



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 21st March 2024, 7.00pm

Farmers Room, Fairford Community Centre

1. Welcome and Apologies

Shelley Welsh (Chair), Ruth Berridge, Val Harvey, Margaret Pursch, John Read, David Bird and a further 20 attendees.

The Chair welcomed everyone to the Joint AGM of the Friends of Fairford & Lechlade Communities (FFLC) and the League of Friends of Fairford Hospital (LOF). This is the fifth 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 2023 too, as well as our plans for 2024.

Apologies – Jeff Dawson and Graham Wallis

In Attendance – Kelly Smith and Agneta Lindgren

2. Minutes of the AGM held on March 2023

The Minutes were agreed as an accurate record.

3. Matters Arising from the last Minutes

There were no matters arising.

4. Trustees Annual Report

Shelley delivered the Trustees Annual Report:

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 fundraise 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 deliver its services to the local community. After many years of service, we have received a trustee resignation from Jennie Sanford who has supported the Charity for many years in many areas of the services, for which we thank her for her hard work and commitment during this time.

This year we have also received resignations from Kerry Simms, administrator and Jan Killingback, Nursing Team Manager. We thank them both for their time, passion and commitment to their respective roles and wish them all the best for the future.

We have welcomed Katie Bull to the organisation who has taken on the role as Edna Dawes Lunch Club Team Leader. We have also welcomed Agneta Lindgren as our new Administrator. Tina Roberts has taken on the role as

Nursing Team Manager and we have a new Fundraising Coordinator who will be looking at grant applications for the Charity, Sasha Thorbeck.

Nursing Team – Tina and Emma

In 2023 the Nursing Team found more stability and continuity with Emma and Jan successfully leading the team as joint Nursing Managers and CQC Registered Managers. At the end of 2023 Jan decided to step down as a manager but remain as part of the Nursing Team and support the Bereavement Café. Tina is in the process of applying to become a joint CQC Manager with Emma. Tina and Emma have jointly been managing the service since January 2024.

At the start of 2023 Jan and Emma had a CQC intermediate inspection. This is an interview via teams which determines whether you have a full inspection. They were pleased with our service.

In 2023 we saw 34 patients which is one more than in 2022. Our patients received over 280 hours of nursing care. 84 visits were carried out by our trained nurses, and 51 visits were carried out by our Health Care Assistants. Mainly our patients are end of life, as per our criteria for care. Occasionally we have provided care to patients who are not end of life, but we have done so to prevent hospital admission or to help in a crisis over a short-term period.

The Nursing Managers continue to attend monthly meetings with other hospice at home providers which allows great support for them and us. These include Sue Ryder, Longfield, Great Oaks and Camden Home Nursing. Last year we joined forces to lobby the Integrated Care Board to change the way they fund end of life care. The plan would be to receive a lump sum rather than an hourly rate. There have been no further updates from this and we continue to receive CHC fast-track funding for those that meet the criteria.

In 2023, Jan was involved with a winter pressures initiative to try and relive pressure on local hospitals and expedite discharge of end-of-life patients to die at home. This has been discontinued in 2024 and was sadly of no benefit to our service.

Our intranet supports the Nursing Team online with every member of the team being able to access policies, audits and training. This was introduced in 2021 and has made training much easier to manage for the Nursing Team. The Nursing Team continues to hold regular meetings as well as attend relevant training sessions.

We have strong links and communication with Fairford Hospital. The hospital holds a range of clinics including Neurology, Rheumatology, ENT, Paediatrics, Audiology, Physiotherapy, Health Visitor 2yr Checks, Baby Hub and Diabetic Eye Screening, which are all well attended. Most notably the Foot Care Clinic is still well supported and recognised by the Charity and saw a total of 127 patients in 2023. The District Nurses are now based in the upstairs office of the Hospital, and GWH now have a system in place whereby patients are contacted, by the Last Chance Team, the day before to confirm their appointment. This has increased the attendance rate.

