

The League of Friends of Fairford Hospital
(Reg. Charity No: 1006416)
Minutes of the Annual General Meeting
At Fairford Hospital on Monday 22 May 2017 at 7.00 p.m.

Present - Mr Graham Hewitt (Chairman) and 24 members.

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

Agenda Item 1 – Apologies

1. Jeff Dawson, Alison Ward, Ruth Berridge, Sally Parris

Agenda Item 2 – Minutes of the AGM held on 23 May 2016

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 for 2016

4. 2016 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. As reported in our Autumn Newsletter last year we were pleased that our Treasurer, Paul O’Shaughnessy decided to continue with us following a re-organisation of our bookkeeping and accounting requirements. AMM Bookkeeping and Accountancy have been appointed to deal with our day-to-day accounting requirements and we are pleased to report that the new arrangements are working well.
7. There were no other changes to the Committee in 2016 but I am pleased to report that Jane Price joined us in February 2017. Jane has been a volunteer for the League for many years previously helping with the Charity Shop, volunteer driving and H2H collections. We are delighted that Jane has joined us and I am sure she will be a great asset to the team.
8. I would also thank Christine Barker, our Administrator, who does an excellent job in keeping The League running and helping the Management Committee undertake their responsibilities. Christine plays a full role in helping us help the community. I also thank Julie Zarcynski for supporting Paul in managing and administering the payroll.

Strategic Review

9. In September last year the Management Committee undertook a Strategic Review to look at the key points that need to be addressed over the next 3 years. The agreed strategic focus was:
 - How we (the LoF and its Trustees) remain sustainable and continue to deliver what we do.
 - How we operate in today’s environment.
 - How we communicate what we do.
10. These areas will be addressed through reviewing
 - **The structure of the Management Committee.** - The MC is to establish a Succession Plan and strengthen the Committee. In order to achieve this it is necessary to attract new MC members and this needs to be addressed immediately with the aim of establishing a Succession Plan over the next 12 to 18 months.

- **The structure and constitution.** – The MC is to review the legal structure and constitution of the LoF.
- **Communication.** - It was acknowledged that many people in the community do not realise what we do or are not fully aware of the services we provide. Many across the area still think there are beds at the hospital. If there is better awareness within the community it will help with fund raising, attracting more volunteers and with extending our services to more people in the community. To address this we need to:
 - ✓ **Improve Local press coverage:** Although information about the LoF has achieved greater regular coverage through local magazines it was agreed that editorial coverage should be increased in local newspapers.
 - ✓ **Expand the role of the Fund raising and Social Events Committee (FSE).** – We should endeavour to have a presence at all the local events that are held within our area. Not always to generate donations but more to showcase and illustrate what the LoF does.
 - ✓ **Publish a new publicity leaflet and ensure a wide circulation.**
 - ✓ **Promote the LoF to local organisations/businesses.** - The aims are to get the message out about the LoF and to increase the opportunity of attracting more volunteers.

Fund raising

11. The following events/activities raised over £41,000 for the League in 2016.

- **Charity Shop** - contributed £10,243 including gift aid of £2,250. We are indebted to our volunteers for making the shop successful and to the local community who donate and purchase goods from the store. Thanks also to Debbie Ash our store manager for continuing to maintain and deliver a successful store.
- **House-to-House 2016** - raised £19,135 in 2016 (including Gift Aid of £2,770). The result shows the tremendous support we have in the community. This success 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.
- **Jazz Swing Band Picnic** - raised £1,500 on the 11 July. Our thanks go to Earl St Aldwyn for letting us use the gardens at Mill House and to David Trudgill and his team who organised this event for us.
- **Italian Night** - raised £570 on the 12 September at L'Artigiano's.
- **Curry Night** – raised £473 on 26 April at Khushi's Restaurant.
- **Cheese & Wine Evening** – raised over £1100 on 27 July thanks to Caroline and Gavin MacEchern who hosted the event.
- **November Bazaar** - The Christmas Bazaar and raffle raised £2,128, 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** - raised £456.
- **The Trout Inn** – raised £5,000, in memory of Bob Warren, from numerous charity events and donations through the year. Big thanks go to Penny Warren and her team at the Trout Inn.
- **Duncan Ross** – raised £1,533 from a sponsored cycle ride from Land's End to John O'Groats in memory of his mother.
- **Emily Wilsdon & her sister Alice** – raised £705 from a sponsored half marathon in memory of Bob Warren.

Links with local organisations

12. The following two organisations have continued their links with us making The League their 'Charity of the Year' for a second year.

