

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

**Minutes of the Annual General Meeting  
at Fairford Hospital on Thursday 15 May 2014 at 7.00 p.m.**

Present: Mr Graham Hewitt (Chairman) and 25 members.

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

**Agenda Item 1 – Apologies**

1. Sally Parris, David & Madeline Phillips, John Bird, Debbie Hewitt, Sarah Killham, Sue Souter,

**Agenda Item 2 – Minutes of the AGM held 25 April 2013**

2. The Minutes were agreed as an accurate record.

**Agenda Item 3 – Matters Arising**

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

**Agenda Item 4 – Chairman's Report**

4. 2013 has been another very busy year for the League with our volunteers working hard on fundraising and helping us to deliver our services to the community. We are forever grateful to our volunteers and to the local community for their continued generous support.

**Management Committee**

5. There were no changes in the Management Committee during 2013. However, I am sorry to say that Alison Ward who has been on the Committee since 2007 has decided to step down this year. Alison has worked tirelessly for the League over the last 7 years and we shall be sorry to see her go. We will miss her valued contribution at our meetings. I am very pleased to say that Alison will continue to be involved with the League as a volunteer where she can so we shall still benefit from her valued support in the future.

**Web Site.**

6. The website has been running for just over a year and does contain information about the League and its up and coming events. It is updated with information on how successful events have been so it is always worth a look. We are averaging about 80 hits a month. There is the opportunity to donate online as well through the 'My Donate' link and in the last 12 months nearly £900 has been donated through the website. Donations have been from as far afield as Switzerland and Australia.
7. The My Donate link was chosen as this site, which is run by BT, only deducts from the donations the costs charged by the credit card companies. Unlike other online charitable donation sites it does not charge for each transaction or for an annual subscription to maintain the link.
8. Jeff Dawson has taken on responsibility for keeping the site up to date so if you have any suggestions on what could be added to it please contact Jeff and we will look to see if it can be accommodated.

## **Fund raising**

### **Charity Shop**

9. The Charity Shop had another successful year contributing approximately £11,000 to our funds. This excludes Gift Aid for the year. We are currently finalising the Gift Aid claim for the last tax year and we expect this to add a further £3000.
10. This shows the importance of encouraging people to join the 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 Debbie Hewitt for co-ordinating and collating all this information to enable us to claim the Gift Aid monies back from HMRC.
11. 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 its general appearance, atmosphere and content remain appealing.
12. 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.
13. Trading for the current year up to the 11 May is going well and is 20% up on the same period last year.

### **House to House 2013**

14. We raised £17,204 in the 2013 H2H collection (excluding Gift Aid). This was a terrific achievement and was £977 up on the previous year. The result shows the tremendous support we have in the community.
15. 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 have over 150 collectors and we are eternally grateful to them.
16. We know how difficult it is to maintain and increase the number of collectors in 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.
17. This year's H2H collection has also been very successful and the total to date is £16,762 and there may be one or two late donations still to come in. A particular mention to Beryl & Richard Whiteley from Fyfield who organised a coffee morning. This raised £390 for the H2H.
18. My thanks also goes to Julie Zarczynski, our Administrator, who manages and co-ordinates the whole logistics of this major exercise where we deliver and collect from 5000 households.

### **Jazz Swing Band Picnic**

19. In July the Jazz Swing Band picnic raised £1800. Our thanks go to Earl St Aldwyns for letting us use the gardens at Mill House which provided a lovely setting for this enjoyable evening. Our thanks also to David Trudgill and his team who organised this event for us and to the Glos Jazz Swing Band.

### **Story Supper Evening**

20. The Story Supper evening in August raised £300 and our thanks go to Eric and Wendy Graham who organised this entertaining evening.

## **Open Gardens 2013**

21. In September we had three open gardens in Quenington which raised over £500. Our thanks go to Mr & Mrs Bradley of Beech House, Mrs Blackwood of the Old Post House and Mrs Chester of The Long House. We also thank all the volunteers who helped make this a successful day despite the poor weather.

## **Songs for Friends Choir Concert**

22. In October we raised £500 at the Songs for Friends Choir Concert. Our thanks go to the Brize Singers and to A Splash of Red for a very enjoyable evening. Thanks also to Geoff Jenkins who organised the event for us.

## **November Bazaar**

23. The Christmas Bazaar and raffle raised £2072 which was another excellent result. Our thanks again to the volunteers who organised this.

## **General**

24. Before I move on to other areas I would like to thank my fellow Management Committee Members, The Fund Raising Committee and the Social Events Committee for their support, contribution and commitment as without it none of the above fund raising activities would be organised.

## **Fairford and Lechlade GP Practices**

25. The feedback from the Fairford and Lechlade GP Practices continues to be extremely positive as they see the benefits that our activities have on their patients. The following particular comments have been made:

- how good it is having proper face to face, one-on-one counselling for patients;
- the valuable medication delivery service to rural areas and the access to Prospect Hospice's services and facilities;
- they find the League's community nursing service and the services provided to the terminally ill in particular, to be indispensable,
- their patients find the transport service invaluable;
- The ongoing benefits to patients of having the out-patient clinics at the hospital are in a big way still due to the far sighted decision of the League to agree to meet the capital cost of the X-ray facilities there.

