

**The League of Friends of Fairford Hospital**  
**(Reg. Charity No: 1006416)**  
**Minutes of the Annual General Meeting**  
**At Fairford Hospital on Monday 23 May 2016 at 7.00 p.m.**

Mr Graham Hewitt (Chairman) and 23 members.

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

**Agenda Item 1 – Apologies**

1. Carol Topple, Alison Ward, Stephen Furnell, Ros Hart, Janet Gale, Sharon Smith

**Agenda Item 2 – Minutes of the AGM held on 18 May 2015**

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. 2015 was another busy year for the League. Our volunteers continued to work hard on fundraising and helping us to deliver our services to the community. We are forever grateful to the volunteers and to the local community for their continued generous support.

**Management Committee**

5. I would also like to thank my fellow Trustees for their support, contribution and commitment as without it the League would not be able deliver its services to the local community.
6. There have been a number of changes in 2015 and there will be two Trustees stepping down this year:
  - Julie Zarczynski has stepped down from her role as Administrator after a very successful 7 years. We thank Julie for her work and commitment to the League during this time.
  - In September 2015, after an interview process, we appointed Christine Barker as Administrator. Christine has settled in extremely well and has already shown that she will be a great asset to the League.
  - As part of looking at the Administrator post it was decided to separate out the payroll element of the work, as this is very different to an administrator/secretary role. In so doing we were very pleased that Julie agreed to stay on with us as the Payroll Clerk and is responsible for running the payroll for our nurses, shop manager and EDLC supervisors.
  - Paul O'Shaughnessy has decided to step down from the Management Committee this year as he wishes to devote more time to his many and varied interests. Paul has been Treasurer for the last 6 years and has done an outstanding job in managing the League's investments and accounts. His commitment, support and dedication to the Management Committee and the League has been invaluable and he will be sorely missed.
  - We have yet to appoint a new Treasurer and are currently working on outsourcing much of the bookkeeping and accounting work, which will help with appointing a new Treasurer. Paul is continuing to act on the Committee until this process is completed.
  - Val Harvey is stepping down from the Management Committee after serving as a Trustee for 5 years. Val has made a significant contribution to the Management Committee and she will be missed. Val is also the Volunteer Driver Co-ordinator and we are very pleased that she is continuing in this role, which she manages in a very efficient and effective way.

## **Fund raising**

7. The following events/activities raised approximately £36,960 for the League in 2015.

### **Charity Shop**

8. The Charity Shop contributed £11,796 including gift aid of £2816. This shows the importance of the Gift Aid scheme and we now have over 500 people registered for gift aid with us. 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. John Bird our Shop Manager retired at the end of October and we are grateful for the 4 years in which he made the shop a success. We are fortunate to have been able to recruit Debbie Ash, an experienced charity shop manager, to take over from John and we look forward to the shop continuing to deliver valuable returns through Debbie's leadership.
9. We are indebted to our volunteers for making the shop successful and to the local community who donate and purchase goods from the store.
10. 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 Debbie.
11. Trading for the current year up to the beginning of May has been patchy due primarily to the extremely wet winter but things are beginning to improve with the onset of warmer weather. Profit up to May is approximately £2100 including Gift Aid.

### **House-to-House 2015**

12. We raised £18,939 in the 2015 H2H collection (including Gift Aid of £2,439). The result shows the tremendous support we have in the community.
13. This income 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.
14. It is always difficult to maintain and increase the number of co-ordinators and collectors for this annual event and we are always in need of additional volunteers. We have co-ordinators and collectors retiring every year so do please encourage others to get involved with us so we can maintain our numbers.
15. The count for this year's H2H collection is planned for the 24 May and we will publish the result as soon as possible after this.

### **Jazz Swing Band Picnic**

16. On 11 July the Jazz Swing Band picnic raised £1,500. Our thanks go to Earl St Aldwyn 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.

### **Italian Night**

17. On 9 November the League held an Italian Night at the Colosseo Restaurant, which was a sell out and raised £570.

### **Cirencester Golf Club -Ladies Section**

18. Cirencester Golf Club – Jayne Worthington the 2015 Ladies Captain chose the League as the Ladies Section Charity of the year. £1062 was raised in the year.

### **November Bazaar**

19. The Christmas Bazaar and raffle raised £2,553, 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**

20. There were 90 members of the 100 Club in 2015 and this has raised £540. It has also generated £540 in prize funds and there were 10 lucky winners in the year. In 2016 the numbers are down to 76 members which is disappointing but this will raise £456. Our thanks go to David Phillips for running the 100 Club.

### **Links with local organisations**

21. The following two organisations have made The League their ‘Charity of the Year’

- Fairford Football Club
- Fairford Co-Op

22. This brings benefits in terms of the League’s name being made known to a wider audience and we will also benefit from their local charitable collections made throughout the year. Fairford Football Club have produced and installed a large pitch side banner with our name and logo.