- Fairford Football Club – donations in 2016 were £311.
- Fairford Co-Op - donations in 2016 were £421.

13. This brings benefits in terms of the League's name being made known to a wider audience. Fairford Football Club's first team shirts have The League's 'Active in the Local Community' logo printed on the front. Congratulations also to Fairford Football Club's First Team who have won promotion this year.

General

Fairford Outpatient Clinic

14. 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 2016.
- Over 6,600 appointments at these clinics and these included:
 - 1060 for X-ray
 - 1508 for Physiotherapy
 - 1778 for Audiology & audiology repairs
 - 637 for Podiatry
 - 257 for Diabetic Eye Screening
 - 207 for ENT
 - 185 for Neurology
 - 133 for Dermatology
 - 159 for Foot care funded by LOF

15. This meant that there were over 6,600 appointments where people did not have to travel to Cirencester, Swindon, Gloucester or Cheltenham to have their medical needs met.

Support services

16. The League spent approximately £72,000 providing services to the community in 2016.

- **Home Nursing Team - £18,464.** The Nursing Team deals primarily with end of life care. Celia Kennedy will present a report on the Nursing Team following the Chairman's Report.
- **Prospect Hospice - £25,000.** Our arrangement with Prospect continued in 2016 and the opportunity for our Fairford and Lechlade GPs to be able to refer patients to them is highly valued. They provide end of life care and support to patients and their families. There were 22 referrals in 2016. 14 From Lechlade GPs, and 8 from Fairford GPs. We are meeting with Prospect Hospice later in the year to discuss continuing the arrangement.
- **Family Funding Support.** - The League has started to provide funding for health care support and short term respite care in areas of need for families and carers of all ages. This support typically ranges from providing funding for additional hours at specialist respite centres for children and young adults to funding for specialist activities that provide benefits to those in need. This is a new area of activity for the League and we agreed support for 4 families last year with a spend of £845.
- **Counselling - £5,000.** We continued to help fund the student counselling services at Farmors School which is essential to the health and wellbeing of those in need of support. This has helped to provide over 650 counselling appointments in the last 12 months supporting over 80 students.
- **Edna Dawes Lunch Club - £13,900.** The Lunch Club continues to thrive and is held twice a week. 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. There are over 30 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. Shirley and Kate have had to deal with some additional challenges in the year including changes to the minibus and lunch providers and they have dealt with these challenges extremely well. Our thanks also to Fairford Hospital for providing the venue, Lechlade Lions for helping with organising the use of their minibus and to 7a as the new provider of the lunches.

- **Fairford Young at Heart Club.** - We have renewed the funding for this monthly lunch club that is run by Memory Clubs UK. It provides social activity and lunch for people with memory problems and their carers. The annual cost is £1,900.
- **Foot Care Clinic** - £3,693. In 2016 we helped 159 people with this service.
- **Prescription Delivery** - Prescription delivery to some outlying villages has continued throughout the year and is greatly welcomed by the elderly and housebound. Our thanks go to, Randall Rees, David Chapman and Alison Ward who carried out this service in 2016.
- **Volunteers Car Service** - £2400. The car service is as busy as ever with our drivers covering over 17,000 miles a year; providing over 750 drives for patients being taken to the local surgeries as well as to the Cheltenham, Gloucester, Swindon, Cirencester, Moreton, Oxford and Bristol hospitals. We have 15 drivers in Lechlade and 22 drivers in Fairford, which is significantly down on previous years. We always need more drivers to help patients get to their appointments so if you have some spare time and would like to help out please come and join us, you will be very welcome. Our thanks go to Val Harvey who does a tremendous job co-ordinating the scheme.

End of Chairman's Report.

Agenda Item 5 – Review Of Activities not included in Chairman's report **Home Nursing Report 2016 - Celia Kennedy**