We continue to work closely with Prospect Hospice, the clinical nurse specialist often visits people within our community however not all of them are referred to our service. Prospect Hospice also provide access to an end-of-life consultant and all of the amenities at the Hospice including inpatient care as needed. We are working on our relationship to include ongoing training for our nurses.

Bereavement Café – Celia Kennedy

The Bereavement Café has been running for over two years and continues to be a huge success and we have had another successful year continuing to open on 1st Friday of every month. We have now been running for two years. We have had 20 new people coming in the last year. We always have at least 1 or 2 people every month and between 10 – 16 regular every month. Several people have been coming from the beginning, some only come once and some come when they feel they need to. We have Emma and Jan from the nursing team and eight volunteers. It is free for all visitors, but many contribute at the end of each session.

The support that people need varies, we will always do a one to one when a new person arrives and whenever needed. Volunteers sit with groups many of them have made friends within the group, some meeting outside of the group with one small group arranging a holiday together. This is just what we hoped would happen with people befriending and supporting each other.

Last year to mark our first year we organized a coach trip to Windsor and apart from the rain it was an enjoyable day. In 2024 we are planning to go to Stratford in June.

We have evaluation forms that we leave for people to complete if they wish to. We have had some very positive feedback from these. We have also set up a Whats App Group where people support each other.

Patient Transport – Val Harvey

After such a successful year in 2022, hitting an amazing 996 drives, Val and the team of volunteer drivers (27) managed to succeed in topping this with 1,092 drives in 2023! The drivers covered from Brackley, Oxford to Bristol. In one week, the drivers covered 985 miles. That is the same as driving from Fairford Hospital to Aberdeen and back. The year was an amazing achievement and we are so pleased at the positive impact this had on our local community. Some patients have regular weekly appointments and some two or three in one week. Our drivers are helpful and polite and like what they do by giving back to the community.

On 14th November 2023 we held the Annual Drivers meeting which was very well attended, informative and beneficial in opening communication between drivers and with Val. We currently have over 25 volunteer drivers based over Fairford, Lechlade and the villages. We are ever so grateful to all of our drivers for being so willing and able to fulfil all requests we get.

Our free prescription service has been given time to establish even more and become hugely successful, proving to be much needed in our community. This service is growing. We now have 23 regular deliveries that we make to patients. We pick up from Fairford Surgery, Boots and Lechlade Pharmacy. This service is a great help to patients who can no longer get their own and have no family nearby.

Lechlade Charity Shop – Linda Woodward

From January to December 2023 the shop end of year sales shows a total profit of £17,799.44. We have used Cash for Clothes, Ziffit for Books, Vinted and Facebook Market place. Within this total is income from Choice, which is the money we get from the recycling collection every two weeks, and the Gift Aid (693 people have signed up) which will be claimed under the two charities until the end of 2023. The Gift Aid claimed under LOF continues to decrease as we are moving people over to Gift Aid in the name of the FFLC Charity. Letters and emails have been sent out to LOF and FFLC Gift Aid members from April 2020 to December 2022. The amount we are claiming for Gift Aid is increasing overall and is within the national average.

Choice have decreased the amount they will be paying for their collection. This is becoming common across all recycling companies. We are looking into other options, however don't expect to get as much from any suppliers. We also are very conscious that the service we get from them taking this is extremely beneficial in our operations. Our Shop Volunteers Meeting was held on 4th December which was very well attended and was positively received from all volunteers. We had good discussions and answered many questions some volunteers had. It was very useful to explain the Gift Aid process to all.

We continue to work on trying to increase footfall into the shop by Facebook and social media posts showing people what we have for sale. We are still receiving a huge amount of donations and the footfall through the door is very high. We currently have up to 7 volunteers per week.

Edna Dawes Lunch Club – Katie Bull

In 2023 we held 43 Lunch Club sessions. Each session had an average of 9 to 12 members and 4 to 6 volunteers. Members pay £10 per session. Volunteers are not charged but are able to give a donation if they wish. The Charity has not been asked to fund any member to date.

