

**FRIENDS OF  
AVISFORD MEDICAL  
GROUP**

**ANNUAL REPORT**

**Ist April 2018-31st MARCH 2019**

## **FRIENDS OF AVISFORD MEDICAL GROUP**

*Registered Charity No: 1077882*

Patron: Mrs J Morgan

[www.avisfordfriends.co.uk](http://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:	Miss Gillian Henry
Deputy Chair & Patron:	Mrs Juliet Morgan
Treasurer:	Miss Gillian Henry
Secretary:	Mrs Nicky Mills
Membership Secretary:	Vacant
Mr John Thompson	Mrs Pat Mares
Mrs Ann Evans	Mrs M Skeef
Mrs Lynne Ken	Ms Ani Moore

## Friends of Avisford Medical Group

Patron: Mrs J Morgan

### Minutes of the AGM, Tuesday 22nd June, 2018

Held in the Scout HQ, Middleton-on-Sea, at 3.00pm

**Present:** – The Committee – Mrs M Burton– **Chairperson**, Mrs N Mills– **Secretary**, Miss G Henry – **Treasurer**, Mrs J.Morgan – **Patron**. Mr T Hobson – **Membership Secretary**, Mrs L Kendall, Mrs B Saunders, Mrs P Mares, and **4 members of the public**.

**Apologies for absence:** Mr J Thompson, Mrs M Skeef, Committee members,

**Minutes of 2017 Annual General Meeting.** – Acceptance of last years minutes were proposed by Mrs A Farley and seconded Mrs P Mares.

**Chair Person's Report** - Mrs Burton welcomed everybody to the Annual General Meeting and announce that after 9 years in the Chair, and a total of 11 years on the committee, the time had come for her to stand down.

Members were invited to read in detail, her comprehensive report in the main Annual Report document. It had been a successful year and one that had seen the launch of the Friends new website – [www.avisfordfriends.co.uk](http://www.avisfordfriends.co.uk) – she acknowledged the work that Miss Henry and Mrs Mills had done to make this possible. Mrs Burton finished by saying that she had enjoyed her time working with the committee very much and thanked everyone for the support they had given her.

**Treasurer's report** - Miss Henry pointed members to her report in the main Annual Report document, and began by thanking Keith Rutter for checking the accounts again this year. She said that it had been a good year with some good purchases being made. Miss Henry drew particular attention to the purchase of AEDs Defibrillators for each of the surgeries, a Hydraulic couch for Yapton, Emergency Medical Bags for each surgery and an Ear Irrigator. Orders were in for new chairs for Yapton following the purchase of 16 for Middleton and plans to purchase a Dermatoscope to allow Minor Surgery to continue. The committee were also proud of the donation they had made towards the cost of the public defibrillator for Barnham and it was hoped that Yapton would follow Barnham's example. Finally Miss Henry pointed out that the difference in income this year compared to last was due to the fact that the previous year there had been a number of large bequests.

**1st Resolution** - It was then proposed by Mr T Hobson & seconded by Mrs A Farley that **'The Accounts for the period ended 31<sup>st</sup> March 2018 be adopted'**.

Mrs Kendall then proposed that Miss Henry take on the position of Chairperson for the next year. This was seconded by Mrs Morgan and agreed unanimously. Miss Henry thanked everyone for their support and said she would do her best and that Mrs Burton would be a hard act to follow.

**2<sup>nd</sup> Resolution** – Miss Henry took the Chair and proposed with Mrs A Farley seconding that **'The following Trustees be re-elected for a further year'**.

Mrs N Mills,	Mrs J Morgan	Mr J Thompson	Mrs M Skeef
Mrs L Kendall	Mrs B Saunders	Mrs P Mares	Mr T Hobson

**3<sup>rd</sup> Resolution** – It was proposed by Mr Hobson and seconded by Mrs Burton that **'The Annual Report for the period ended 31<sup>st</sup> March 2018 be adopted'**.

**AOB** – Miss Henry proposed a vote of thanks to Mrs Burton for all her hard work and dedication over the years and presented her with flowers and a gardening gift token from the committee.

**Date of next AGM TBA. The meeting close at 15.20 and was followed by a Cream Tea**

## CHAIRPERSON'S REPORT

It was with some trepidation that I stepped in as Chairperson at last June's AGM to replace Mavis Burton who stood down after 11 years on the management committee and 9 years as chairperson. Mavis was a very hard act to follow and I am grateful to her for her guidance and support as I took on the role.

This year has been busy with stalls at Summer Fêtes in Middleton and Yapton which gave us an opportunity to talk not only to Avisford patients but members of the wider community. We were also able to organise a free health talk – 'Heart Health' in Middleton Scout HQ. This was delivered by Dr Wong, cardiologist from St Richard's Hospital, it was very well attended with an opportunity to ask questions. We are hoping to secure venues in the coming year in the Yapton/ Barnham area to enable patients who cannot travel to Middleton to attend some of the talks. Don't forget to let us know if there are topics you would like us to cover in future health talks, we will endeavour to meet your needs.

