

**FRIENDS OF  
AVISFORD MEDICAL  
GROUP**

**ANNUAL REPORT**

**1st April 2016 - 31st MARCH 2017**

## **FRIENDS OF AVISFORD MEDICAL GROUP**

*Registered Charity No: 1077882*

**Patron: Mrs J Morgan**

The Friends of Avisford Medical Group is a registered charity affiliated to the National Association for Patient Participation. Its objectives are :

- A) To relieve suffering by the provision of funds for the purchase of medical and other equipment and services for Avisford Medical Group and the community, not normally provided by the local health Authority.
- B) To advance the education of the public in health care by providing lectures, forums and other educational activities and the publication of a newsletter devoted to health care.
- C) To represent the views and concerns of patients both within the Group and more widely.
- D) Engage in activities, which further the other objectives and contribute to the health and well being of Avisford Medical Group patients and the wider community.

The administration of the Charity is carried out by a management committee, consisting of a minimum of ten Trustees, who meet approximately every six weeks to determine policy, monitor finances and ensure that the views and concerns of patients are represented fairly.

It should be noted that the charity, its administration and its finances are completely separate from and unrelated to the administration and finances of the Practice and its staff. All equipment purchased by the Charity remains the property of the Charity and does not form part of the assets of the practice.

### **MANAGEMENT COMMITTEE**

Chairperson:	Mrs Mavis Burton
Deputy Chair & Patron:	Mrs Juliet Morgan
Treasurer:	Ms Gillian Heary
Secretary:	Mrs Nicky Mills
Membership Secretary:	Mr Tony Hobson
Mr John Thompson	Mrs Fran Kerley
Ms Emma-Jane Kirtland	Mrs Audrey Jackman
Mrs Lynn Kendall	Mrs Barbara Saunders
Mrs Pat Mares	

**Friends of Ayleford Medical Group**

**Patron: Mrs J Morgan**

**Minutes of the AGM, Wednesday 22nd June, 2016**

**Held in the Jubilee Hall, Middleton-on-Sea.**

**Present:** The Committee – Mrs M Burton– Chairperson, Mrs N Mills– Secretary, Miss G Henry – Treasurer, Mrs J.Morgan – Patron, Mr T Hobson – Membership Secretary, Miss F Kerley, Dr Barzil - Partner, and 34 members of the public.

**Apologies for absence:** Mr J Thompson, Mrs A Jackman, Mr J Nelson – Practice Manager,

**Minutes of 2015 Annual General Meeting.** - Acceptance of last years minutes were proposed by Miss G Henry and Seconded by Miss F Kerley.

Mrs Burton welcomed everybody to the meeting. Members of the public were invited to read in detail, her comprehensive report in the main Annual Report document, in which she acknowledged the hard work and support of the committee. Last year's very successful Grand Draw, which raised £1,025 was highlighted, and local businesses were thanked for their support in providing prizes. Patients were reminded to ensure that the practice had their email address if possible so that they could receive a copy of the Newsletter and notifications of talks. Mrs Burton reported that the Friends had attended both the Middleton and Yapton fêtes last year and were intending to again this. A number of interesting talks were held in the last 12 months which had been quite well attended and Mrs Burton said that another two were already planned for July and October. Mrs Burton said that the committee were very sorry to have lost their youngest committee member, Ms K Dodds, due to family and work commitments and invited anyone who was interested in becoming a trustee to get in touch. Mrs Burton acknowledged and thanked the staff at both surgeries for their help in selling raffle tickets. Her final thanks went to Mr Jerry Nelson, practice manager for his support and attending committee meetings and to the partners of the practice, one of whom always attends as well.

**Treasurer's Report**

Miss Henry pointed members of the public to her report in the main Annual Report document. She commented on how much money was raised on the sale of books and through donations, which was important now that members were no longer charged an annual subscription. Miss Henry went on to describe the Specialist Dictation Software that the Friends had purchased for the practice and the Hydraulic Phlebotomy chair for Yapton. Keith Rutter was thanked for checking the accounts again this year. Miss Henry asked for any questions – there were none.

**1st Resolution** – It was then proposed by Mrs J Morgan & seconded by Miss F Kerley that 'The Accounts for the period ended 31<sup>st</sup> March 2016 be adopted'.

**2<sup>nd</sup> Resolution** – Mrs A Farley proposed & Ms A Burton seconded that 'The following Trustees be re-elected for a further year'.

Mrs M Burton	Mrs J Morgan	Mrs A Jackman
Mrs N Mills	Mr T Hobson	Mr J Thompson
Ms G Henry	Mrs F Kerley	

**3<sup>rd</sup> Resolution** - It was proposed by Miss F Kerley and seconded by Mrs A Farley that 'The Annual Report for the period ended 31<sup>st</sup> March 2016 be adopted'.

**AOB** – There was none.

Mrs Burton thanked everyone for attending. There then followed a really good talk and demonstration on CPR and the use of a public defibrillator, given by Mrs Tori Cooper from St Richard's Hospital.

# FRIENDS OF AVISFORD MEDICAL GROUP

## CHAIRPERSON'S REPORT

Presented at

### THE ANNUAL GENERAL MEETING

7.00pm, Thursday 22<sup>nd</sup> June 2017

In the Middleton Jubilee Village Hall, Elmer Road, Middleton-on-Sea.

This is my 8<sup>th</sup> year as Chairperson and as always I would like to thank the rest of the committee for their hard work, dedication and support. In addition to attending the regular meetings every 6 weeks they also give up their time to run stalls at the two village fêtes, organise and set up talks and sell Grand Draw tickets at all the flu clinics.