## **Fairford Outpatient Clinic**

26. 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 and the value to the community is demonstrated by:

- The provision of 12 out-patient clinics in 2013.
- 5262 patients attended the clinics and these included:
  - 1126 for X-ray
  - 1134 for Physiotherapy
  - 198 for Nail care funded by LOF
- In addition the Baby Clinic has been moved over from Hilary Cottage and runs on Tuesday afternoons every week.

- Paediatric Speech Therapy commenced in June (all day every Thursday and working well with Health Visitors and Audiology)
- The Blood Transfusion/IV therapy team see local patients as and when required.
- Diabetic Eye Screening is available for Fairford patients.

27. This meant that there were at least 5262 patients who did not have to travel to Cirencester, Swindon, Gloucester or Cheltenham to have their medical needs met.

### **Support services**

28. 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**

29. Our arrangement with Prospect continued in 2013 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.

30. The activity in 2013 was:

- Number of patients seen: 40 (16 from Fairford GP's, 24 from Lechlade GP's)
- Number of nursing visits: 73
- Number of carer visits: 91
- Number of in patient days: 124

31. The agreement with Prospect Hospice provides the opportunity for people within our community to access their full support services. The League currently pay £25,000 pa to Prospect Hospice for this arrangement. It has always been the intention to obtain greater funding support for this from the NHS Trusts or Clinical Commissioning Groups in Gloucestershire but this has not yet been achieved.

32. We have already met with Prospect Hospice who have confirmed that our arrangement is working well and we have agreed to renew it for 2014.

### **Counselling**

33. The League provided funding of £8857 for the provision of one to one Counselling sessions for patients of Fairford and Lechlade GP Practices. There were 213 patients in 2013. Patients are asked to make a contribution towards the cost and the League funds the balance.

### **Edna Dawes Lunch Club**

34. The Edna Dawes Lunch Club is in its tenth year and continues to thrive. The League funding for this in 2013 was £13477 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.

35. There are 20 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. The volunteers are key to the success of the Lunch Club and get involved in a wide variety of activities as well as driving the community bus to get the members to and from their homes.

36. Due to the frailty of many of our members we find outings difficult but last summer there was a joint tea party with owners of The Orchard and the Meysey Hampton Ukulele band provided the entertainment which was very enjoyable.

37. This year (May 12<sup>th</sup>) both the Monday and Wednesday groups are going to Saul near Gloucester for a ride down the canal on The Willow Trust barge. This is a most enjoyable day out, the barge is beautiful and fully converted for all disabilities and if the weather is fine and warm the picnic will be on the river bank.
38. I am sorry to say that after 10 years of leading the Lunch Club Sally White has decided to retire and we are currently looking to recruit a replacement to support Shirley Rice. We are very grateful to Sally for helping us to establish and develop the Lunch Club over the last 10 years.
39. We are also grateful to Fairford Hospital for providing the venue for the Lunch Club.
40. 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 or Shirley Rice know.

### **Foot Care Clinic**

41. The League funds the Foot Care Clinic at Fairford Hospital and spent approximately £3000 last year supporting nearly 200 patients.

### **Prescription Delivery**

42. Prescription delivery to some outlying villages has continued throughout the year and is greatly welcomed by the elderly and housebound. Our thanks go to, Madeline Phillips, Randall Rees, Debbie Hewitt and Alison Ward who carried out this service in 2013.

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

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

#### **Home Nursing Report 2013 - Celia Kennedy**

43. We continue to take our referrals from Fairford and Lechlade District nurses. We have had 30 new referrals for 2013 with approximately 50% being provided with palliative care. The others either being discharged or admitted to hospital or referred to social services. Mostly day care has been provided ranging from 1 visit to several weeks of daily visits per patient. In addition care has been provided, on average, 1 or 2 nights per week to patients. The nightly care is often shared with nurses from Minchinhampton or Prospect Hospice.
44. There has been approximately 200 visits working over 830 hours in the year.
45. We now have 6 trained nurses and 2 care assistants having recruited 2 new trained nurses in 2013.
46. Regular meetings are held with the nursing team for training purposes and these are supported and usually attended by the District Nurses attached to the two surgeries. Unfortunately the two District Nurses attached to the surgeries have recently left and they will be greatly missed.
47. We had another CQC inspection in January and I am pleased to say we met all the targets inspected and received some very good comments in the report. The Report can be accessed from a link on the League's website or directly on the CQC website.
48. Many thanks to our dedicated nurses, Christine for her support and Julie for the work she does for us.

49. The Chairman also added thanks to Christine Lunney for leading the nursing team and to Celia and Sally Salter who organise and manage the nursing services that we provide. It is a well thought of service.