17. We have had a busy year with 36 new patients an increase on last year. Approx. two thirds of these patients we nursed to the end of their life, often sharing the care with community nurses from the Prospect and Longfield Hospices.
18. We have a close relationship with the District Nurses and the new in post Frailty nurse and take our referrals from both teams.
19. The DNs no longer have care plans and notes in the patient's home so we have developed our own care plans and notes. This adds time to our initial visit; this is always done by one of our trained nurses or myself.
20. We continue to encourage all our nurses to keep up to date with training. Either on line training or at Longfield or the Prospect hospices. We have two HCAs who are completing their Care Certificate, which is a new requirement by CQC. This consists of 15 standards to achieve, they are both doing well.
21. Last September we had our CQC assessment. This consisted of an assessor spending a morning at my house assessing the 5 standards, caring, safe, effective, responsive and well led. I had great support preparing for this and at the assessment from Sally, Emma and Christine. The assessor also spoke to our nurses, Graham Wallis, Graham Hewitt and several of our patients. We were very pleased to achieve good in all standards. The report contained lots of excellent comments. It can be found on the CQC website under Friends in the Community or Reevey Gate Cottage.
22. We continue to have nurse meetings every two months, discussing patients and supporting each other. I meet with groups similar to ours at Sue Ryder Hospice monthly.
23. We have an amazing team of dedicated nurses that give so much of their time and we really appreciate the care they give. We also appreciate the support from Christine Benzie, Graham Hewitt and Graham Wallis.
Community First Responders Group (CFR) - David Chapman
24. At the end of 2016, our responder group celebrated our 10th anniversary. Back in 2006 we started with 18 members of which 4 are still active. It is hard to put an exact figure on the total hours volunteered and patients visited, but it must be close to 80,000 hours on duty and more than 1000 patients visited.
25. This service has been recognised by our local ambulance service, South Western Ambulance, with an award of "Community First Responder Group" for 2016 for the whole of the South Western region. None of this would have happened without the support of the League of Friends from the beginning. The initial investment of £22,000 from the L of F allowed the purchase of our defibrillators and other equipment. This support continues today and for this we are extremely grateful.

26. Initially CFRs only attended Adults that were deemed to have life threatening conditions, but now we attend children of all ages and a much wider range of adult medical patients. This provides not only support to patients but reassurance to relatives. We now can assess patients better by measuring blood pressure and oxygen levels in blood. Also when carrying out CPR we now use the same equipment and procedures as used by a paramedic.
27. Our Ambulance Service now invest more in CFRs with more training and the provision of AirWave two way Pagers at a cost of £600 each. Also over the past few years we have started the Community Access Defibrillator Programme. The L of F enabled us to organise and partly fund 4 defibrillators locally and we are currently investigating up to six more locations.
28. With these installations we undertook to provide public awareness session, and have carried out 10 so far with more planned for this year. If you are interested in having one of these sessions please contact us. Additionally we inspect and maintain these installations. We also now provide Farmor's School with these awareness sessions for all sixth formers; over the past 2 years we have trained more than 300 pupils, so effectively, that this training is now part of their curriculum.
29. In the past year our group has increased to 16, importantly, most of these members being from a younger cohort. (Younger than me!). We are still looking for more members, so if you are interested please come to one of our monthly meetings. (Age is not a bar!)
30. During the past year the transfer of members from St John Ambulance membership to direct employment by South Western Ambulance has taken place. While still volunteers we now benefit from being part of the South Western Ambulance team with improved training, regular shifts with ambulance crews and appropriate uniforms.
31. Finally I want to thank the League of Friends for all the support and encouragement we have received in the past 10 years.

Agenda Item 6 – Treasurer's Report - Paul O'Shaughnessy presented the 2016 Accounts.

32. The LoF funds are in a healthy state. Total revenue last year was £210k, an increase on the previous year of £110k. The difference was due to two significant donations from two private estates. Shop sales held up, and we received the usual £14k from Glos. Primary Care Trust. Expenditure at £107k was exactly the same as the previous year. There were no significant variations in the expenditure categories. The largest being the Wroughton Care Services donation, followed by the shop running costs and the nursing staff respectively. We also had a new category whereby we spent £1k on Discretionary items. Overall there was a net increase in our funds of £102k. Total funds now stand at £549k, which we have invested in several banks and trusts. Returns are quite low, but we do spend time trying to find a safe home for our funds. We continue to receive donations throughout the year from grateful recipients of the care they have received from the services the League of Friends provides and thus reminding us of what The League of Friends is all about.
33. The Chairman thanked Paul for the tremendous job he does.

Agenda Item 7 – Election Of The Management Committee

34. 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.
35. The Committee will select a Chairman at its first meeting in accordance with the Constitution.
36. The following agreed to stand again on the Management Committee:

Graham Hewitt
Jeff Dawson

Ruth Berridge
Martin Harwood

David Chapman
Margaret Pursch

Carole Topple
Dr Peter Barnes

Dr Graham Wallis
Jennie Sanford

Paul O'Shaughnessy
Jane Price

Ex Officio Janet Gale

37. In addition the Chairman is pleased to advise that Heather Finlay has also agreed to join the Management Committee. Heather lives in Coln St Aldwyn and is a volunteer co-ordinator and collector for the H2H. Heather is very community minded and the Management Committee very much look forward to working with her in the future. DC proposed. JL seconded.
38. The meeting unanimously agreed the election of the above members.

