



# JOINT ANNUAL GENERAL MEETING AND REPORT



## Minutes of the Joint Annual General Meeting

**Tuesday 1<sup>st</sup> March 2022, 19:30, Fairford Community Centre**

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

***and Friends of Fairford & Lechlade Communities (Reg. Charity No: 1180059)***

**Present – Shelly Welsh (Chair), seven members and ten other attendees**

The Chair welcomed everyone to the joint AGM of the League of Friends of Fairford Hospital (LOF) and the Friends of Fairford & Lechlade Communities (Community Friends). This is the third joint AGM for the two charities.

We would like to thank the Trustees for their support in a challenging year where many things have been postponed. We now look forward to re-establishing services again this year and recognise that there have been some challenges to re-establishing services already.

There have been several changes over the last year. Graham Hewitt stepped down as Chairman and Christine Barker and Celia Kennedy both retired after many years with us. We thank them both for their hard work and support.

We welcome our new and returning Trustees: Ros Godden and Val Harvey have both returned and David Bird has joined as a new Trustee. In addition, Kelly Smith started as our General Manager last year, Shelley Welsh was elected as Chair and Kerry Simms joined as Administrator.

The AGM is for the Financial Year ending December 2020 but due to the passage of time, we will include information on fundraising and support given in 2021 too, as well as our plans for 2022.

### **Agenda Item 1 – Apologies**

1. Ros Godden, Jennie Sanford, Carole Topple, Melanie Stevens, Janet Gale, Margaret Pursch

### **Agenda Item 2 – Minutes of the AGM held on 3<sup>rd</sup> December 2020**

2. The Minutes were agreed as an accurate record.

### **Agenda Item 3 – Matters arising**

3. There were no matters arising.

### **Agenda Item 4 – Trustee and Financial Reports**

#### **Patient Transport presented by Val Harvey**

4. There are currently only 9 drivers in Lechlade and 19 in Fairford. We lost volunteers due to people returning to work and childcare requirements so more volunteers are always needed. Val Harvey offered our thanks to the volunteer drivers who are all very willing and helpful.

5. The patient transport service was busier than ever and in 2021 carried out 981 drives, a record number. From January 2022 until the end of February, 129 drives have already been successfully carried out.
6. To date, 132 journeys have been carried out for COVID-19 vaccinations and these are still ongoing. We have helped take patients to Fairford surgery and had two allocated slots there with a couple of drivers taking patients in for jabs. One particular Saturday many drivers helped drive multiple patients to Cirencester hospital for vaccinations and several did multiple drives to ensure everyone could attend.

#### **Nursing Team presented by Emma Kennedy and Jan Killingback**

7. In the last year the Nursing Team have had some changes. At the last AGM Celia Kennedy was the nursing manager but has since retired. Graham then managed but has since left so Jan Killingback and Emma Kennedy (previously co-ordinators) have taken on management of the team as a job share and will be applying to CQC in due course.
8. In 2021/22 they had 18 new patients, a reduction on previous years (which has been up to 40 a year in the past). The nursing team made approximately 370 visits working over 570 hours. This was a mixture of morning and evening visits for personal care, sits to relieve carers and 9-hour night care sessions.
9. Our referrals come from District nurses, Frailty team and the Prospect Hospice team. We sometimes share the care of our patients with the Prospect Hospice at Home team, Longfield Hospice and CHC funded agencies. This usually works well with our nurses doing as much as possible.
10. Jan still having monthly meeting with other groups for providing hospice at home which provides great support for them and us. These include Sue Ryder, Longfield, Great Oaks and Camden Home nursing managers. The nursing team also continues to have meetings at Christine Benzie's house (or on Zoom) as well as attend training sessions.
11. A new intranet has been introduced which has allowed for streamlining and keeping up to date, and in line with CQC regulations. We are expecting a CQC inspection within 6 months.
12. The nursing team has introduced the Bereavement Café (1st Friday of each month beginning Feb 2022) which was well attended. If success continues, they will look to expand to an evening or weekend too.
13. Emma and Jan expressed their continued thanks to our excellent team of very committed and loyal nurses. We are grateful for the excellent care they give to our patients. Thanks also to Christine, Kelly, Shelley and Andrena for all the support they give us.
14. Shelley added that that home nursing is well recognised as an essential service and expressed thanks to Jan and Emma for stepping up and running the team brilliantly during a very challenging time.

