

Minutes of the Annual General Meeting

Lawrence Home Nursing Team

Wednesday 16^h May 2012

1. **Welcome by the Chairman Jonathan Moore**
2. **To receive Apologies for absence**
Cicely Maunder, Lesley Stobart, Ronald Speirs
3. **To receive the Minutes of the AGM of May 2011**
The Minutes were signed by Jonathan Moore as an accurate record of the meeting.
4. **To receive and adopt the Annual Report, Jonathan Moore (Chairman)**
I would like to very warmly welcome you all to the 2012 AGM of the Lawrence Home Nursing Team. The last 12 months have been both sad and challenging but also interesting and successful. Much has happened but despite everything we continue as strong and resolute as ever. The passing of Jane Phillips in the Autumn of last year had an immense impact on all of us and much of my speech this year will be devoted to this; however the general economic realities have perhaps put into perspective some of the rather large and grand ambitions that I had outlined last year.

Following the very sad and untimely death of Jane Phillips we received many heartfelt tributes for her exceptional contribution to the community of Chipping Norton. In 2006 she was awarded an MBE; a phenomenal honour and one that few healthcare professionals receive. She was at the very heart of everything that makes Chipping Norton such a special place. But what made Jane so unique? Firstly, she was an absolutely outstanding nurse, both in her clinical skills and spot on management acumen. She had a sixth sense which made a huge difference to so many patients. Secondly, she resolutely championed the cause of the neediest and most isolated patients in our community, offering vital support to patients who might have been in big trouble otherwise, and never giving up until any problem was completely sorted out. She was immensely practical and was involved in setting up many of the important health care initiatives in the town, the Cotswold ACROSS and the community ulcer clinic being just two of very many examples.

It is, however, in the role of palliative care that Jane will probably be most remembered. In the many years before the Lawrence Home Nursing Team she was outstanding in ensuring that patients had the very best service. In reality it was Jane Phillips who was the driving force behind the inception of the Lawrence Home Nursing Team; getting and motivating the newly appointed Trustees and

fundraisers while also bringing together a group of outstanding nurses and organising the practicalities of delivering the service. She acted as a vital bridge between the management including the essential early fundraising and encouraging the nurses to feel committed and engaged. Jane was always an immense strength and support to Jenny Nolan and always tremendously encouraging, particularly in the early days when things were very tough. Over the years she was instrumental in solving every problem that we faced. Finally, Jane had all the very best characteristics of a palliative care nurse and many families in Chipping Norton remember with heartfelt thanks the incredible care she gave to so many in their final days. She will live on as an immense example and inspiration to us all... always.

The year was challenging in other ways too. From recent national successes I had quite ambitious aspirations to encourage others to set up palliative care services elsewhere using the same model as the Lawrence Home Nursing Team. However, it has become increasingly obvious, within the current climate, that setting up an entirely charitably funded new palliative care service in the community is simply too risky and difficult without a great deal of outside funding. The practical realities that are faced are very difficult and only serve to remind me just how fortunate we are to have successfully negotiated these intimidating challenges and to have been successful in setting up a sustainable long term service.

As highlighted last year we have worked in closer partnership with our local "sister charities" achieving very practical and useful support in managerial and administrative areas. For example, one of the other organisations achieved very considerable savings for even better insurance cover and therefore all 4 charities have taken advantage of this. Our insurance premium was reduced from £900 to just £350. It is in these areas where really useful efficiencies can be made.

In December some of the Trustees had a meeting with Katherine MacGilchrist, the daughter of my predecessor at West Street, Dr Tony Steel, who works for a medically related company in Bicester called Abacus. She has very kindly offered practical support both through her work and family. After an extremely useful meeting it has been decided that she will help co-ordinate the relaunch of the Newsletter. She and her husband Richard have experience in publishing and Abacus has offered us practical support too. This is an excellent example of where the kind donation of time and expertise can have a very important impact. We hope that the Newsletter can bring wide-ranging benefits to us at all levels, giving more information and a sense of involvement to our supporters as well as increasing our profile. We are always grateful for such generous support.