One of our aims this year was to spend some of our reserves on equipment for both surgeries. You will see that we have purchased much needed equipment (see equipment list in the Treasurer's Report) which we hope patients will see the benefit of in the coming months. A comprehensive list of recent purchases can be seen on our website and on the noticeboards in both surgeries.

As well as working directly with the Avisford Medical Group, members of your committee represent you on the Regis Community Board, Patient Participation Group Network meetings and spoke to the CQC inspectors during the recent inspection. We also took part in the Big Regis Event in March at the Arun Leisure Centre. This allows patients to have a voice about both local and national changes in the NHS.

We continue to add to our website [www.avisfordfriends.co.uk](http://www.avisfordfriends.co.uk) This year we have added a page called: 'Community Health News' – this gives us an opportunity to add information about local health events, the National Association of Patient Participation (NAPP) monthly newsletters and local health news. On our Events page between events we have taken the opportunity to publicise national consultations and health campaigns with links to the national websites. Please take time to explore the site if you have access to the internet. We also have a group email address [avisford.friends@gmail.com](mailto:avisford.friends@gmail.com) which can be used to communicate with us. If you do not have access to the internet or email you can always pop a note into our collection boxes in the surgery or leave them at Reception for our attention.

At last year's AGM and throughout the rest of 2018 you will know that we were seeking patients who were willing to join our management committee. We have now welcomed two new members to the committee Anne Evans and Ani Moore, their membership will be ratified at the AGM. They have both already made a valued contribution to our meetings. Sadly, we are losing a long-standing member of our committee. Mr Tony Hobson has been membership secretary for many years and masterminds the postal distribution of our newsletters. We would like to thank Tony for his many years of hard work for the Friends - he will be greatly missed in our committee meetings and we wish him well for the future.

I would also like to thank the rest of the management committee who have worked hard this year on behalf of the Friends. We are also helped by a small group of additional volunteers who share some of the tasks such as keeping the book areas tidy, delivering the newsletters etc. Without this support we would not be able to put on some of our events.

A big thank should also go to all of you – the patients of Avisford, who contribute and buy books, make generous donations to our equipment fund, attend our events, take time to give us your views and support your local surgery.

My final words of thanks go to Jerry Nelson, Practice Manager and Dr Sidney who attend our management committee meetings and support the work of the PPG.

Gillian Henry  
Chairperson.

## TREASURER'S 2018/2019

We entered the new financial year with the aim of reducing our reserves and spending more on equipment for the surgeries. As you will see from the list below this has been achieved, both with new equipment such as the a Dopplex Machine - a specialised blood pressure monitor that can read from several blood pressure points at the same time. New patient chairs for consulting rooms and we have also replaced old equipment that after a lot of use no longer does the job. A second ear irrigator was purchased so that each surgery has the same equipment preventing the need to travel between surgeries.

DATE	PURCHASED	Individual Item Cost	TOTAL AMOUNT plus VAT
Jul-18	Otoscope (ears) x 2	1,632.00	
	Ear Irrigator	132.00	
	New Chairs with & without arms	488.00	£2,252.00
Oct-18	Vaccine fridge x 1	537.60	£537.60
Mar-19	Dopplex Unit plus cuffs	2,973.80	
	2nd Ear Irrigator	122.16	
	Pew Cushion for bench seat x 1 Middleton	301.66	
			£3,397.62
<b>TOTAL SPENT on EQUIPMENT</b>			<b>£6,187.22</b>

We also wanted to achieve funding operational costs such as printing, insurance and website maintenance through the funds raised from our sale of second hand books and tombola sales. This has been achieved allowing us to keep all patient bequests and donations for the purchase of equipment.

The detailed breakdown of the accounts show that we have spent more than we raised again this year meeting our aim to reduce reserves and improving the patient experience. On the reverse of the financial year accounts is a 3 year breakdown of funds raised and expenditure. 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 your committee via the friend's email [avisford.friends@gmail.com](mailto:avisford.friends@gmail.com) or a note left at the surgery in our book money post boxes.

Gill Henry  
Treasurer

**FRIENDS OF  
REGISTERED  
INCOME AND EXPEND**

**INCOME**

	<b>£</b>
Membership	0.00
Donations	942.10
Book Sales ( Book Club)	2,043.00
Christmas Grand Draw	0.00
Bank interest received	30.66
Talk Raffle/Tombola/Coffee	78.00
Fete Profit	122.00
Cookery Book % of profit	46.90
<b>Total income</b>	<b>3,262.66</b>
<b>Deficit for the year</b>	<b>3,529.33</b>