

FRIENDS OF AVISFORD MEDICAL GROUP

ANNUAL REPORT

Ist April 2015 - 31st MARCH 2016

FRIENDS OF AVISFORD MEDICAL GROUP

Registered Charity No: [1077882](#)

Patron: Mrs J Morgan

HISTORY AND ORGANISATION

The Friends of Avisford Medical Group is a registered charity whose objectives are set out on Page 1 of this report.

In the summer of 1998 seven patients met with surgery staff to discuss the possibility of setting up a Patient Participation Group similar to those in existence throughout the UK. At that time, the main aim was to raise funds to purchase equipment, which the over stretched resources of the NHS were unable to provide.

To ensure that the work would be carried out in the most professional and business-like manner, the Group sought and obtained affiliation to the National Association for Patient Participation, the national umbrella organisation. An application for charitable status was made to the Charity Commission and was granted in March 1999.

The administration of the Charity is carried out by a management committee, consisting of a maximum of ten Trustees, who meet approximately every six weeks to determine policy, monitor finances and to 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.

FRIENDS OF AVISFORD MEDICAL GROUP

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MANAGEMENT COMMITTEE

| | |
|-----------------------|--------------------|
| Chairperson: | Mrs Mavis Burton |
| Deputy Chair: | Mrs Juliet Morgan |
| Treasurer: | Ms Gillian Henry |
| Secretary: | Mrs Nicky Mills |
| Membership Secretary: | Mr Tony Hobson |
| Patron | Mrs Juliet Morgan |
| Mr John Thompson | Mrs Fran Kerley |
| Ms Katie Dodds | Mrs Audrey Jackman |

OBJECTIVES:

- 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.

FRIENDS OF AVISFORD MEDICAL GROUP

Minutes of the AGM, Wednesday 10th June, 2015

Held in the Middleton-on-Sea Scout Group HQ

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, Mrs K Dodds, Mr J Thompson, Mr J Nelson – Practice Manager, Dr Foulkes & Dr Bansil - Partners, and 35 members of the public.

Apologies for absence: Mrs A. Farley, Mrs B Harvey, Mrs A Jackman, Mr G Blunden.

Minutes of 2013 Annual General Meeting. – Acceptance of last years minutes were proposed by Miss F Kerley and Seconded by Mr J Nelson.

Chair Person's Report

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. In addition she bade a fond farewell and thanks to one of the founding committee members - Mrs Valerie McRither, who had moved to live nearer her daughter, she would be very much missed. Mrs Burton went on to highlight the most recent purchases that had been made on behalf of the Friends, in particular the refurbishment of the Yapton Surgery waiting area and the substantial donation made towards the village defibrillator. Mrs Burton acknowledged and thanked the staff at both surgeries for their help in selling raffle tickets and taking money for the book sales.

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 is raised on the sale of books and through donations. Miss Henry asked that anyone considering giving a donation should also consider signing a Gift Aid form. A member of the public confirmed that this was an extremely good way to boost funds at no extra cost. Miss Henry asked for any questions – there were none.

1st Resolution - It was then proposed by Mr Thompson & seconded by Mr A Warwick that **‘The Accounts for the period ended 31st March 2015 be adopted’.**

2nd Resolution – Mr J Nelson proposed & Dr Foulkes seconded that ‘The following Trustees be re-elected’.

Mrs M Burton Mr J Thompson

Mrs N Mills Ms K Dodds

Ms G Henry Mrs F Kerley

Mr T Hobson Mrs A Jackman

Mr G Blunden Mrs J Morgan

3rd Resolution - It was proposed by Mrs J.Morgan and seconded by Mr T Hobson that **‘The Annual Report for the period ended 31st March 2015 be adopted’.**

Constitution – Work had been done to up-date the original constitution and members were asked to agree the new version. In the absence of any objections the new constitution was formally adopted.

AOB – Mrs Mills proposed a vote of thanks to Mrs Burton for her excellent work and leadership.

Mrs Burton thanked everyone for coming. There then followed a very informative talk given by local solicitor, Helen Gagan, on Lasting Powers of Attorney.

FRIENDS OF AVISFORD MEDICAL GROUP

CHAIRPERSON'S REPORT

Presented at THE ANNUAL GENERAL MEETING

7.00pm, Wednesday 22nd June 2016

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

I would like to begin by thanking my dedicated committee for their hard work throughout this past year. In particular Gillian Henry our treasurer, for ensuring that the very important financial side is kept accurately up-to-date and Nicky Mills, our secretary, for ensuring that agendas are compiled and comprehensive minutes taken for every meeting.

I would also like to acknowledge the hard work done by our Membership secretary, Tony Hobson, for continuing to keep the membership details up to date and organising the distribution of the Newsletters. As you are no doubt aware membership of the Friends is now free and patients are asked to ensure that the surgery has an email address, where possible, to enable the Newsletters to be sent out electronically. Patients who would like to receive a hard copy are asked to let us know their address so that Tony can arrange for it to be delivered. Due to the loss of subscription income the Committee are always grateful to receive any donations, however small.

