miles! 60 drives to Gloucester Royal resulted in 3180 miles. The remaining drives were split between Cheltenham and Swindon hospitals, both GP surgeries, as well as hospitals in Wroughton, Oxford Bristol, Birmingham and Tewkesbury! There have also been some opticians and dentist appointments too.

Additional challenges this year have been caused by hospitals making weekend appointments, and short notice of appointments when cancellations are offered to patients. We have noticed an increase of more multiple appointments occurring on the same day which can complicate arrangements. Additionally, the system of GP appointment allocation can cause bottlenecks. Despite this we are managing to cover almost all drives and we are very grateful to our wonderful team of drivers – we're very lucky to have such a helpful and accommodating group of volunteers!

We are delighted to report that the prescription delivery service is now up and running – this is a much-needed service and appreciated by the community. We currently have 21 patients regularly receiving prescriptions and we deliver every other Tuesday. This is a free service covering Fairford, Lechlade, Down Ampney, Kempsford, Quenington, Southrop etc. Many thanks indeed to Jennie Sanford for making these deliveries and Kelvin Harvey for assisting the arrangements.

Some feedback from our patients includes:  
“a fantastic service, your drivers are so lovely”  
“we rely on you”  
“Your drivers go above and beyond”.

**Lechlade Charity Shop** – Presented by Linda Woodward, Shop Manager.

From January to December 2022 the shop was closed for a total of 6 weeks. Linda the Shop Manager started in May 2022 as it reopened. The sales have been very positive and well overtaken the previous sale figures. The end of year sales shows a total profit of £3,975.90. This includes costs for redecoration. Within this total is income from Choice, which is the money we get from the rag collection every two weeks, and the Gift Aid.

In total there were 84 gift aided donations. We have 859 + 780 Gift Aid registered people across the two charities. The Gift Aid claimed under LOF is decreasing compared to last year as we are trying to get people signed up to Gift Aid in the FFLC charity. The amount we are claiming for Gift Aid is increasing overall and is within the national average.

Currently we have 10 volunteers. We rely on donations and we are grateful to the community who donating a huge number of items to us. People often donate items in relation to the nursing team as a result of care they've given. Footfall through the door is high.

**Edna Dawes Lunch Club** – Presented by Kelly Smith, General Manager.

The Lunch Club restarted in December with a Festive Lunch for all of the members that had shown an interest over the time the club was closed. We held the meal at Fairford Community Centre with lunch provided from The Bull. We have received some brilliant feedback from members that attended, they

expressed what a lovely time they had, really enjoyed the food and found the minibus collection very helpful. Following on from this we have reinstated the Lunch Club on a Wednesday at Fairford Hospital and have an average of 8 to 9 members at each session.

We provide a two-course hot meal with a range of activities throughout the day. The members are encouraged to get involved with games, physical activities and crafts available each week. Volunteers are growing and we are hoping to reopen on Mondays ASAP.

### **Funding Report** -Presented by Jeff Dawson, Trustee and Funding Sub Committee

This year we have had four areas of funding available: Covid 19, Family Funding, Community Grants and Ukraine.

#### Covid 19 - opened May 2020.

The Covid 19 funding started with a donation of £131,584 from The Lakes by Yoo Company and the residents of the Lake Development. We started accepting applications from 1st May 2020 and have received 97 applications totalling just short of £208K. To date we have approved grants of £94,822 for local charities, organisations and individuals, this is 72% of the total monies available. In 2022 we received 8 applications, January to May. Funding applications to the charity now tend to be more focussed on the other funding streams.

We granted:

2020- £54,700

2021 - £26,700

2022 – £13,400

Lakes by Yoo have agreed for us to direct the remaining funding to Mental Health Support.

#### Ukraine Funding

This fund was opened in May 2022. Funding was provided by The Lakes by Yoo who aimed to cover the basic living costs of Ukrainian families for the first 18 months of their stay. The Charity also added a Just Giving page which received some funds which was added to the total.

