

Minutes of the Annual General Meeting

Held by on Tuesday 7 September 2021, in the Galtres Centre, Easingwold.

1	Apologies. Apologies were received from Jenny Rhodes, Liz Lewis, Janet Johnson, Arthur and Val Watters, Graham Pratt, Lottie Cranfield and Lorraine Boyd.	ACTION
2	Present. Executive Committee members: David Kenworthy (chairman), Peter Glossop (Vice Chairman, John Kirby (Treasurer), Michael Clarke, Sharon Metcalfe (Staff Representative), Terry Saeedi, Ian Jackson, Peter Berry and Derek McLuckie (Secretary) Friends: Kate Barugh, Christine Cookman, Gillian Glossop, Janet Guy, Adryenne Hope, Claire Kenworthy, Christine Kirman, Susie Mortonson, Chris Peel, Walter and Susan Rinaldi-Butcher, Shirley Shepherd and Martin Whillock.	
3	Welcome and Chairman's Introductory Remarks. The chairman welcomed everyone to the meeting and made the following report. He said that members would have read the trustees' report in the annual accounts. That report was prepared several months ago and, as it is a statutory requirement, leaves little room for explanation and expansion. As with just about every other organisation and business, the last 18 months have been challenging for the Friends. Whilst much of our activity has been curtailed, we have had an opportunity to plan for the future and ensure that, as circumstances change, we will be able to adapt but still implement our plans. TRUSTEES The annual report shows that there has been quite a turnover of trustees in the last two years. By the end of 2020 we had five vacancies and a decision was made to advertise for applicants rather than tap people on the shoulder. The trustees carried out a skills audit to identify where we needed to beef up expertise. The adverts resulted in ten applicants all of whom were interviewed. The standard of applicants was excellent and choosing the successful five was difficult. In the end we were pleased to welcome Terry Saeedi, Graham Pratt, Ian Jackson, Peter Berry and Lorraine Boyd to the executive committee. All bring new skills and fresh insights to our deliberations. SUPPORT FOR ST MONICA'S HOSPITAL There have been few requests for support this year. New chairs and a new fridge/freezer were purchased. The Friends still pay for the garden maintenance under the watchful eye of Jenny Rhodes. Many patients and their families comment on how much pleasure they get from the gardens. VOLUNTEERS IN HOSPITAL	

Whilst the primary focus of the Friends is support for the hospital, we have been unable to maintain a physical presence. This has seriously affected the work of our volunteers. Only recently have volunteers been able to work in the hospital but there has been concern expressed by many about the risks of either contracting COVID or spreading it to the patients. Additionally, some were unhappy about using PPE which they felt should be reserved for hospital staff. We have delayed getting volunteers into the hospital until these issues are resolved and our volunteers feel more confident.

Joyce Hughes has been our volunteer co-ordinator but is stepping down from the role. I am grateful to Joyce for keeping the volunteers going through lockdown but we are now looking for someone to take over this important role.

COMMITTEES

When the Friends was only concerned with supporting the hospital, most decisions were taken by the trustee body as a whole. Now that we are working in both the hospital and our communities, it became obvious that involving all trustees in every facet of our work was going to be cumbersome and ineffective. New committees have been formed to deal with the detailed work before involving the full executive committee if required. The committees are:

Grant making. Chaired by Ian Jackson.

Fundraising. Chaired by Terry Saeedi.

Finance. Chaired by John Kirman

Communications. Chaired by Peter Berry

I will deal with the grant making committee separately but a little explanation about two of the others. Members will be aware that the Friends has quite a large sum of money in reserves. If we are successful in our endeavours to support the hospital and improve the health and well-being of our communities, we will spend some of that money. We need to be prepared to raise further funds for both the general pot and for special projects. To that end, a fundraising strategy has been prepared and can be implemented when needed.

Friends of St Monica's has many good stories to tell but we haven't always been very good at telling them. On top of that, as we are working more within our communities we need to tell them what we are doing and what is available. Peter has led in the preparation of a communications strategy and many of you will have noticed that there are many more articles or references to the Friends in local media. A major success has been in the responses to a recent invitation for applications for grants.

