

# **FRIENDS OF AVISFORD MEDICALGROUP**

**Annual General Meeting  
Wednesday, 11<sup>th</sup> October 2023**

## **ANNUAL REPORT**

**Accounting Years  
2021-22 & 2022-23**

### **AGM Agenda**

1. Welcome
2. Apologies for Absence
3. Approval of Minutes of the 2022 AGM
4. Chairperson's Report
5. Treasurer's Report
6. Resolutions:
  - a. Accept the Accounts for 2021-22 and 2022-23
  - b. Adopt the Annual Report
  - c. Re-elect the Committee for the next year.
7. Any Other Business
8. Chairperson closes the meeting.

# FRIENDS OF AVISFORD MEDICAL GROUP

*Registered Charity No: 1077882*

Patron: Mrs. M. Burton

[www.avisfordfriends.co.](http://www.avisfordfriends.co.uk)

[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, including acting as the Patient Participation Group for the Avisford Medical Group.
- 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 committee members, who meet as required 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 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

Mr John Thompson MBE	Chairperson
Miss Gillian Henry	Hon. Treasurer
Mrs Nicola Mills	Hon. Secretary
Mrs Angela Walsh	
Mrs Patricia Unicombe	
Mrs Anne Evans	
Mrs Marie Skeef (resigned September 2023)	
Mrs Lynn Kendall	
Mrs Barbara Saunders	
Mrs Sheena McKensie	

## **Friends of Avisford Medical Group**

Patron: Mrs M Burton

Registered Charity: 1074882

### **Minutes of the AGM, Wednesday 16<sup>th</sup> February 2022**

**Via Zoom link at 2.15 pm**

**Present:** – The Committee – Miss G Henry – **Chairperson & Treasurer**, Mrs N Mills–**Secretary**, Mr J Thompson, Mrs M Skeef, Mrs L Kendall, Mrs A Evans, and **five** members of the public Kevin & Shira Sleight, Hilary & Chris Ayton, Anne Hollis.

**Apologies for absence:** Mr T Hobson, Mrs J. Morgan, Mrs Burton, Mrs B Saunders,

Gill Henry opened the AGM with a special welcome to the members of the public who had joined via Zoom and explained that due to the still high levels of Covid in the area meeting this way was the safest option.

**Minutes of 2019 Annual General Meeting.** – Acceptance of last year's minutes were proposed by Anne Hollis and seconded by Mrs L Kendall.

### **Chairperson's Report**

Gill Henry talked through the following report: -

#### **CHAIRPERSON'S REPORT**

It was with some trepidation that I stepped in as Chairperson in June 2018 to replace Mavis Burton who stood down after 11 years on the management committee and nine years as Chair.

Who would have known at our AGM in 2019 that we would face a global pandemic which would call a halt to much of our work. 2020 saw the cancellation of our health talks, the suspension of our books sales and other activities. The 50:50 Club continued to run with my grateful thanks to Barbara Saunders and Lynn Kendall for all their hard work. They, along with Barbara's neighbours, who have witnessed the draw outside from a suitable social distance, have allowed us to continue to raise funds for the surgery and purchase much needed equipment.

We continued to improve our website [www.avisfordfriends.co.uk](http://www.avisfordfriends.co.uk) to include the many announcements regarding the Covid 19 pandemic and to publish a newsletter in Summer 2021. 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 or write to us c/o the surgery address but do not enter the surgery until restrictions have been lifted.

Sadly, during the past 2 years we have had three members of our committee leave us - Pat Mares and Patricia Robinson - who have moved away from the local area. We also received a request from our Patron - Juliet Morgan - to step aside and give up her place on the committee. Although Juliet remains close by, following a house move, she felt that this was an appropriate time to stand down from her role. We are very grateful to Juliet for all her support and wisdom over many, many years since the inception of the Friends in 1998. She will be missed both as patron and a committee member.

We therefore have at least three vacancies on the committee and would gladly

welcome new members with new ideas and a willingness to further our work. The Friends is the Patient Participation Group for the practice. In this role we attend meetings of the Sussex NHS Commissioners and the Regis Community Board to press for improved services and highlight concerns.

I would also like to thank the rest of the management committee who have worked hard during the past 2 years during the challenging times we have all experienced. At this AGM I intend to stand down as Chair but remain on the committee as Treasurer and Web Coordinator. I am pleased to inform you that we currently have a member of the committee, John Thompson, who is willing to step into the role (subject to ratification at the AGM). You can read some information about John in this report. As many of you know the surgery saw the retirement of Jerry Nelson, Practice Manager, for the practice.

We sent Jerry off into retirement in Devon with our grateful thanks ringing in his ears and welcomed Paul Lovell who has already attended some on-line meetings with the group.