There have been 7 applications in 2022, totalling £32700 of approved funds that have been paid. The remaining funds will be distributed during 2023. We have worked with Gloucestershire County Council to ensure only legitimate refugees receive funding. All grants are for Fairford, Lechlade and the surrounding villages and are still open to applications. The application forms are on our website.

#### Family Funding

Since July 2020 we have received 32 applications of which 30 have been approved for a total of £43,500.

2020 - £13400

2021- £15000

2022 - 15100

Support to applicants in 2022 has included:

- Financial hardship with bills, electricity and heating.
- Supporting single parent with furniture and clothing for children.
- Help with childcare and car costs for a mature student.
- Partial covering of moving costs for a young family.

We ask for details of their situation and supporting proof to ensure funds are carefully distributed.

## Community Funding

This fund was set up in September 2021 by the subcommittee for requests that support local groups. 4 applications to date and 4 were agreed. In 2021 we received 1 application of £530 which was approved.

2022 – £7900

2023 - £5000 (Fairford skate park).

Funding was provided to a local wellbeing organisations including Men’s Sheds and support setting up the Youth Club in Kempford.

## **Events and Fundraising**

Last year we held eight fundraising events. These included a number of Open Gardens, two Charity Craft Fairs and some one-off local community events. We are so appreciative of the time and effort we receive from our volunteers to make these events such a success. A huge thank you goes to Margert Pursch for all her help with the Open Gardens, and to Val Harvey for her passion and enthusiasm for the Craft Fairs.

An overview of our fundraising results for the year are below:

Event 2022	Amount Made
House to House	£15,000
Jubilee Afternoon Tea	£140
Open Gardens – Langford	£325
Open Gardens – Whelford	£1288
Open Gardens – Eastleach	£1610
Quiz Night	£1267
Craft Fair – April	£797
Craft Fair – November	£1858
TOTAL=	£22,285

In addition to these we also have income from monthly donors, 100 Club members, our Charity Christmas Card sales and donation charity pots located around the area, and we are very grateful to Ruth Berridge who arranges our Christmas Cards, and Jeff Dawson who arranges the 100 Club, as well as all of our donors.

**Financial Report** - Presented by Andrena Miles, Trustees and Treasurer.

From January to December 2022 the results are better than the year before but overall we have made a loss. We hope the House to House event will be successful, we are also doing well in the Shop. We are grateful to be receiving generous donations in relation to the Nursing Team’s patients, both as bequests, donations from families, and from funerals. We also have grant money coming in for specific purposes.

We have paid for defibrillators to increase the quantity in the community this year, however this means we will need more funds to cover the general running costs. Good historic management of the accounts has allowed us a good reserve of funds which has served us well over COVID but we need to start to cover the running costs again to maintain and rebuild the reserves.

Question from attendees: The consolidated statement includes restricted funds. What are restricted funds? It is when we are given money with a specific instruction to spend on a defined item.

### **Election of Trustees**

Members of the Management Committee are by definition Management Trustees and have the associated legal responsibilities of the management of the Charity. The Constitution requires us to have a minimum of 10 and not more than 20 members of the Committee.

The following Trustee's terms have completed and they have agreed to stand again on the Management Committee:

Shelley Welsh

Andrena Miles

Margaret Pursch

Ruth Berridge

Jennie Sanford

Jeff Dawson

All of the above were proposed and seconded. It was unanimously agreed the election of the above for both charities for the Joint Management Committee of both the League of Friends of Fairford Hospital and Friends of Fairford & Lechlade Communities. The Committee will select a Chair and Vice Chair at its first meeting in accordance with the Constitution.

### **Calendar of Events**

Please see the events on the agenda. Volunteers and cakes gratefully received.

### **Questions and Any Other Business**

An attendee raised a query about communication as he felt some members didn't receive notification of the AGM until recently. The dates of advertisements and marketing were confirmed by the administrator.

### **Close of AGM 2023**

The Chair thanked everyone for attending and the ongoing support received from Trustees and individual supporters.