



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 29 April 2025, 7.00pm

Farmers Room, Fairford Community Centre

1. Welcome and Apologies

Val Harvey, Ruth Berridge, Sue Clark, Margaret Pursch, David Redbond and a further 31 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 sixth joint AGM for the two charities.

Apologies – Freya Barlow, Katie Bull, Tina Lawrence, Emma Whitby, Matt, Penny, Richard Morgan, Jill Leach, Patti Price.

In Attendance – Kelly Smith and Agneta Lindgren.

2. Minutes of the AGM held on March 2024

The Minutes were agreed as an accurate record.

3. Matters Arising from the last Minutes

There were no matters arising.

4. Trustees Annual Report

Val 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 Jeff Dawson, David Bird and Shelley Welsh, all of whom have supported the Charity for many years in a range of areas, for which we thank them for their hard work and commitment during this time.

This year we have also received a staff resignation from Katie Bull, Edna Dawes Lunch Club Team Leader. We thank Katie for her time, passion and commitment to the role and wish her all the best for the future. We have welcomed Freya Barlow to the organisation who has taken on the role as Edna Dawes Lunch Club Team Leader.

5. Nursing Team – Kelly Smith

In 2024 Tina joined Emma and both have led the team as joint Nursing Managers. We reviewed our registration with CQC and amended our registered status, so we are now a service providing 'Domiciliary Care' and our Regulated Activity is 'Treatment of Disease and Illness' and 'Personal Care'. In 2024 we saw 39 patients which is five more than in 2023. The majority of 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 meetings with other Hospice at Home providers, which allows great support for them and us. These include Sue Ryder, Longfields, Great Oaks and Camden Home Nursing.

We maintain good communication with both surgeries and other external support teams, including District Nurses. 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.

Our Foot Care Clinic was terminated at Fairford Hospital at the end of 2024. We made a number of suggestions however none of these met with the needs of the NHS hospital staff. The Charity have decided to take on the Foot Care Clinic in another form. We are of the understanding 22 patients attended the Foot Care Clinic at Fairford Hospital throughout 2024.

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.

6. Bereavement Café – Kelly Smith

The Bereavement Café has been running for over three years and continues to be a huge success. Each café has around 15 regular members and at least one or two new people each month. There are usually five nurses, 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 within the group have bonded so well that they are supporting each other in between cafes, which was always the hope. The WhatsApp group is a great form of communication for attendees which provides support and comfort to many. The café has also been used as a centre to develop other ideas that members are taking on themselves to combat loneliness and lifestyle for people who now find themselves living alone, for example, a lady has offered cookery lessons based on cooking for one which four or five people have been joining.

7. Patient Transport – Val Harvey

We 19 Fairford drivers and 9 in Lechlade. The total number of drives for the year was 1,021. Thank you to the drivers. They are very good, and many do a morning and an afternoon shift. We did 161 drives to Cheltenham which equates to 7,567 miles, and 314 drives to Cirencester which is 6,280 miles. The miles to Cirencester could have driven someone to Somalia. Drivers are very helpful, and it is a much needed service. What would the local community do without this. Thank you, drivers.

The table shown in the Trustees Report, outlines the data captured throughout the year. It gives a very good overview on the impact we are having and the need for the service. At the end of last year, we held our Annual Drivers meeting, which was very well attended, informative and beneficial in opening communication between drivers and with Val. We gave an overview of the Charity and from this, received a number of grants from other organisations some of our drivers sit on the Board for, we very much appreciate their support. Our Pricing Structure has been reviewed, and we have made the decision to increase Bristol from £40 to £50, effective of 1st February 2025. We currently have over 28 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. Delivery of prescriptions happens every other Tuesday. We have 30 patients who are extremely grateful.

8. Lechlade Charity Shop – Linda Woodward

I'd like to start with a big thank you to all our donators and volunteers. Without the donations and volunteers, we wouldn't have the success we have.

We had a good year last year. We are continuing to use other platforms to increase our sales. We use World of Books for selling books as we get so many donated, Vinted, for high-end clothes that don't sell in the shop, Facebook Market Place, and Auctioneers, Moore Allan and Innocent, to sell big ticket items.

We continue to increase our Gift Aid database. This is an easy win as we get 25p for every £1. We have had some improvements to the store last year. We had broadband put into the shop. This has cut our cost on the card machine and made investigating prices so much easier for us. This also led to the talk of a new till system. Kelly, our General Manager, investigated all different till systems and together having been to another Charity Shop to see a system in use, decided that Kudos would be the complete package for our needs. Lucky for us, Kudos ran a competition to get a free system for 3 years. Kelly had to submit the answer to some questions and after a few rewrites we were lucky enough to win. The system was installed in December and we had it all up and running for the 2nd January, ready for our new financial year. Thank you, Kelly, for your dedication. The system has had a huge impact on the volunteers.

The system has been great for customer service as their experience is so much smoother. Reports are all at your fingertips which makes life easier for Kelly printing reports. We can see what we are doing daily, weekly, monthly and yearly. We will continue to build on the sales and Gift Aid.

9. Edna Dawes Lunch Club – Kelly Smith

In 2024 we held 67 Lunch Club sessions in the Day Room at Fairford Hospital. Each session had an average of 9 to 12 members and 4 to 6 volunteers. We reinstated the Monday Lunch Clubs in May 2024. Members pay £10 per session for transport, a hot meal and pudding, hot drinks throughout the day and an activity. 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 2024 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. These results were a vast improvement on last year. Every question we asked, 100% of the answers were either 'Strongly Agree' or 'Agree' showing how much the members enjoy and value the Lunch Club. Most notably the feedback on our volunteers received very positive feedback. We received 100% 'Strongly Agree' for two questions. These were, how much they enjoyed the puddings, and the amount of food they received.