#### **Charity Shop presented by Kelly Smith**

15. From January to December 2021 the shop was closed for a total of 16 weeks. When we were able to open the shop, we received a huge amount of donations and the footfall through the door was very high with some week's takings exceeding £1000.
16. Unfortunately, the shop made a loss throughout the year of £3062.40. From April 2020 to April 21, we were able to claim £181.30 in Gift Aid. This was over a five month period.
17. We currently have 11 Volunteers. Kelly expressed our thanks to Shop Manager Nicola and all shop volunteers for their hard work, as well as the local community that donate their unwanted goods, which makes the shop such a success.

18. Shelley recognised the importance of the Charity Shop for fundraising and the importance of the volunteers in its success.

### **Events and Fundraising presented by Shelley Welsh and Jeff Dawson**

19. Due to COVID our events over the last year were very restricted. We managed to raise funds at Open Gardens, our Charity Craft Fair and one-off local community events.
20. **Open Gardens:** We were invited to provide the teas and cakes at Quenington Open Gardens which raised £565.00. We then hosted an Open Gardens event at Langford Downs Farm which raised a total of £732.34. Both Open Garden events have agreed to allow us to run events there again this year.
21. **Craft Fair and Raffle:** Thanks to the passion and hard work from Val Harvey we were able to set up our own Charity Craft Fair which took place in November 2021. This also hosted our Annual Raffle with the event in total raising a wonderful £1672.02. Another Craft Fair is planned for April 2022 (all tables already sold).
22. **Online donations:** We were using Virgin Money Giving to collect donations via our website. This was very successful but closed service during November 2021. CAF bank's online donation service was selected as a replacement as we already have an account with them. This was implemented in Oct 2021.
23. Donations received via Virgin Money Giving from October 2020 to November 2021, £6606 was raised. From October 2021 to present, £1480 already raised including gift aid.
24. **100 Club:** 50% of subscriptions go to the prize fund and 50% is donated to the charity.
- 2020: 86 members, £516 to the prize fund and £516 to the charity
  - 2021: 101 members, £606 to the prize fund and £606 to the charity
  - 2022: 97 members, £582 to the prize fund and £582 to the charity

### **Funding Report presented by Heather Finlay**

25. We currently have three funds open.
26. **Covid-19 Fund:** to assist those impacted by the Covid-19 crisis.
27. Set up with a donation of **£131,584** (including Gift Aid) from The Lakes by Yoo Company and the residents of the Lake Development. The fund started on 1<sup>st</sup> May 2020. To date there have been **94** applications totalling **£201,640**. Applications have moved from being logistical (household bills) to cover the mental health impacts of COVID.
28. To date we have approved grants of **£88,518** for local charities, organisations and individuals; this is **67%** of the total monies available:
- £35k to support local families to cover rent and household bills, transport, school uniforms and counselling services
  - £25k to local charities and groups to assist with maintaining their facilities and operations during the pandemic
  - £18k to local schools for laptops and software to support home learning
  - £4k supporting local food banks and provision of hot food to local families
  - £3k to provide three months of financial cover for a mobile cancer unit
29. **Family Funding** (financial support to families and individuals requiring assistance) and **Community Fund** (a new fund set up to cover applications not encompassed by the other two funds).
30. Working on the same process as the Covid-19 fund. Since July 2020 there have been **25** applications totalling **£23,862**. To date, grants given total **£27,984**. Support to individuals and families has included:

- Grants for counselling services
- Monies for home adaptations and equipment for people coming out of hospital
- Provision for single parents going back into education
- Cover for travel and household bills for those visiting sick relatives
- Cleaning, fumigation and provision of furniture for those moving into unsatisfactory accommodation
- Support to set up a local Youth club
- Help during the most recent Christmas period to cover bills and Christmas meals