GRANT MAKING

Although it sounds strange, making grants is one of the most difficult things for any charity to do. The Friends is no different. We need to be clear about what we will support without being too dogmatic or inflexible, make access to funds easy and finally ensure that the funds are properly spent and objectives achieved. Ian Jackson and his committee have devised a simple screening process for applicants which means that people don't spend hours on long forms only to fail. If an application fulfils the criteria, more details are sought, assistance is given and the grants made. We aim to be as efficient and as quick as possible. An example was the provision of portable barres for dancing classes for the over 55s at the Galtres

	<p>Centre. The whole process took a couple of weeks and has allowed the classes to begin on time.</p> <p>I would encourage all members to look for opportunities for us to support local groups. The initial application form can be found on our website.</p> <p>WORKING WITH EDCCA</p> <p>Over the last couple of years, the Friends have worked with EDCCA on projects to provide transport to hospital for patients. The pandemic stopped these projects just as they were showing some promise. Early in the pandemic, EDCCA increased the provision of meals on wheels. The Friends paid for these additional meals but it was clear that there was much more that we could achieve together. EDCCA has paid staff and volunteers who can deliver services but often lacks funds. Friends of St Monica’s has funds but no means of delivery. The boards of both charities have been working closely together to develop joint working where our aims coincide. The most recent example of our success in working together was the staffing and support for the vaccination centre at the Galtres Centre.</p> <p>EDCCA arranged food and drinks for all the vaccination staff and volunteers to be provided by local cafes and restaurants. Although some food was provided free at the beginning of the campaign, it would have been unrealistic to expect that generosity to continue especially as most cafes were finding business difficult. The Friends agreed to fund all the food and drink and cafes were encouraged to invoice EDCCA on a business basis.</p> <p>I’m pleased to say that two of our trustees played a major role in the vaccinations. The campaign was planned and overseen by Lorraine Boyd and Ian Jackson was one of the vaccinators.</p> <p>WORK WITH LOCAL DOCTORS</p> <p>One area in which the trustees feel the Friends should be involved is supporting the medical professionals within our communities to improve the health and well-being of residents. At the beginning of last year, following initial discussions, we contracted a consultant to assist both the doctors and the Friends in developing joint working initiatives. We have made various proposals and discussions are continuing with doctors and community nurses.</p> <p>CONCLUSION</p> <p>Despite living in very strange times, the trustees have taken the opportunities presented to plan for the future and ensure that Friends of St Monica’s Hospital is fit for purpose and playing a major role in improving the health and well-being of our communities.</p> <p>Finally he drew members’ attention to a recent report in <i>The Times</i> about the shortage of NHS beds for dementia care. It had proposed dedicated hospitals for the elderly, providing space, time, nursing and compassion, to keep them out of main stream hospitals. This of course is exactly what St Monica’s does.</p>	
4	<p>Previous AGM Minutes.</p> <p>The minutes of the previous AGM held via Zoom on Thursday 11 June 2020 were accepted as a true record of those proceedings.</p>	
5	<p>Matters Arising.</p>	

The chairman said that he hoped that by the next AGM the issue of ear suction machines, which we had agreed to purchase, would be resolved.

6 Financial Reports and Accounts.

The treasurer presented the annual report and accounts, which had been sent out to all members in advance of the meeting. He gave the following verbal report:

Our opening funds position was £500887 across 6 individual financial institutions. Interest earned in the year on those accounts amounted to £5378 (about 1% and falling!)

There were 3 substantial legacies received in the year on account. Since the year end these estates have been finalised at an increase of 10% but the reported breakdown is as follows:-

	20000
	55500
	80000

	£155500

Donations from funeral memorials and private sources (all unsolicited) amounted to £8431

60% of donations were given in memory of patients of St Monica's, the remainder being from private individuals and organisations collected during Covid.

We are conscious of the need to protect the funds of the charity and therefore endeavour to spread deposits so no more than £85K is with any institution. This was not the case at the year end as receipt of the above legacies necessitated the addition of 2 new banks to our existing 5 which took a little while to complete as a result of the anti money laundering requirements.

As last year, we also have £100k in the financial markets unprotected but that has a value at the year end of £131,182, a somewhat better return than the 1% average with the bank deposits.

We hold a small cash float to enable the Hospital Manager to satisfy any patient's needs who is in end of life care but has no ready money and no support from family or friends.

Historically we have paid for little extras for patients whilst in the Hospital. These comprise newspapers, telephone landline, flowers, essential toiletries, and Christmas gifts. We supplement equipment both within the Hospital and Physio department but, as a result of Covid, none has been requested this year. We are aware we spend a lot on the garden and its furniture, £6740, but patients and visitors really appreciate it. We have financed the staff's Christmas Party entirely now for a few years but this year the figures are last year's drinks and this year's deposit which can be used later! Our chairman has already referred to the purposes for which the consultancy payment of £3128 was made. I think the remainder of the figures are self explanatory but I am pleased to take questions.