We are very mindful that this service will always cost the Charity money, rather than provide an income, however the benefit our members get from attending the sessions is of the highest value we could provide. It has evolved to be two very lovely groups, very well led by Katie and the team of volunteers, for which we are truly grateful for.

10. Funding Report – Kelly Smith

In 2024, our funding streams available were Family Funding, Community Funding and Mental Health Funding. We provided funding for one Family application of £259, and five Community applications of £1,733.50, which included Memory Lane Singers, the Memory Club and an ear wax removal service. These applications totalled £1,992.50.

Our Foot Care Clinic was terminated at Fairford Hospital at the end of 2024. We made a number of suggestions however none of these met with the needs of the NHS hospital staff. The Charity have decided to take on the Foot Care Clinic in another form. We are of the understanding 22 patients attended the Foot Care Clinic at Fairford Hospital throughout 2024. Recently we have created a Footcare Funding Application for people to access footcare locally, funded by the Charity. Applications are now open via our website.

We continue to work with and support the Lechlade Lions with the defibrillator programme and the Community First Responders.

Kelly introduced Stephen Andrews, a Community First Responder who is also involved with the Community Defibrillators. Stephen thanked the Charity who over the years, have supported and funded required items. The Charity have helped to fund the community defibrillators, including maintenance where the packs have to be renewed every 3 years, and batteries that have to be replaced every 5 years. There are 18 in Fairford, Lechlade and Kempsford. In the next few weeks, 2 new ones will be installed in Fairford, and 1 in Lechlade.

Ray Sheldon, Lechlade Lions, Treasurer spoke and reiterated the thanks to the Charity. The Charity helped to fund the defibrillator project, and the local community has benefitted. There are no rules or conditions with regard to the defibrillators. Agreement has been granted to enable an electricity supply from a lamp post. This is a huge step forward. There is a methodology to link the defibrillator to a lamppost and contribute to installation. Two have been done and there are two more in the pipeline.

11. Events and Fundraising – Margaret Pursch

In 2024 we held 12 fundraising events, double the amount we held in 2023. These included a number of Open Gardens, Wine Tasting and a number of meals. 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, Val Harvey with the Craft Fairs, and Ruth Berridge with the Raffle and Christmas Cards. In addition to these we also have income from monthly donors, 100 Club members, and donations into collection pots located around our area.

We were thrilled to be the chosen Charity for Sparesbase again this year. They held a variety of fundraisers including an internal lottery, breakfast mornings and lunches, over 100-mile cycle, staff tuck shop and a Christmas raffle. All of the money raised came to our Charity, which we are incredibly grateful for. The total they raised, we are hoping, will be match funded by their Head Office which will give us an amazing total of over £6,000. We look forward to working with them and supporting each other in the years ahead.

Our House-to-House licence ran from 13th to 26th May 2024. Across the area we had 17 coordinators and 116 collectors covering Fairford, Lechlade and 11 surrounding villages. A total of 133 volunteers.

Donations were collected as cash, cheques and online, broken down as follows:

Cash £9730.45

Cheques £3825.00

Online £1955.00

The total amount of donations raised was £15,510.45.

This year we utilised the Gift Aid Small Donation Scheme which means we are able to claim Gift Aid on any donation less than £30, without any information from the donor. The total amount of Gift Aid we are able to claim from the donations is £3,493.11. This gives a combined total of donations, plus Gift Aid of £19,003.56.

The outgoings total is £2,656.55 and is broken down as follows:

Printing (Generic Flyer, Events, Bookmark and Envelopes) £2400.00

Collectors Handbooks £75.60

Lanyards £47.95

Mileage £133.00

Taking off the outgoings from the combined donations and Gift Aid total above, this gives us a total of £16,347.01. 6000 envelope bundles were delivered to the coordinators and additional areas we targeted with donation buckets and pots. 1032 envelopes were returned, which is 75 envelopes less than last year. 470 were not gift aided and 560 were gift aided. We received 108 cheques, totalling £3825, £9730.45 in cash, and £1955 in online

donations. A number of donations were received after the count and were added to our total in the following months.

12. Annual Statement of Accounts – Andrena Miles

We have 2 Charities, therefore 2 sets of accounts. We have moved most of transactions into The Friends Charity. We have made a loss but not as big as year before. The Trustees have a Finance Committee. Our reserves are too big to apply for certain types of funding although we don't want to cut any services, and we will try to maintain them as long as we can. We are in conversation with The Charities Commission to amend the Constitution so it can transfer monies to the Friends Charity, from the League, which holds the most amount. We may be able to merge the Charities together at some point.

In the year ending December 2024, £60K was transferred to Friends Charity from the League of Friends. We have looked at costs and funding and where to make economies and Leisel Sanford has joined us to help do the accounts.

There is a cycle of ups and downs in Charities. We have a lot of reserves, but we are not worried.

Andrena gave thanks to Shelley Welsh our previous Chairman and welcomed our new Chairman, Val Harvey.

13. 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 Trustees Committee:

Margaret Pursch.

The following people would like to stand and join the Trustees Committee:

David Redbond, Jessica Bailey, Chirstine Quinton.

All of the above were proposed by Andrena Miles, and seconded by Sue Clark. 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.

14. Calendar of Events 2025

The Chair ran through the list of events planned for 2025.

15. Questions and Any Other Business

A question was asked to Stephen Andrews about how many incidents do First Responders respond to. He was unable to answer with a figure but said he would try to get this information.

16. Close of AGM 2024

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

17. Guest Speaker

Ros Hart and Celia Kennedy – Our Community Treasure