Agenda Item 8 EGM

39. The Chairman advised that an EGM will be held on the 22 June at Fairford Community Centre to consider and vote on the following three resolutions:
- *To change the legal structure of the League of Friends of Fairford Hospital from an Unincorporated Organisation to a Charitable Incorporated Organisation (CIO).*
 - *To change the name of the Charity to Friends of Fairford & Lechlade Communities.*
 - *To transfer the assets of the League of Friends of Fairford Hospital to the new CIO Charity 'Friends of Fairford & Lechlade Communities'.*
40. Full details will be posted to every member explaining why the Trustees are recommending the above. The proposals arise from the 2016 Strategic Review which considered how the Charity has changed since its inception and how it now operates and delivers its services within the community

Agenda Item 9 – 2017 Events

41. Social events for 2017:
- Friday 9th June – Coln Choir Summer Concert
 - Monday 19th June – Italian evening at Colosseo Restaurant Fairford
 - Thursday 22nd June – Extraordinary General Meeting at Fairford Community Centre
 - Saturday 1st July – Glos Jazz Big Band Picnic at The Mill House Coln St Aldwyns
 - Saturday 18 November – Annual Bazaar at Fairford Community Centre

42. The Chairman also advised that a volunteer's thank you social evening is being organised for Monday 3rd July. Invitations will be issued shortly.

Agenda Item 10 – AOB Questions

This concluded the formal business of the meeting

GUEST SPEAKER
Dr Andy Beale, Consultant Radiologist Great Western Hospital,
Treasurer of the Royal College of Radiologists
on the subject of:
“X-rays at Fairford and the Onward Pathways”

Dr Peter Barnes, member of the League of Friends Management Committee introduced Dr Beale who proceeded to give a very interesting insight into both the history of Radiology and the progress within that sphere of work that has been made.

After training in Edinburgh, Dr Beale joined St Barts Hospital and became a consultant in 1995. In his role as Treasurer of the Royal College of Radiologists, Dr Beale has noted that 15% of radiology jobs are vacant.

X-rays were discovered in 1895 by Wilhelm Conrad Roentgen who was a Professor at Wuerzburg University in Germany. Working with a cathode-ray tube in his laboratory. The first x-ray evolved in that year and made quick progress in 1896 at the hands of the British Military as it was initially used in the military field. Since then imaging has impressively changed and the modern x-rays are low dosage and machines are used with great care. As a radiologist we look at images by 3 methods. All three are British inventions and our budget is £8m. at Great Western Hospital taking approx 690 examinations per day.

CT scanning – a device that uses computed tomography to produce detailed pictures of internal bodily structures from x-ray images. Sir Godfrey Hounsfield, who went on to win the Nobel Prize for Medicine, first built the CT scanning machine in 1972. The CT colonography procedure has replaced the “barium meal” which was the normal way of diagnosis in that area. Dr Beale proceeded to show a video example of the colonography procedure. Cardiac CT scans can now be carried out; previously this was done through angiograms. Whilst the detail is important it is noted that the technology has advanced to the point where there is almost too much information. Care is taken in that the procedure is still an x-ray, when more information means more radiation. However in the UK we are one of the least users of the CT scanning method, we do not have an “on demand” service as do Australia, Japan and America scanning roughly 5 times more than in the UK.

Ultra Sound scans - is a diagnostic imaging technique based on the application of ultrasound. It is used to see internal body structures such as tendons, muscles, joints, vessels and internal organs. Its aim is often to find a source of a disease or to exclude any pathology. The practice of examining pregnant women using ultrasound is called obstetric ultrasound, and is widely used. This form of scanning was developed in the 1960's.

MRI – unlike CT scans, which use X-rays, MRI scans use powerful magnetic fields and radio frequency pulses to produce detailed pictures of organs, soft tissues, bone and other internal body structures. Differences between normal and abnormal tissue is often clearer on an **MRI** image. These machines are used with great regularity, but they are large, claustrophobic and noisy.

We also work in intervention radiology, where we try and minimise invasive ways of diagnosing and treating patients. We are now able to insert items through the skin, e.g. stents, burn tumours. and we can inject dye in to renal trauma patients.

Dr Beale gave the meeting an interesting example where non-intervention was successful:

For the past few years it has been possible to attend Fairford Hospital for x-rays on a Tuesday and Thursday to save people in this area travelling to Swindon. However if you cannot get a local appointment, Great Western Hospital provides a walk in service following a GP referral

Graham thanked Dr Beale for his informative presentation. There were no further questions.