

# **FRIENDS OF AVISFORD MEDICAL GROUP**

**Annual General Meeting  
Saturday, 1<sup>st</sup> November 2025**

**Yapton Village Hall 10.30am**

## **ANNUAL REPORT**

**Accounting Year  
2024-25**

### **AGM Agenda**

1. Welcome
2. Apologies for Absence
3. Approval of Minutes of the 2024 AGM
4. Chairperson's Report
5. Treasurer's Report
6. Resolutions:
  - a. Accept the Accounts for 2024.25
  - 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.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 conducted by a management committee, consisting of a minimum of 10 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 & Trustee    |
| Miss Gillian Henry    | Hon. Treasurer & Trustee |
| Mrs Nicola Mills      | Hon. Secretary & Trustee |
| Mrs Angela Walsh      |                          |
| Mrs Patricia Unicombe |                          |
| Mrs Anne Evans        |                          |
| Mrs Lynn Kendall      | Trustee                  |
| Mrs Julie Oliver      |                          |
| Mr Paul Kidd          |                          |

# **MINUTES OF THE 2024 AGM**

## **FRIENDS OF THE AVISFORD MEDICAL GROUP (PPG)**

Patron: Mrs M Burton

**Minutes of the AGM, Thursday, 21<sup>st</sup> November 2024**

Elmer Café, Middleton-on-Sea at 3.30pm

**Present:** Mrs M Burton – Patron; The Committee - Mr J Thompson – Chair; Miss G Henry – Treasurer; Mrs P Unicombe; Mrs A Evans; Mrs J Oliver; Mrs A Walsh and three patients of the Avisford Medical Group.

1. Mr Thompson **welcomed** those present to the meeting.
2. **Apologies for Absence:** The Committee - Mrs N Miles – Secretary; Mrs L Kendall; Mr P Kidd: Others: Mrs B Bush, Mrs Anne Hollis
3. **Approval of the Minutes of the 2024 AGM.** These were approved. Proposed by Mrs P Unicombe and Seconded by Mrs A Evans.
4. **Chairmans Report:** Mr Thompson reported that relations with the practice were very good. Service levels were high, appointments missed and patient satisfaction at a very high level. Sadly, the patient Wellbeing event held in October had been poorly attended. A more focused event should be considered for next year. In its role as a Patient Participation Group, several members of the Committee contribute to the wider health community through attending various groups that contribute to developments in the wider health community. There was a downside for the Friends of the success of the practice, the level of engagement with Friends was quite low: a reflection on our work with the practice.
5. **Treasurer's Report:** Miss Henry reported that the accounts had been examined by an Independent examiner. The main source of income was the 50:50 club. The 50:50 accounting has now been brought in the main Friends Accounting arrangements and will be verified as part of the financial year accounting in 2024/25. Income from the sale of books and cards was less than pre-Covid but was increasing – we were mainly selling paperback books and the handmade cards donated to us by Pauline Sayer & Marie Skeef.

There were two large donations from patients in 2023/24 financial year both of £500, making up the bulk of donations.

It was discussed that we should consider a big fund raiser in 2025 with the possibility of a specific item or items of equipment to engage more patient participation.

Miss Henry advised the Meeting that she would be standing down as Treasurer at the next 2025 AGM. Mrs P Unicombe agreed to take over as Treasurer. A handover would take place at the beginning of the financial year 2025/26.

6. Resolutions:
  - a. Accept the 2023-24 Accounts: Agreed – Proposed by Mrs M Burton and Seconded by Mr Keight.
  - b. Adopt the Annual Report – Adopted – Proposed by Mrs M Burton and Seconded by Mrs J Howell
  - c. Re-election of the Committee – Agreed – Proposed by Mrs J Howell and Seconded by Mr Keight.
7. **Any Other Business:** The Committee has received a request from the practice for a contribution towards the cost of two new Spirometers each at a cost of £2,585 (excl. VAT and support). The meeting agreed the Friends should contribute £2,585 as 50% of the cost of the two machines. PMN – The £2,585 covered the cost of both spirometers and this amount was donated to the surgery.
8. Mr Thompson **closed** the meeting by thanking everyone for attending and for their support.

The meeting closed at 4.02pm.

## CHAIRPERSON'S REPORT 2024

This has been a much busier year for the Friends. Both as the Friends of the Avisford Medical Group and the Patient Participation Group (PPG) in which role we function as the conduit between patients and the practice we have made progress.

As the Friends we donated two state of the art for each surgery. These were funded in part proceeds of the 50:50 Club and in part by a patients' families. The Friends are a registered can receive donations from patients and their contract does not permit surgeries to receive donations are passed on to the Friends and to the surgery in the form of equipment that in patients.



spirometers, one from the donation from Charity, and we families. The GP donations, any then given back turn helps our

We organised a talk on Cholesterol. This was Shipman, a Chemical Pathologist from St Although pitched at quite a high level, the clear message was that Statins are good for most of us (even from an early age!). The good turnout was due to strong and targeted support from the surgery clinicians. We recognised the need for a bigger hall and better acoustics.

given by Dr Kate Richards.