### **General**

#### **Fairford Outpatient Clinic**

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

- The provision of 20 outpatient clinics/support groups in 2014.
- Over 6,100 patients attended the clinics and these included:
  - 952 for X-ray
  - 1,246 for Physiotherapy
  - 1673 for Audiology
  - 582 for Podiatry
  - 235 for Diabetic Eye Screening
  - 212 for ENT
  - 191 for Neurology
  - 133 for Dermatology
  - 127 for Foot care funded by LOF

24. This meant that there were over 6,100 appointments where people did not have to travel to Cirencester, Swindon, Gloucester or Cheltenham to have their medical needs met.

## **Support services**

25. The League spent approximately £76,000 providing services to the community in 2015.
26. 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**

27. Our arrangement with Prospect continued in 2015 and the opportunity for our Fairford and Lechlade GPs to be able to refer patients to them is highly valued. This facility deals with end of life care providing treatment, care and support to patients and their families. There were 39 referrals in 2015. 17 from Lechlade GPs, and 22 from Fairford GPs.
28. The agreement with Prospect Hospice provides the opportunity for people within our community to access their full support and care services. The League currently pay £25,000 pa to Prospect Hospice for this arrangement. We are meeting with Prospect Hospice later in the year to discuss continuing the arrangement.

### **Counselling**

29. The League provided funding of £11,913 for the provision of:
  - One to one counselling sessions for 162 patients of Fairford and Lechlade GP Practices at a cost of £6,913. Patients are asked to make a contribution towards the cost and the League funds the balance. Due to the additional NHS provision of a Mental Health Nurse visiting the GPs Practice weekly patients' needs are now being referred through this route and our counselling funding has ceased. The situation will be kept under review.
  - £5,000 to support the one to one student counselling programme at Farmors School. This has helped to provide 450 counselling sessions to 37 students in the first 6 months of the 2015 Academic Year.

### **Edna Dawes Lunch Club**

30. The Edna Dawes Lunch Club is in its twelfth year and continues to thrive. The League funding for this in 2015 was £12,209 and the membership for the two days is approximately 30. All the members enjoy the opportunity to socialise and get involved in a range of activities throughout the year.
31. There are 33 volunteers who help 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. 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.
32. We are also grateful to Fairford Hospital for providing the venue for the Lunch Club.
33. Regarding the minibus we have had to look for an alternative provider following Cotswold Volunteers Charity going into liquidation. Kate and Shirley have put in considerable extra effort in the last 6 weeks to ensure the Lunch Club members do not lose out and to organise an alternative minibus provider. They are to be congratulated for this.
34. Alternative arrangements are being put in place with the Lechlade Lions who have been extremely helpful and supportive in providing their bus and a number of drivers whilst they train and test our drivers for the use of their minibus. Our thanks go to them for helping us out and immediately stepping in at such short notice.

### **Foot Care Clinic**

35. The League funds the Foot Care Clinic at Fairford Hospital and spent approximately £2,921 last year supporting 127 patients.

### **Prescription Delivery**

36. 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 and Alison Ward who carried out this service in 2015.

### **Fairford Young at Heart Club**

37. The League provided funding of £3,200 for the Fairford Young At Heart Club in 2015, which is organised by Memory Clubs UK C.I.C., a non-profit Community Interest Company. The Club is held the first Friday of the month at Beaumont House from 10.00 till 2.00pm. It is aimed at people with dementia and their carers/partners. It has a monthly attendance of between 9 to 12 people, the majority with quite advanced dementia. It is free to attend although a small charge is made if people want to have a light lunch.

### **Website**

38. The website has been running for over three years 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 100 hits a month. There is the opportunity to donate online as well through the 'My Donate' link.
39. Jeff Dawson is responsible for managing the website 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.

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

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

#### **Home Nursing Report 2015 - Celia Kennedy**

40. We have had 27 new patients this year. This is less than previous years. This may be due to several changes in the District Nursing team again, it takes time for them to understand our role and get used to making referrals to us.
41. Many of these patients needed quite a lot of care so we have done approximately the same amount of work. This has been a mixture of day and night care, including personal care and support for both patient and family and carers. Night care is often shared with Continuing Care or one of the Hospices. We have 9 registered nurses and 1 health care assistant. We have taken on 1 new nurse who was a nurse in Cirencester and has recently completed a hypnotherapy diploma. We would like to give our congratulations to one of our nurses Helen Garnet who has completed a post-graduate diploma in palliative care.
42. We continue to have nurse meetings every two months, and I meet up with groups similar to us at the Sue Ryder Hospice every month. We keep each other up to date with what's going on, share policies and give each other lots of support. Last year we each contributed to Hospice at Home week with a display in local hospitals.
43. We are waiting to for a date for our next CQC inspection; we had to complete a 40 page on line questionnaire about our service, which took us several days to complete. This was followed by a 10-page questionnaire about our thoughts on the previous questionnaire!