A big thanks should also go to all of you – the patients of Avisford, who have continued to contribute by making generous donations to our equipment fund, supporting the 50:50 Club and taking time to give us your views and support your local surgery.

My final words of thanks go to Paul Lovell, Practice Manager and Drs Bansil and Sidney who have attended on-line meetings with us and support our work as we support theirs.

Gill Henry  
Chairperson

## **TREASURER'S REPORT 2019-2021**

Attached to this short treasurer's report is a copy of the accounts for the years 2019/20 and 2020/21. These have been two very unusual years as the only fundraising activity since March 2020 has been the 50:50 club and individual donations from patients, due to Covid 19 restrictions limiting our work. We hope as we move into 2022 that we can return to a more normal programme of fundraising activities to support the work of the surgery.

As you can see from the accounts, we have purchased blood pressure monitors for the waiting areas as well as blood pressure monitors to be used by staff, a new examination lamp and sponsored the new style surgery newsletter. As in past years patient donations are used solely to purchase equipment that will benefit patients and any administration costs such as subscriptions, website maintenance, licenses and insurance are funded by fundraising activities such as the 50:50 club.

We hope that you will continue to support us in the coming year as we gradually return to a more normal programme of activities. 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 posted for the attention of the Treasurer - Friends of Avisford to the surgery.

I would like to thank Barry Ingate for being willing to verify 2 years accounts in preparation for the AGM. If you would like to examine the accounts in detail, please contact me via the friend's email account.

Gill Henry - Treasurer

**1st Resolution** - It was then proposed by Mrs L Kendall & seconded by Mrs M Skeef

that **'The Accounts for the period ended 31<sup>st</sup> March 2021 be adopted'**.

**2<sup>nd</sup> Resolution** – It was proposed by Mrs N Mills with Mrs A Evans seconding that **'The Annual Report for the period ended 31<sup>st</sup> March 2021 be adopted'**.

**3<sup>rd</sup> Resolution** – It was proposed by Kevin Sleight and seconded by Anne Hollis that **'The following Trustees/Management Committee members be re-elected for a further year'**.

Mr J. Thompson – Trustee & Committee Member  
Mrs N. Mills – Trustee & Secretary  
Ms G. Henry – Trustee & Treasurer/Website Co-Ordinator  
Mrs B. Saunders – Trustee & Committee Member  
Mrs L. Kendall - Trustee & Committee Member  
Mrs M. Skeef – Committee Member  
Mrs Anne Evans – Committee Member

**4<sup>th</sup> Resolution** - "That John Thompson be elected as Chairperson from 1<sup>st</sup> March 2022" was proposed by Mrs N Mills and seconded by Mrs M Skeef.

**AOB** – Kevin Sleight expressed concern that there had been a distinct lack of communication between the surgery and patients over the last 2 Covid years and was assured that this was a problem both the Friends and surgery were keen to address.

## CHAIRPERSON'S REPORT

Welcome to my first report to you our Friends and supporters of the Avisford Medical Group our Doctors' Surgery.

First, my thanks to Gill Henry, my predecessor as chair who very much kept us in business during the pandemic. To Gill, who remains our Treasurer, and Nicky Mills our Secretary, I thank you for your unfailing support and wise counsel. And to the Committee who have all contributed to our support for you.

Perhaps not as visible as in the years before Covid, the Committee have continued to work hard on your behalf. On the home front, we all know that both surgeries have been under intense pressure – not only from our demands as patients, but from the NHS to provide more services and achieve ever more demanding targets. With our full support both surgeries have invested in patient facing activities and in a new telephone system, better access to e-Consult and a dedicated appointment cancellation line. These have improved patients' experience at first point of contact. The very high Friends and Family Test scores are testament to the improvements made by the practice over the last couple of years. The Committee, with the support of Practice will be looking at all the websites and social media platforms to make sure they are relevant, fit together and are easier to keep up to date.

On the wider front we are highly respected. Every GP Practice must have a Patient Participation Group and we are that Group for our Practice. In this role we have contributed to a major project on improving primary care and making sure that the patient's voice is heard in Sussex Healthcare. We actively contribute to both the Sussex Healthcare public engagement groups and the Regis primary care group of GP practices.

Unusually for a Patient Participation Group we fund all our own activities. The 50: 50 club has proved a valuable source of income, especially before the return of book sales to the surgeries we are also very grateful to Barbara Saunders who set it up and to Lynn Kendall who together have made such a success. We are also most grateful to Mrs Pauline Sayers who gives us all the beautiful cards we sell in both surgeries.

Communication with you the patient is very important. We produced a newsletter in the autumn to coincide with the 'flu clinics which we helped to run. We gave out over 400 newsletters and requests for patients to return their e-mail addresses. Sadly, the response was very low. We have agreed in principle that in future the newsletter will come from the Practice. Much of it has always been about the Practice in any case. This means that almost all of you should receive a copy by e-mail and we know that over 90% of patients have access to and have given the surgery their e-mail addresses.