Finally, the most important figure is for expenditure on Community Projects, the purpose for which we are in operation, is broken down as follows:-

Bladder Scanner	6300
Butterfly Suite YDH (donation)	5000
COZIE teenagers project	3000
Defibrulators (so far!)	1684

	<table data-bbox="501 192 995 421"> <tr> <td>Meals on Wheels supplementary</td> <td>2495</td> </tr> <tr> <td>Patients' IPAD</td> <td>380</td> </tr> <tr> <td>Scouts Building Disabled Ramp</td> <td>5962</td> </tr> <tr> <td>Autism Plus (2 Ridings)</td> <td>2000</td> </tr> <tr> <td>North Yorkshire Music</td> <td>500</td> </tr> <tr> <td></td> <td>-----</td> </tr> <tr> <td></td> <td>27321</td> </tr> </table> <p data-bbox="248 454 1225 517">At the year end there were £659363 funds available, which included the £31182 uplift in the financial market investment referred to earlier.</p> <p data-bbox="248 551 1225 647">The published annual report and accounts for the period ending 31 December 2020 were proposed by Christine Cookman, seconded by Martin Whillock and approved.</p>	Meals on Wheels supplementary	2495	Patients' IPAD	380	Scouts Building Disabled Ramp	5962	Autism Plus (2 Ridings)	2000	North Yorkshire Music	500		-----		27321	
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7	<p data-bbox="248 680 794 712">Appointment of an Independent Examiner.</p> <p data-bbox="248 745 1209 842">The treasurer recommended that Hunter, Gee and Holroyd should continue to act as our independent examiner. They provide a good, cost effective service. This was seconded by Shirley Shepherd and agreed.</p>															
8	<p data-bbox="248 875 647 907">Proposed Constitution Change.</p> <p data-bbox="248 940 1201 1167">The chairman said that since its formation in 1969 the friends charity had grown enormously. Its unincorporated status was no longer suitable for its needs. In particular the personal liability of each individual trustee was unnecessarily onerous. Changing to CIO status would not alter the role and objectives of the trust, nor the relationship it had with its members. But it would make it more professional, being able for example to enter into contracts such as with the consultant mentioned in the chairman's opening report.</p> <p data-bbox="248 1200 1209 1395">The meeting expressed its agreement with the proposed change, so Susie Mortonson, solicitor with Harrowells Solicitors, explained the stages needed for the change. First we would apply to the Charity Commission (CC) to form a new Charitable Incorporated Organisation, secondly we would transfer the assets of the existing charity to the new CIO charity. Lastly, we would apply to the CC to dissolve the old charity.</p> <p data-bbox="248 1429 1201 1588">Two resolutions were passed. The first, to transfer current assets to the new CIO charity once it had been established was proposed by Christine Cookman, seconded by Shirley Shepherd and unanimously agreed. The second, to dissolve the old charity once the new was in place, was proposed by Martin Whillock, seconded by Chris Peel and similarly agreed.</p>															
9	<p data-bbox="248 1686 719 1718">Election of the Executive Committee.</p> <p data-bbox="248 1751 1222 1910">The secretary explained that one third of the Executive Committee must retire at each AGM but were eligible for re-election. As no nominations for new trustees had been submitted, he invited members to re-elect the current committee en bloc. This was proposed by Susie Mortonson, seconded by Christine Cookman and agreed.</p> <p data-bbox="248 1944 1214 2040">The chairman said that following John Barr's traffic accident in 2019, which left him paralysed, he had felt that it was unfair for John to retain the liability of trusteeship. But all trustees wanted John to stay in touch. He had spoken with our</p>															

	<p>honorary president, Joan Ramsay, and he now proposed that John be appointed honorary vice-president. All were in favour.</p> <p>The chairman thanked the trustees for all their hard work over the past difficult year, when most meetings had been held over Zoom. He looked forward to an interesting year ahead.</p>	
10	<p>Any Other Business.</p> <p>Christine Peel suggested making more use of the Easingwold Advertiser to get the good message about the trust out to residents. Peter Berry said that was his aim and there was a news item in the next edition.</p> <p>The chairman took the opportunity to thank Christine for the seventeen years that she had acted as chaplain to the hospital. It had been much appreciated by the hospital staff, patients and their relatives.</p>	
11	<p>Date of Next Meeting.</p> <p>The next meeting will be held at a date to be agreed in April 2022.</p>	