31. The grant is for Fairford, Lechlade and the surrounding villages and is still open to applications; the application form is on our website.
32. The Community Support Action Group (CSAG) meets up to 3 times a week to review new applications. In addition to the application form and ID, we may request statements of income and expenditure or last year's accounts. Once a decision has been made, monies are transferred to applicants within a few days.
33. Some excellent feedback has been received from successful applicants. We continue to publicise the fund through a number of local channels but are looking at how this can be improved upon going forward to ensure that the funding reaches the most deserving, whilst also continuing to review our process to make sure it is not too daunting to those in need.
34. The Chair agreed that it has been a busy time and the funding and grants have been vital, we expect the need to increase in the future in the current environment.

#### **Financial Report presented by Andrena Miles (Treasurer)**

35. Accounts must still be prepared for both Charities and submitted to the Charity Commission, but they have been summarised together for the purposes of the AGM. Full accounts for each Charity are available on the website.
36. Total income was £235k. This included the grant from the Lakes by Yoo (which was unrestricted so could be counted as part of our overall income). However, if this grant is taken out of the figures, the other fundraising is much lower than previous years due to COVID.
37. Were very grateful to receive both regular and one-off donations during the year. However being unable to run the House to House Collection and various fundraising events left a large gap in the fundraising.
38. The Charity Shop deficit was due to the ongoing costs that are payable despite the shop being closed, such as rent and insurance.
39. We were fortunate to have a several years' running costs kept in reserve from previous years. However fundraising is now required to rebuild this.

#### **Agenda Item 5 – Election of Trustees**

40. 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 are standing again on the Management Committee:

##### **Nominees:**

Shelley Welsh  
 Andrena Miles  
 Ruth Berridge

Rosamund Godden  
Heather Finlay  
Margaret Pursch  
Graham Wallis  
Carole Topple  
Jeff Dawson  
Jennie Sanford  
(Robert) John Read  
Val Harvey  
David Bird

**Ex Officio (from Fairford Hospital):**

Janet Gale  
Melanie Stevens

41. The members were proposed by Andrena Miles and seconded by Heather Finlay. The meeting unanimously agreed the election of the above members to both the League of Friends of Fairford Hospital and Friends of Fairford & Lechlade Communities, Joint Management Committee.
42. The Committee will select a Chair and Vice Chair (if deemed appropriate) at its first meeting on 21<sup>st</sup> March 2022, in accordance with the Constitution.

**Agenda Item 6 – Calendar of Events 2022**

43. Due to restrictions event planning for 2022 was initially tentative. It is hoped that a more extensive events and fundraising calendar can be planned now that COVID restrictions are fully lifted.

- 10<sup>th</sup> April                      Craft Fair Lechlade Memorial Hall
- 9<sup>th</sup> – 22<sup>nd</sup> May                House to House Collection – after much discussion we've decided to run the H2H this year as it is a vital fundraiser. Any offers of help will be much appreciated.
- 29<sup>th</sup> June                      Open Gardens, Langford Down – tea and cake.
- 8<sup>th</sup> July                         Open Gardens, Whelford Mill – cheese and wine
- 15<sup>th</sup> July                        Open Gardens, Eastleach House
- 27<sup>th</sup> November                Craft Fair and Annual Raffle, Lechlade Memorial Hall

44. All these need lots of support from volunteers and Shelley Welsh thanks everyone that is taking a role in organising and running these events.

**Agenda Item 7 – Questions and Any Other Business**

45. Re House to House Collection: Celia Kennedy asked, now that far fewer people use cash or cheques, how can we help people to donate during the event by other methods? SW replied that the new flyers being printed will direct potential donors to the website's online donations facility and provide information for cheque and bank transfer donations. Card machines may be considered for subsequent years based on feedback for this year. This also lets people know that we are still active – will provide a new flyer with info about us. It covers both things, both funds and raising awareness. We will also have drop off points for those that don't have cash at the time of collection.

**CLOSE OF AGM 2022**

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