

**FRIENDS OF
AVISFORD MEDICAL
GROUP**

ANNUAL REPORT

Ist April 2017 - 31st MARCH 2018

FRIENDS OF AVISFORD MEDICAL GROUP

Registered Charity No: 1077882

Patron: Mrs J Morgan

www.avisfordfriends.co.uk

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 Henry
Secretary:	Mrs Nicky Mills
Membership Secretary:	Mr Tony Hobson
Mr John Thompson	Mrs Pat Mares

Friends of Avisford Medical Group

Patron: Mrs J Morgan

Registered Charity: 1074882

Minutes of the AGM, Thursday 22nd June, 2017

Held in the Scout HQ, 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**, Mr J Thompson, Mrs L Kendall, Mrs B Saunders, Mrs P Mares, Dr Bansil - **Partner**, and 2 members of the public.

Apologies for absence: Miss F Kerley, Mrs A Jackman–Committee members, Mr J Nelson – Practice Manager,
Minutes of 2016 Annual General Meeting. – Acceptance of last years minutes were proposed by Mrs L Kendall and seconded Mr J Thompson.

Chair Person's Report

Mrs Burton welcomed everybody to the meeting. Members were invited to read in detail, her comprehensive report in the main Annual Report document, in which she acknowledged the work and support of the committee, with a special mention for Miss G Henry and Mrs N Mills. She said that an exciting highlight for this year will be the launch of the Friends new website which is currently being developed. Mrs Burton said that she had worked with Miss Henry, Mrs Mills and Mr Hobson on the project and acknowledged the hard work they had contributed.

Treasurer's Report

Miss Henry pointed members to her report in the main Annual Report document. Miss Henry said that she particularly wanted to mention the incredible generosity of the patients who had made donations, supported the Christmas Draw and donated and purchased books. She said it was with some risk that the committee decided to replace the annual subscription with an optional donation. The response however had been amazing and £3,332 was received in donations last year which far surpassed subscription amounts in previous years.

Keith Rutter was thanked for checking the accounts again this year. Miss Henry asked for any questions – It was suggested that in future it would be useful to have the previous year's figures to compare.

1st Resolution - It was then proposed by Mrs J Morgan & seconded by Mr J Thompson that **'The Accounts for the period ended 31st March 2017 be adopted'**.

2nd Resolution – Mrs A Farley proposed & Ms M Skeef 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	Mrs L Kendall
Mrs B Saunders	Mrs P Mares	Ms EJ Kirtland

3rd Resolution - It was proposed by Mrs A Farley and seconded by Ms M Skeef that **'The Annual Report for the period ended 31st March 2017 be adopted'**.

AOB – Miss Henry proposed a vote of thanks to Chairperson Mrs Burton for all her hard work and dedication which was echoed by the rest of the committee.

Mrs Burton thanked everyone for attending and said that the date for next year's AGM would be advised.

FRIENDS OF AVISFORD MEDICAL GROUP
CHAIRPERSON'S REPORT

Presented at

THE ANNUAL GENERAL MEETING

3.00pm, Tuesday 26th June 2017

Scout HQ, Shrubbs Drive, Middleton-on-Sea.

This will be my final report as Chairperson. After 9 years in the Chair and a total of 11 years on the committee, the time has come for me to stand down. I have very much enjoyed my time on the committee and have worked along side a very confident and able group of people over the years. I am very proud of what has been achieved during my time as Chairperson and of the great working relationship we have with the Partners and Practice Manager. The role of the Friends has gradually changed from when I joined it 11 years ago. Initially predominantly a fundraising role, now also a Patient Participation Group responsible for ensuring the patient's voice is heard and their opinions on the way healthcare should be delivered taken into account.

This past year has been an extremely busy one with various members of the committee running a stall at Summer Fêtes at both Yapton and Middleton. Very interesting talks were arranged on three subjects during the year including varicose veins, sepsis and male and female urinary tract problems, which were all very well attended. The Grand Draw was once again organised and the winning tickets drawn at a Saturday morning coffee and information morning in December. The committee always send representatives to the Patient Participation Group information meetings that are organised by the CCG (Coastal Care Group) and at the more local Community Board meetings.

In November last year, after many months of planning and design we finally went live with our own web-site www.avisfordfriends.co.uk . If you have access, please take a little time to explore the site which is full of useful information and where you will always find details of the next event or talk.

I am sorry to announce the recent sad death of Mrs Fran Kerley who had been a committee member for a number of years and worked particular hard securing prizes each year for the Grand Draw. Our condolences to her family.

Mrs Audrey Jackson decided to retire from the committee last January but has kindly agreed to continue looking after and sorting the books for sale at Yapton. Thank you Audrey for your support over the years.