Thanks also to John Thompson and Audrey Jackman for keeping the bookcases so tidy and full of books for sale. This continues to raise a lot of money for the surgery each year. We also appreciate the practical contribution our Patron, Juliet Morgan makes at the events we hold in addition to attending meetings and agreeing to be my Deputy. Whilst we appreciate as a busy paramedic and mother, Katie Dodds is not always able to attend meetings, her younger views and input are always much appreciated.

Once again we ran a very successful Christmas Grand Draw which raised £1,025 thanks mainly to the efforts of Fran Kerley and Gillian Henry, who once again trawled the local businesses for prizes, and to every committee member who gave up time to attend the flu clinics and sell tickets.

For the first time last summer the committee attended and ran a stall at both the Middleton and Yapton Fêtes. The idea was as much to raise the Friends profile as funds and the public had a lot of fun being tested on their knowledge of the bones on our half size human skeleton. Others tried their luck at guessing the first name of Mr Bones. The plan is to attend this summers fêtes again, so look out for us there and come and say hello.

We achieved one of our major objectives by running a series of well attended talks including one on COPD given by Dr Ranu and another on Cholesterol and the heart by Dr Quiney, both from St Richard's Hospital. There was also a talk, with tea and cake one afternoon, given by Stan Pearce on the Expert Patients' Programme.

Our biggest expenditure this year has been to purchase a digital dictation package for the surgery which enables a more efficient use of secretarial time and ensures that referrals and communications to hospitals happen in a much more timely fashion. We also purchased a new phlebotomy chair for the Yapton surgery and a computer to run the information screen at Middleton. We of course fund the printing of the Newsletters, copies of which are available in both surgeries.

John Thompson and Nicky Mills represented the group at the Coastal West Sussex Clinical Commissioning Group AGM in September. The following month myself and Nicky Mills attended the Patient Participation Group Networking meeting at Durrington on behalf of the Friends. It is always interesting to see what other groups do and get ideas. Congratulations also go to John Thompson who was elected a Trustee Governor for the Western Sussex Hospitals Trust and is able to give us some background information which links in well with our objectives as a participation group.

On a sad note I am sorry to report that one of our most enthusiastic committee members – Geoff Blunden, died suddenly last Autumn. Geoff took time to attend most of the doctors meetings on our behalf and had taken on the advertising and promotion of our talks and events. He has been a great loss to the committee.

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

My final thanks go to Jerry Nelson for his undying support to myself and the committee and the time he gives up to attend our committee meetings, and to the partners of the practice, one of whom always attends our meetings.

Mrs Mavis Burton, Chairperson.

Treasurer's Report 2015/2016

2015/2016 has been another year of generosity from patients in support of the Friends through purchasing books, taking part in the Christmas Grand Draw and a new initiative of raffles at the talks. A big thank you to all those who have contributed prizes for the raffle, books for sale and monetary donations.

This has helped us to purchase:

| | |
|--|----------|
| Specialist Dictation Software – Speak It | 2393.94 |
| Hydraulic Phlebotomy Chair (Yapton) | 696.00 |
| Total: | £3089.94 |

The specialist software enables patients referral letters to be processed in a timely manner and supports the surgery through voice activated dictation straight on to the IT system.

I must 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 to 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 2016

| INCOME | £ | EXPENDITURE | |
|-----------------------------|-----------------|------------------------------------|-----------------|
| Membership | 13.00 | Equipment | 3,139.94 |
| Donations | 447.12 | Operational (printing, Stamps etc) | 411.04 |
| Book Sales (Book Club) | 1,387.00 | Donations | 0.00 |
| Christmas Grand Draw | 1,244.00 | Insurance | 242.60 |
| Bank interest received | 29.53 | Licence/Affiliation fee | 60.00 |
| Talk Raffle | 54.00 | Sundries | 282.50 |
| Fete Profit | 52.00 | | |
| Total Income | <u>3,226.65</u> | Total Expenditure | <u>4,136.08</u> |
| Deficit for the year | 909.43 | Surplus for the year | 0.00 |
| | <u>4,136.08</u> | | <u>4,136.08</u> |

BALANCE SHEET AS AT 5TH APRIL 2015

CURRENT ASSETS B/WD

| | | |
|----------------------|----------|------------------|
| CURRENT ACCOUNT | 4,782.09 | |
| DEPOSIT ACCOUNT | 7,650.06 | |
| CASH IN HAND | 4.88 | |
| STAMPS NOT USED | 198.72 | 12,635.75 |
| LESS | | |
| DEFICIT FOR THE YEAR | | 909.43 |
| | | <u>11,726.32</u> |

REPRESENTED BY :

CURRENT ASSETS C/FWD

| | | |
|-----------------|---------|-----------------|
| CURRENT ACCOUNT | 4004.73 | |
| DEPOSIT ACCOUNT | 7679.59 | |
| CASH IN HAND | 42.00 | |
| | | <u>11726.32</u> |

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

PKR Accounting Technologies
 Clipping.

23rd May 2016