44. We continue to have lots of support from Christine Benzie, Graham Hewitt and Graham Wallis from the surgery.
45. The Home Nursing costs were approximately £14,700 in 2015.

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

46. The League voluntary car service has provided drivers for 768 drives this year. Last year we had 22 drivers in Lechlade and 30 drivers in Fairford, unfortunately we are down to 15 in Fairford but have 23 in Lechlade currently. We are doing many more drives further afield, such as Oxford and Wroughton and Cheltenham and regrettably we now have to say no as a result of lack of drivers. We also do dentist and opticians and drive partners of those in hospital for a visit. We do try our best to allocate a request for a specific driver. In the 4 months to date we have already covered 4,500 miles, this does not include the distance from the outlying villages. The longer drives are to Cheltenham General Hospital, Oxford and Wroughton.
47. The Chairman thanked 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.

### **Community First Responders Group (CFR) - David Chapman**

48. The CFR group is now in its 10<sup>th</sup> year of operation. Currently we only have 10 active volunteers who gave almost 1,900 hours of their time in 2015 as CFRs. This is a reduction in previous years so we need to do more hours, but I am pleased to say we have two new starters resulting from a recruitment campaign running. We ideally would hope to add up to 6 members. Responders are now attending a wider range of medical emergencies than previously which can only benefit the community. The upgraded AirWave pagers also allow more flexibility, allowing responders to attend emergencies when moving around their area and book on more easily. There are a total of 8 public defibrillators in the Fairford, Lechlade and surrounding villages. All are registered with the Ambulance Emergency Control Room. We are aware of 7, at least, that have been used this past year. CFR have carried out, with the support of the SW Ambulance Service, Public Awareness Sessions in Fairford, Lechlade, Southrop, Kempsford and Quenington. Most importantly we have carried out these sessions for all the first year sixth form pupils at Farmors School totalling 130. If your village does not have a defibrillator please speak to us. We intend to continue the public awareness sessions annually. We would like to thank the League of Friends for all their support over the past year.
49. The Chairman thanked David and the CFRs' for all their hard work and commitment. It was also noted that the success of the CFR Team over the years is mainly due to the amount of time, effort and commitment that is provided by David Chapman.

### **Agenda Item 6 – Treasurer's Report - Paul O'Shaughnessy presented the 2015 Accounts.**

50. 2015 proved to be a successful year with income of £109,314 exceeding expenditure of £107,179 by £2,135.
51. 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.
52. Our total funds are around £441,000 and are a mix of short and long-term investments. We have a number of different bank accounts including two CAF accounts, two accounts with Lloyds and one with Barclays.
53. Full details of the accounts can be seen on the League's web site, the Charity Commission website or copies can be obtained from the Treasurer.
54. The Chairman thanked Paul for the tremendous job he does.

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

55. 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.
56. The Committee will select a Chairman at its first meeting in accordance with the Constitution.
57. The following agreed to stand again on the Management Committee:

Graham Hewitt  
Jeff Dawson  
Carole Topple  
Dr Peter Barnes

Ruth Berridge  
Martin Harwood  
Dr Graham Wallis  
Jennie Sanford

David Chapman  
Margaret Pursch  
Paul O'Shaughnessy

Ex Officio Janet Gale/Sharon Smith

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

### **Agenda Item 8 – 2016 Events**

59. Social events for 2016:

- Saturday 18 June – Quiz night at Fairford Football Club
- Saturday 16 July – Glos Jazz Big Band Picnic - The Mill House garden Coln St Aldwyns.
- Wednesday 27 July – Cheese and wine evening – Langford Downs Farm (ticket purchase in advance)
- Saturday 19 November – Christmas Bazaar and raffle – Fairford Community Centre

60. The Chairman also advised that a volunteer's thank you social evening is being organised for Wednesday 22 June. Invitations will be issued shortly.

### **Agenda Item 9 – AOB Questions**

61. A number of issues were raised at the meeting including:

- How can we get more men involved in volunteering?
- The League will continue to ask for volunteers to assist with its activities and can only take on those willing to be involved. (Post meeting check for note – there are around 40 male volunteers involved with the League).
- It was also suggested that we drip feed regularly more information to the Wilts and Glos Standard weekly newspaper. Sylvia Jones offered to mould a piece for that publication.
- It was agreed that there should be more involvement with young people and the Farmers initiatives will hopefully bring about more interest from the younger sector. Any interaction between The League and the younger people at the local school will ensure they are aware of the League's work.