We were sorry to lose Katy Dodds from the committee last year due to work and family commitments but, after advertising on our new notice boards, were pleased to welcome on Barbara Saunders, Emma-Jayne Kirland, Pat Mercs and Lynn Kendall.

I would also like to acknowledge the generosity of our Avisford patients for their donations following our decision to make membership of The Friends free. This has enabled us to continue to purchase equipment for the surgeries on your behalf. It has also ensured the distribution of Newsletters to those who would like it Delivered (and have provided us with their address), hard copies being available for collection in the surgeries and of course digital versions (for those that have provided their email).

As a Patient Participation Group (PPG), the most important thing for us is the interaction between patients and the committee. With financially challenging times, the NHS is continually looking for ways to save money which inevitably means cuts or a change to services. Moving with the times we are currently in the process of having our own website designed which we hope will provide you with lots of up to date information and links to sites that you may find useful. We are always pleased to receive questions, suggestions and comments either by notes left for us in the surgeries or via our dedicated email address [avisford.friends@gmail.com](mailto:avisford.friends@gmail.com) and are always there to support you.

I am sure those of you who attended any of our organised talks in the last year will have found them very informative. The increased turnout has certainly been very encouraging. They included a Cardiopulmonary resuscitation (CPR) talk and demonstration given by Tori Cooper from St Richard's Hospital in June 2016. In July, Paul Carter, St Richard's Consultant Urologist, gave a repeat of his popular talk - Living with a prostate which was held over at Yapton and equally well attended. In October Mr Tanner from the Oving Clinic gave a talk on Osteoarthritis and Osteopathy and in March this year we welcomed back Dr Amaladoss for another talk on Dementia which attracted another good crowd. Everyone is welcome to these free talks so check the notice boards regularly or let the surgery know your email for notification. We would also welcome any requests or suggestions for future talks.

The committee would like to thank the staff at both surgeries for their support especially selling Grand Draw tickets and to Becky for artistically promoting our activities on the white board at Middleton.

We are also grateful to the partners of the practice, who always ensure that one of them attends our meetings.

My final thanks go to Jerry Nelson, Practice Manager, for his enthusiastic support to myself and the committee.

Mrs Muvis Burton, Chairperson.

### Treasurer's Report 2016/2017

It was with some trepidation that your committee entered the new financial year. Having taken the decision to no longer collect membership subscriptions and open the Friends to all patients we were unsure what the new year would bring.

I think it is fair to say we have been overwhelmed with your generosity, receiving donations, support of the Christmas draw and the continued purchase of books at both surgeries.

This has allowed us to purchase:

Apr -16	Wall-mounted Nappy Changing Tables (Yapton & Middleton)	£312
Jul -16	Bariatric Scales (Yapton & Middleton)	£816
Jul -16	Paediatric Pulse Oximeters (Yapton & Middleton)	£202
Sept -16	Vaccine fridges (Yapton)	£1,240
Feb -17	Spirometers (Yapton & Middleton)	£3,413

We have also agreed to fund:

- 2 Defibrillators (Yapton & Middleton)
- Fully Equipped Emergency Bags (Yapton and Middleton)

I must once again thank Keith Rutter for checking the accounts this year and providing help and support to the treasurer's role.

We hope that you will continue to support us in the coming year as we raise money to allow us to purchase equipment and provide health talks. If you have any fund raising suggestions, please do not hesitate in contact me via the friend's email or a note left at the surgery.

**FRIENDS OF AVISFORD MEDICAL GROUP  
REGISTERED CHARITY NUMBER: 1074882  
INCOME AND EXPENDITURE ACCOUNT ENDING 5TH APRIL 2017**

INCOME	£	EXPENDITURE	
Membership	0.00	Equipment	5,312.35
Donations	3,332.00	Operational (printing, Stamps etc)	343.06
Book Sales ( Book Club)	1,630.00	Insurance	250.05
Christmas Grand Draw	906.00	Grand draw print	63.00
Bank interest received	38.45	Grand draw prizes	150.00
Talk Raffle	88.00	Hall hire	131.50
Fete Profit	37.40	Licence/Affiliation fee	60.00
<b>Total Income</b>	<b>6,031.85</b>	<b>Total Expenditure</b>	<b>6,289.96</b>
<b>Deficit for the year</b>	<b>258.11</b>	<b>Surplus for the year</b>	<b>0.00</b>
	<b>6,289.96</b>		<b>6,289.96</b>

**BALANCE SHEET AS AT 5TH APRIL 2017**

**CURRENT ASSETS B/W/D**

CURRENT ACCOUNT	4,004.73	
DEPOSIT ACCOUNT	7,670.59	
CASH IN HAND	42.00	
		11,726.32
LESS DEFICIT FOR THE YEAR		258.11
		11,468.21

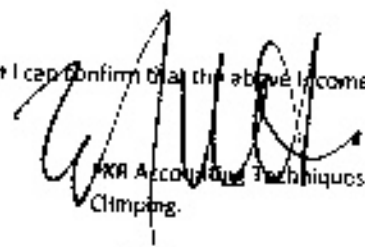
REPRESENTED BY :

**CURRENT ASSETS C/FWD**

CURRENT ACCOUNT	3732.77	
DEPOSIT ACCOUNT	7718.04	
CASH IN HAND	17.46	

11468.21

From the books and records provided I can confirm that the above Income and Expenditure Account are in accordance therewith.

  
PKR Accounting Techniques  
Chipping.

12th June 2017