We continue to recruit and retain an outstanding group of nurses who are fully dedicated to their task under the excellent leadership of Jenny Nolan and I regularly review the many heartfelt letters of thanks and praise from relatives for the service that they have received. Our Trustees and fundraisers remain as committed as ever and we are aiming to structure our finances over the coming years in a way to make our funding secure long into the future. A sustainable long term funding system has been an ambition of Robin Coates and other members of our finance group, and something which we will hopefully achieve. It is, however, the commitment of all our team in their different roles, coupled with the unstinting support of our community, that enables us to operate so efficiently and effectively.

After a difficult year it is important to focus on what is most important of all. To ensure that we can give the very best possible care to each and every patient referred to our service. We have the resources and staff to meet their needs and our overriding ambition is to ensure that the end of life experience for all those we serve can be as good as possible and with every support necessary. By working with our partners we really can achieve this.

I thank you again for all that each of you do to ensure the continued success of the Lawrence Home Nursing Team.

5. To receive and adopt the independently reviewed accounts.

Gary Brewerton has not yet received the books and the independent examiner's report has not been produced for circulation at the AGM. Headline figures are as follows: There has been an increase in net assets which now stand at £954,705.00. Income from events has increased to £17,401.00 for the year. The service has been busy this year so the cost of wages has increased. A surplus of £22, 867 has been generated for the year.

Jonathan Moore is to follow up the cost of the National Care Standard Commission registration with David Cameron.

6. To consider the Budget for the year 2012-13

It was proposed and agreed that the budget should be set at £80,000, an increase of £10,000 on the previous year.

7. To nominate an independent reviewer for the year 2012- 13

It was agreed that Gary Brewerton should be nominated as the independent reviewer. Proposed: Jonathan Moore, Seconded: Nikki Knott

8. To receive a verbal report from the Nursing Co-ordinator, Jenny Nolan

This year, rather than delivering a verbal report, Jenny Nolan had prepared a poster display for those present to view.

Gail Ambrose paid tribute to Jenny Nolan and commented that she had covered for one weekend on-call; the role of Nursing Co-ordinator is a demanding, twenty four hour role.

9. To receive a verbal report from the Fund Raising Co-ordinator, Nikki Knott

'We have raised £98,794 this year. The variety of fund-raising activities that go on during the year always amaze me: Christmas card sales; donations in memory of Jane reached over £4,000; sponsored walks (the local nurses walked 13 miles, Wychwood surgery staff walked the Cotswold Way and Mr Newman organized a 24 mile walk); concerts; a bike ride to France; a Barn Dance; plant sales and coffee mornings. Thanks must go to all those involved.

This year we look forward to a golf day on the 22nd June at Chipping Norton Golf Club organized by Danny Phillips; he was unable to run the marathon this year due to injury and is hoping to do so next year. Dr. Peter Mond, at the age of 96, is opening his garden on the 10th June. The street collection is on the 16th June. The Charlbury Beer festival is again taking place on the 14th July and we have been asked to help with tea and cakes. Last year we raised a £1100. One hundred cakes are needed as well as helpers for the day. On 1st December The Akeman Voices are singing carols at Ditchley.

We are, as always, on the lookout for more helpers and I must thank all the support group and the Charlbury group for their help over the last year.'

10. To approve the appointment of officers for the following year:

- i. **Chairman** - Jonathan Moore (proposed Nikki Knott, seconded Robin Coates)
- ii. **Treasurer** – Robin Coates (proposed Jonathan Moore, seconded Nikki Knott)
- iii. **Fund Raising Co-ordinator** – Nikki Knott (proposed Rosemary Williams, seconded Gail Ambrose)
- iv. **Secretary** – Anna Jo Lawrence (proposed Annette Lawrence, seconded Jonathan Moore)

11. AOB

Rosemary Williams thanked Jonathan Moore for all his work in raising the profile of the LHNT in Chipping Norton. She thanked Jenny Nolan for her work in setting up a service that is now a model for others to follow. She thanked Nikki Knott for all of her work in fund raising for the team.

12. Date of next AGM

8th May 2013

13. Guest speaker

Dr. Nicholas Dewey spoke about the work of the Santa Barbara and the work he does there as a volunteer both in the hospice and in the community. Further information about the wide range of services provided can be found at:

www.hospiceofsantabarbara.org