A feedback form was given to all members at the end of 2023 asking them for their honest feedback and any improvements they would like to suggest to ensure they are getting what they would like to, out of the Lunch Club.

We are aiming to reinstate the Monday Lunch Clubs with 6 to 8 members as soon as possible.

Funding Report – Kelly Smith

In 2023 we received 11 family funding applications, 7 Community funding applications and 3 Ukraine funding applications. £3,026 was paid to family funding applications, £7,312 to Community applications and £40,000 to Ukraine applicants, totalling £50,338.

At the end of 2023 we finalised and distributed the last of the Ukraine funds. The Ukraine fund is now closed.

We continue to work with and support the Lions with the defibrillator programme which recently had significant development. Permission has been granted to install defibrillators on special poles alongside lampposts. This will be the first in Gloucestershire and the South West Region. This will enable us to complete the programme as originally intended.

As it approached the festive season we received three funding requests for general living costs, food, utilities and family support over Christmas. It was agreed to give each applicant £250. All applicants sent words of thanks and greatly appreciated the support they received.

Events and Fundraising – Kelly Smith

Last year we held six fundraising events and three community events. These included a number of Open Gardens, a Wine Tasting and a Coach Trip to Windsor. 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.

In addition to these we also have income from monthly donors, 100 Club members, and donations into collection pots located around our area.

Event 2023	Amount Made
AGM	£0
Windsor Coach Trip	£0
House to House	£14,458.09
King's Coronation Afternoon Tea	£0
Quenington OG	£922.07
Langford Downs OG	£236.82
Fairford Festival	£0
Volunteer Thank You	£0
Lechlade OG	£881.08
Christmas Cards	£547.50

Wine Tasting	£495
Annual Raffle	£657

Total = £18,197.56

Without H2H Total = £3,739.47

In addition to our fundraising events, we were thrilled to be voted the chosen Charity for Sparesbase. They held a variety of fundraisers including a raffle and most impressively, a sky dive. All of the money raised came to our Charity, which we are incredibly grateful for. The total they raised was match funded by their Head Office which gave an amazing donation total of over £4,000. We look forward to working with them and supporting each other in the years ahead.

5. Annual Statement of Accounts – Kelly Smith

From January to December 2023 the results are better than the year before but overall, we have still made a loss. The accounts that have just been filed with the Charity Commission were for 2022, showing a combined loss of £36,070 which is £30k better than 2021, which was a combined loss of £66,078. The draft figures for 2023 show a combined loss of £63,547 so better than 2021, but not as good as 2022.

The draft figures for the year ended December 2023 are again showing a loss so we have decided to look at grant funding to help with the shortfall. Some of this grant money will be for specific purposes but we are hoping to get funding for general running costs as well.

During 2022 and 2023 we have assisted the Lions Club in their aim to get more defibrillators into the community with our Chariry being the central point for all grant monies and donations for this project. The working group agreed to increase the quantity of defibrillators in the community this year, which means more funds will be needed to cover the general running costs. Although our outgoings seem high for defibrillators, this is not directly all money raised by our Charity.

Our House to House event was successful in 2023 and we are doing very 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.

Good historic management of the accounts has allowed us a healthy 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 these reserves.

A copy of our accounts can be found on our website or on our Charity Commission page.

6. 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 been completed and they have agreed to stand again on the Management Committee:

Graham Wallis
John Read
Val Harvey

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.

7. Calendar of Events

Temporary flyer is now available, the final designed leaflet will be produced and used for the House to House. Volunteers and cakes gratefully received.

8. Questions and Any Other Business - There were no other questions

9. Close of AGM 2024

The Chair thanked everyone for attending and the ongoing support received from Trustees and individual supporters. Kelly thanked Shelley for all her hard work.

Guest Speaker

Amanda Cully

Fairford Christmas Meal