The current committee would welcome anyone who would like to join them in trying to make a difference for the patients of the Avisford Medical Group. If you are interested please leave your name and contact details in one of the book donation boxes in either surgery or email avisford.friends@gmail.com. I know that you will be assured of a warm welcome.

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

My very best wishes go to this excellent team for the future. Thank you.

Mrs Mavis Burton, Chairperson.

Treasurer's Report 2017/2018

As I sit to write my report and look back over the past year I am again overwhelmed by your generosity through donations, buying books and attending Friends events such as the free health talks and coffee morning.

This year saw the launch of our new Friends website. This has been funded through the second-hand book sales and we would like you to visit the website and tell us what you think, just go to – www.avisfordfriends.co.uk

We have also purchased much needed equipment for both surgeries including:

DATE	EQUIPMENT	AMOUNT
04.07.17	AEDs DEFIBRILLATORS – YAPTON & MIDDLETON SURGERIES	£2,598.00
25.09.17	SMG – MEDICAL BAGS x 2 YAPTON & MIDDLETON	£215.88
14.11.17	CHAIRS x 16 (MIDDLETON) & EAR IRRIGATOR (SHARED)	£769.19
14.12.17	HYDRAULIC COUCH (YAPTON)	£720.00
TOTAL		£4,303.07

We have plans to purchase new chairs for the consultation rooms at Yapton and a Dermatoscope in the coming weeks.

As well as purchasing much needed equipment for the two surgeries we continue to support health related ventures in our local community. We therefore agreed to contribute £500 to the cost of a public defibrillator for Barnham. This has been sited outside the Southern Co-operative Store and you can see pictures on our website. You may remember that we also contributed to the Middleton Defibrillator which is on the outside of the Jubilee Hall.

I have attached the verified accounts for 2017/18 and as requested last year I have also attached a 2-year comparison. 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 to contact us via the friend's email avisford.friends@gmail.com or a note left at the surgery either with Reception or in the book sales post box.

Gillian Henry
Treasurer

**FRIENDS OF AVISFORD MEDICAL GROUP - REGISTERED CHARITY NUMBER 1074882
INCOME & EXPENDITURE ACCOUNT COMPARISON 2016/17 & 2017/18**

INCOME	2016/2017	2017/2018
Membership	0.00	0.00
Donations	3,332.00	1,210.60
Book Sales	1,630.00	1,880.80
Christmas Grand Draw	906.00	1,019.00
Fete Profit	37.40	58.20
Talk Raffle/Tombola/coffee	88.00	68.00
Bank interest received	38.45	25.70
TOTAL	6,031.85	4,262.30

EXPENDITURE	2016/2017	2017/2018
Website	0.00	559.00
Equipment	5,312.35	4,303.07
Operational (Printing, stamps etc)	343.06	131.25
Insurance	250.05	251.11
Licence/Subscriptions	60.00	60.00
Hall/table Hire	111.50	79.00
Grand draw Print	63.00	63.00
Grand Draw Prize	150.00	150.00
Defib Donation	0.00	500.00
	6,289.96	6,096.43

NOTES: Donations in 2016/17 high due to several bequests from wills.

FRIENDS OF AVISFORD MEDICAL GROUP
REGISTERED CHARITY NUMBER: 1074882
INCOME AND EXPENDITURE ACCOUNT ENDING 5TH APRIL 2018

INCOME	£	EXPENDITURE	
Membership	0.00	Equipment	4,303.07
Donations	1,210.60	Operational (printing, Stamps etc)	131.25
Book Sales (Book Club)	1,880.80	Insurance	251.11
Christmas Grand Draw	1,019.00	Grand draw print	63.00
Bank interest received	25.70	Grand draw prizes	150.00
Talk Raffle/Tombola/Coffee	68.00	Hall/table hire	79.00
Fete Profit	58.20	Licence/Affiliation fee	60.00
		Website	559.00
		Defib Donation	500.00
Total Income	4,262.30	Total Expenditure	6,096.43
Deficit for the year	1,834.13	Surplus for the year	0.00
	6,096.43		6,096.43

BALANCE SHEET AS AT 5TH APRIL 2018

CURRENT ASSETS B/WD

CURRENT ACCOUNT	3,732.77	
DEPOSIT ACCOUNT	7,718.04	
CASH IN HAND	17.40	
		11,468.21
LESS DEFICIT FOR THE YEAR		1,834.13
		9,634.08

REPRESENTED BY :

CURRENT ASSETS C/FWD

CURRENT ACCOUNT	1890.34	
DEPOSIT ACCOUNT	7743.74	
CASH IN HAND	0.00	
		9634.08

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


 PRR Accounting Techniques
 Climping.

25th May 2018