Later in the year we ran a talk on Lasting Powers of Attorney, Wills and the things that follow. Helen Gagan, a solicitor, and Stephen Reynolds gave talks to a smaller audience, in the Barnham Community Hall. A spacious and well-equipped venue that we will use again.

Throughout the year, we maintained regular contact with the practice through Hannah Sensier-Davis who is Patient Services Manager. As always, the main concern expressed by patients is the difficulty getting appointments. The new appointment system once everyone got used to it, made a big difference and to the service provided by the surgeries. The Friends and Family Test and I want Great Care responses showed a very high level of satisfaction. Where concerns were expressed, these were followed up very quickly.

This has been another busy year in the practice with over 12,500 patients on the books. The difficulty in recruiting doctors and some allied health professionals has eased slightly but is still putting a strain on the surgeries. That we get such a good service is much to the credit of all the staff. Unless there are concerns, which we can take up at any time: we try to keep out of the way.

Communication with you is very important. We produced two Newsletters in the Autumn and Spring coincide with the 'flu clinics which we helped to run, and the events referred to above. We gave out nearly 1,000 newsletters and requests for patients to return their e-mail addresses for future communications. The response remains disappointing. If you want to get early news of activities and an electronic copy of newsletters do let us have your contact details.

One area where we have been very active is in bringing the patient voice into the wider health community. Gill, Tricia, and I have attended most of the Primary Care Network (PCN) Community Board meetings. The PCN is now a group of four surgeries who share services such as physiotherapy and social prescribing. On a wider front we play an active role in Sussex Health Care, through our involvement in the West Sussex PPG Forum and have contributed to the improvement of services and the development of the NHS and primary care.

You may want to consider joining our 50:50 Club. For just £5 per month, you will have the chance of winning 50% of the total membership each month. The other 50% helps buy items of equipment for

both surgeries.

My thanks to Gill, our Treasurer, Nicky, our Secretary, and the Committee who have all contributed to our support for you. A huge thank you to Pauline Sayer and Marie Skeff who produce the beautiful cards we sell in the surgeries.

Finally, thank you to you our Friends for your continued support.

## **TREASURER'S REPORT to April 2025**

Attached to this short treasurer's report is a copy of the accounts for the financial years ending 2024 and 2025.

As you can see from the accounts, there was a substantial purchase of two Spirometers allowing equipment in both surgeries. 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 and book sales. The money obtained through the 50:50 club has been held over in the 50:50 account while we dealt with a change over of responsibilities and the profits will appear in the 2025/26 accounts as two separate amounts to reflect profit from the 2 separate years..

This is my final AGM as Treasurer as following the meeting responsibility will be handed over to Tricia Unicombe. There will be a handover period until the end of the current financial year which ends at the beginning of April 2026. Allowing time for bank signatories to be agreed and a period of continuity. I will remain responsible for the 50:50 club at the current time and as a Trustee and a member of the committee.

We hope that you will continue to support us in the coming year. 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 and placed in the money box for books.

I would like to thank Martin Reed for verifying the 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.



**FRIENDS OF AVISFORD MEDICAL GROUP - REGISTERED CHARITY NUMBER 1074882**  
**INCOME & EXPENDITURE ACCOUNT ENDING 5TH APRIL 2025**

| INCOME                      | £                | EXPENDITURE       | £               |
|-----------------------------|------------------|-------------------|-----------------|
| Book Sales                  | 547.45           | LICENCES/SUBS     | 20.00           |
| Donations                   | 1,250.00         | GIFTS             | 50.00           |
| SP.Donations                | 125.00           | HALL HIRE (TALKS) | 25.00           |
| 50:50 CLUB                  | 0.00 *SEE NOTE A | AMG EQUIPMENT     | 2,585.00        |
| Talk Raffle/Tombola         | 45.00            | WEBSITE           | 117.00          |
| Bank interest received      | 19.08            | NEWSLETTERS       | 225.00          |
|                             |                  | INSURANCE         | 357.96          |
| <b>TOTAL</b>                | <b>1,986.53</b>  |                   | <b>3,379.96</b> |
| <b>Deficit for the year</b> | <b>-1,393.43</b> |                   |                 |

**BALANCE SHEET AS AT 5TH APRIL 2024**

|                              |                 |
|------------------------------|-----------------|
| <b>CURRENT ASSETS B/FWD</b>  |                 |
| CURRENT ACCOUNT              | 3813.98         |
| DEPOSIT ACCOUNT              | 1,836.70        |
| CASH IN HAND                 |                 |
|                              | <b>5,650.68</b> |
| <b>LESS DEFICIT FOR YEAR</b> | <b>-1393.43</b> |
|                              | <b>4,257.25</b> |
| <b>CURRENT ASSETS C/FWD</b>  |                 |
| CURRENT                      | 2,401.47        |
| DEPOSIT                      | 1,855.78        |
| CASH IN HAND                 |                 |
|                              | <b>4,257.25</b> |

**NOTES:**

A: 50:50 HELD OVER IN LLOYDS ACCT DUE TO CHANGES TO BE DEPOSITED IN 25/26

B: GIFTS LEAVING & IN MEMORY PAID FOR THROUGH SP DONATION FOR THIS PURPOSE NOT FROM OTHER FUNDS.

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

*M. M. M.*  
22/10/2025