### **Volunteers Car Service – Val Harvey**

50. The League voluntary car service undertook 751 drives in 2013 which is very similar to the previous year. This is another service that is highly valued and we regularly hear ‘What would we do without you’
51. So far this year we have undertaken 217 drives, strangely the exact same number as this time last year!
52. We have 49 drivers, 31 from and around Fairford and 18 from and around Lechlade. We have taken on 4 new drivers but we still need more, if you have even an hour to spare please contact us.
53. The Chairman added his thanks to Val who co-ordinates and arranges all the drives and is the link between the GP surgeries and the drivers. He also thanked the drivers for their time and commitment.

### **First Responder Group - David Chapman**

54. David paid tribute to Mike Cawsey who sadly passed away this year. Mike had contributed 25,000 hours of duty as a First Responder for St John and the GWAS over a 5 year period before he retired and he will be missed by us all.
55. 2013 has been a testing year with significant changes to both the Ambulance Service and St John Ambulance. There have been many changes in procedures and staff during this period leading mainly to problems with recruitment and training. This has improved significantly towards the end of 2013.
56. The Fairford & Lechlade First Responder started the year with 12 active members and finished the year with 14. Duty hours during the year were just over 3,000 hours attending more than 50 calls. This is lower than previous years due to shortage of CFRs, we need around 20 /24 to give the desired level of service.
57. Currently we are actively recruiting and have 7 new volunteers. In 2014 we have had the services of a Paramedic, Nick Brown, on a voluntary basis. Now SWAST has formally recognised his position which allows us to get more training. In addition Nick Brown organises shifts for the CFRs in a Rapid Response Car out of Swindon.
58. CFRs are going to be tasked to respond to a wider range of calls in the future. The key change being responding to calls for emergencies with infants and children. This requires a significant increased level of training and competence. Other changes relate changes in resuscitation and reporting.
59. With the above in mind we now have a full training schedule for 2014.
60. The Chairman thanked David for all his hard work and devotion to the first responders. It was noted that David puts in a tremendous amount of effort and has been doing so for many years.
61. In recognition of this dedication to service 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 David’s admission as a Member in the Order of St. John. This is a great honour and well deserved.

### **Agenda Item 6 – Treasurer’s Report - Paul O’Shaughnessy presented the 2013 Accounts.**

62. 2013 proved to be a successful year with income of £117,445 exceeding expenditure of £103,057 by £14,388.
63. 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.
64. Our total funds are around £434,000 and are a mix of short and long term investments. In current account terms we have a few CAF bank accounts, two at Lloyds and one at Barclays.
65. Full details of the accounts can be seen on the League’s web site or copies can be obtained from the Treasurer.
66. The Chairman thanked Paul for his hard work and commitment over the year in managing and operating the League’s bank accounts and investments.

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

67. 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.
68. The Committee will select a Chairman at its first meeting in accordance with the Constitution.
69. 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
Dr Peter Barnes	
Ex Officio Janet Gale	

70. The meeting unanimously agreed the election of the above members.

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

71. For information purposes the Chairman advised that the following have agreed to be members of the Social Events Committee for 2014:-

Graham Hewitt	Ros Godden
Madeline Phillips	Margaret Pursch
Sue Souter	Iris Ward
Jill Leach	Frances Whiteman
Sheila Chapman	

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

72. For information purposes the Chairman advised that the following have agreed to be members of the Fund Raising and Publicity Committee for 2014:-

Graham Hewitt	Ruth Berridge
Martin Harwood	Val Harvey

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

## **Agenda Item 10 – 2014 Events**

74. Social events for 2014:

- 8 June – 6 Open gardens in Meysey Hampton as part of the Village Festival weekend. £5 to visit all 6 gardens, 1.30 – 4.30 pm
- 12 July – Glos Jazz Big Band Picnic - The Mill House garden Coln St Aldwyns. Entrance £10 adults, £5 children. From 5.30 pm.
- 16 July – Open gardens – Eastleach House, Entrance £5, 1.30 – 4.30 pm
- 15 November – Combined Charities Market – Lechlade
- 22 November – Christmas Bazaar and raffle – Fairford Community Centre

## **Agenda Item 11 – AOB**

75. There was no AOB.

This concluded the formal business of the meeting.

## **GUEST SPEAKER**

**Ingrid Barker, Chair, Gloucestershire Care Services NHS Trust.  
Jane Evans, Matron, Cirencester & Fairford Hospitals.**

Ingrid Barker commended the League in providing a service of care in the community which is held up as a shining example throughout Gloucestershire. It was stressed that the League's work was playing a key role in the delivery of health and caring in the community and the Friends shared the vision of the Trust of providing healthcare as close to home as possible.

Ingrid and Jane outlined the services of the Trust and advised that current activity includes looking at developing and increasing the clinics at Fairford Hospital.

There was a discussion around the Trust's plans of developing integrated community teams with the aim of putting them at the heart of the local community. Dr Graham Wallis highlighted the value of having the community nurses based in the GP surgeries and it has been subsequently confirmed that there are no plans to change this.

The Chairman thanked Ingrid and Jane for their information and contribution to the AGM and looked forward to continuing to working together in the future.