Special thanks to Paul Lovell, our Practice Manager and Jackie Hanson, the Reception Manager with whom we work on day-to-day matters. A big thank you too to everyone at the surgery who worked so hard to give us such a good service. I would like to add that Paul has worked hard with the team to secure us a strong Good CQC rating: Practice is now looked upon as a model of how to respond to CQC.

Finally, thank you to you our Friend's for your continued support.

## TREASURER'S REPORT 2021 – 2023

Attached to this short treasurer's report is a copy of the accounts for the financial years ending 2022 and 2023. The presentation of 2 years reports was necessary due to the timing of the last AGM in February 2022 before the end of the financial year (April 2022).

As you can see from the accounts, there was no purchasing of equipment in 21/22 but a large expenditure in 2022/23 blood pressure equipment including 24-hour ambulant blood pressure monitoring systems, data cables, cuffs and sleeves totaling **£2,514.00**. As in past years patient donations are used solely to purchase equipment that will benefit patients and any administration costs such as subscriptions, website maintenance, licenses and insurance are funded by fundraising activities such as the 50:50 club. Latterly with the reinstatement of pre-loved paperback books in 2023 has seen this income stream return after suspension from March 2020.

We hope that you will continue to support us in the coming year as we gradually return to a more normal programme of fundraising activities. 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 posted for the attention of the Treasurer - Friends of Avisford to the surgery.

I would like to thank Martin Reed for being willing to verify 2 years accounts in preparation for this AGM. If you would like to examine the accounts in detail, please contact me via the friend's email account: [avisford.friends@gmail.com](mailto:avisford.friends@gmail.com).

Gillian Henry  
Treasurer

**FRIENDS OF AVISFORD MEDICAL GROUP - REGISTERED CHARITY NUMBER 1074882  
INCOME & EXPENDITURE ACCOUNT ENDING 5TH APRIL 2022**

INCOME	£	EXPENDITURE	£
Book Sales	0.00	Equipment	0.00
Donations	461.00	Operational (Printing , stamps etc)	119.00
50:50 Income	1,317.50	Insurance	269.65
		Licence/Subs	60.00
		Website	107.00
		Hall Hire	20.00
Bank interest received	0.33		
<b>TOTAL</b>	<b>1,778.83</b>		<b>575.65</b>
Deficit for the year		<b>Surplus for the year</b>	<b>1,203.18</b>
	<b>1,778.83</b>		<b>1,778.83</b>

**BALANCE SHEET AS AT 5TH APRIL 2021**

**CURRENT ASSETS B/FWD**

CURRENT ACCOUNT	2453.36		
DEPOSIT ACCOUNT	1827.97		
CASH IN HAND	0.00		
		<b>4281.33</b>	
PLUS SURPLUS FOR YEAR		<b>1203.18</b>	
		<b>5484.51</b>	

**CURRENT ASSETS C/FWD 2022**

CURRENT	3,656.21		
DEPOSIT	1,828.30		
CASH IN HAND			
		<b>5,484.51</b>	

FROM THE BOOKS AND RECORDS PROVIDED I CAN CONFIRM THAT THE ABOVE INCOME AND EXPENDITURE ACCOUNT ARE IN ACCORDANCE THEREWITH.

*M. D. Reed* 25/9/23

**FRIENDS OF AVISFORD MEDICAL GROUP - REGISTERED CHARITY NUMBER 1074882**  
**INCOME & EXPENDITURE ACCOUNT ENDING 5TH APRIL 2023**

INCOME	£	EXPENDITURE	£
Book Sales	294.00	equipment	2,514.00
Donations	170.00	Operational (printing)	285.00
50:50 Club	1,175.00	Insurance	288.75
Bank interest received	0.58	Licences/subs	60.00
		website	107.00
		misc	60.00
<b>TOTAL</b>	<b>1,639.58</b>		<b>3,314.75</b>
<b>Deficit for the year</b>	<b>-1,675.17</b>		<b>0</b>
	<b>3,314.75</b>		

**BALANCE SHEET AS AT 5TH APRIL 2022**

**CURRENT ASSETS B/FWD**

CURRENT ACCOUNT	3656.21
DEPOSIT ACCOUNT	1828.3
CASH IN HAND	

**5484.51**

LESS DEFICIT FOR YEAR

1675.17

**3809.34**

**CURRENT ASSETS C/FWD**

CURRENT	1,980.46
DEPOSIT	1,828.88
CASH IN HAND	

**3,809.34**

FROM THE BOOKS AND RECORDS PROVIDED I CAN CONFIRM THAT THE ABOVE INCOME AND EXPENDITURE ACCOUNT ARE IN ACCORDANCE THEREWITH.

*M D Mead 25/9/23*