**This concluded the formal business of the meeting.**

## GUEST SPEAKER

**Jonathan Thomas**  
**Community Services Director, South Locality**  
**2Gether NHS Foundation Trust.**

Jonathan introduced himself as having worked in the NHS for 28 years. He asked the audience if they were aware of the following statistics and asked a number of key questions.

- How many people are affected by mental health in their life? - 1 in 4.
- What is the most common mental health issue? Depression and anxiety are the two main things in the UK.

Young people especially are dealing with anxiety through social media, exams and the stigma associated by suffering from mental health issues. 9 out of 10 have had a feeling of stigma because of their issues.

The 2Gether NHS Foundation is a Disability and Health trust and I look after the South Locality. The Trust provides specialist mental health and learning disability services to the people of Gloucestershire and Herefordshire.

We serve a combined population of 798,480 who live within 1,900 square miles of an rural and urban landscape. Ninety-six percent of our services are provided within the community and as close to an individual's family and friends as possible - this is an essential factor in helping to improve a person's recovery.

At any one time, we deliver services to around 18,500 individuals while offering education and support to their carers and family. Last year, our 2,300 dedicated permanent and bank staff made more than 280,000 telephone and face-to-face contacts. We cared for nearly 1,300 people in our four hospital sites: **Wotton Lawn, Charlton Lane, Greyfriars** (a psychiatric Ward within Wotton Lawn) and **Stonebow** (Herefordshire).

At Wootten Lawn (Gloucester) we have acute beds and look after various ages of adults. At Charlton Lane (Cheltenham) the Trust provides specialist assessment, treatment and care for older people with functional mental health problems and people with dementia. And at Stroud hospital there are Learning Disability beds.

With greater freedoms as an NHS Foundation Trust, we can develop services that are more responsive to local needs. A funding system allows us to borrow, up to an agreed limit, and keep any surpluses. We can then use this money to improve facilities and services, without having to go through lengthy bidding procedures in competition with other NHS organisations. We can still apply for funds made available to meet national priorities. We plan and work closely with other partners in the local NHS and social services. However, the greater freedoms to set up new types of partnerships and to work differently have led to new and innovative service developments.

Our primary services in addition to the above facilities are

### **Let's Talk - Improving Access to Psychological Therapies (IAPT) Service:**

Let's Talk is a free service offering guidance, courses and talking therapies that give individuals the skills and techniques to manage stress, anxiety and depression. Our trained therapists and practitioners offer a wide range of courses and talking therapies to help manage difficult days, lift your mood and improve your overall wellbeing.

**Local After Care Support:**

In the South locality we have three small bases to provide after care, further support to individuals who have been through primary care. These are located in Dursley, Stroud and Cirencester.

**Community disability learning team:** We provide a later life service, recovery service, if you are having issues after your treatment, being looked after in your home, the crisis team can respond and try to organise this service.

**Outreach team:** This is a small team dedicated to look after people who find it difficult to cope.

**Children's services:** We have a specialist emotional wellbeing and mental health service for all children and young people who are registered with a GP in Gloucestershire. We see children and young people up to 18 years of age when they find it hard to cope with their feelings. Usually children and young people referred to us will be experiencing emotional wellbeing problems that significantly affect their ability to cope with normal stresses and demands of life.

In addition, we will also help with other problems such as developmental disorders, eating disorders, bipolar disorders, psychosis, attachment difficulties, infant mental health problems, conduct disorders or when a young person is at risk of harming themselves.

Our staff are specially trained and have lots of experience with talking to children and young people and their parents and carers about thoughts and feelings. There are many ways we can help and everyone who uses the service can talk privately and confidentially with our team. If other professionals/organisations are already providing support, we may think about working in partnership with these staff to ensure the best possible plan of care is received. We currently work collaboratively with Action for Children.

To represent our new ways of working we have renamed ourselves 2gether Children and Young People Service (CYPS).

The NHS is notorious for not talking to each other so we have group meetings and by bringing everyone together we have a hub where the opportunity to share information is immediate and helps resolve issues quickly.

**There were questions from the audience regarding the explosion of Alzheimers and what the role of the 2Gether Trust is.**

Jonathan advised that now schools are being educated regarding this issue with dementia and what is helping is that we are talking about the issues much more. We are working with other services to provide Independent Living and we are looking for support on dementia issues from other organisations. We also provide information sheets on Living with Dementia which list all the different advisory services and community initiatives. A further question was raised "Do you feel hampered by the bureaucracy?" The paperwork is huge, but electronic systems which we have in place means I can review queries, cases very quickly while on the road and this helps enormously.

Joanathan left a number of brochures and information leaflets for the audience.