

Minutes of the Annual General Meeting

Lawrence Home Nursing Team

Wednesday 11^h May 2011

1. Welcome by the Chairman Jonathan Moore

2. To receive Apologies for absence

Ronald Speirs, Robin Coates.

3. To receive the Minutes of the AGM of May 2010

There was some confusion over item 11; Kate's Carers do cover Burford. The LHNT covers a geographical area rather than a GP practice population.

Jonathan Moore signed the Minutes as an accurate record of the meeting.

4. To receive and adopt the Annual Report, Jonathan Moore (Chairman)

'I would like to warmly welcome you all to the 2011 AGM of the Lawrence Home Nursing Team. Last year I wrote of my long term aspirations for the Lawrence Home Nursing Team and the direction that I would like to see us moving towards. The last twelve months have seen us expand and mature in ways that I would have simply never thought possible a year ago. I am seeing us starting to influence, encourage and inspire at a national level; an immense achievement for an organisation essentially founded to support the needs of a small Cotswold market town.

In June 2010 I was invited by Tom Bennett, a senior manager at Addenbrookes Hospital in Cambridge to address a group who were pooling resources to set up a countywide palliative care community service. The meeting went very well indeed and with the co-operation of the hospital trust, community services and the local hospice a service has been set up to enable terminal ill patients, especially from the hospital, to be transferred home under the care of a specialist nursing team. By the autumn the service was up and running. The stakeholders took great encouragement and inspiration from our achievement and it gave them the confidence to go ahead with establishing this £750,000 service!

In August 2010 the second annual Department of Health End of Life Strategy report was published. On page 12, the Lawrence Home Nursing Team was specifically named and our work highlighted as an outstanding example of community palliative care and the gold standard which should be aspired to nationally. In particular it emphasised that we had set up as a charitably funded organisation, managed by local people and financially supported by the whole community; examples of excellent patient feedback were cited; statistical evidence of our clinical effectiveness were quoted and finally our willingness to support and inspire others to develop similar services in their own areas was praised. At the time I reported this back to the Trustees as an incredible achievement and public acknowledgement of everyone's efforts over the past decade.

We have continued to enjoy the support of the local community and as always I am amazed at the scope of fund raising activities that are arranged for us each year; from Mayor's dinners to head shaving events! This year we were in receipt of two large legacies which were very helpful in ensuring that our long term financial future is secure.

I would also like to particularly thank the Walkinshaw family; following Tom's death in December 2010 the family have been exceptionally supportive and his memorial service and subsequent fund raising events raised very valuable funds for us. The family obviously have a real passion for extending the choice to all patients to die at home if this is their wish.

One of our supporters, Alma Millard, also wrote an exceptionally moving letter of thanks for our care of her husband, which was published in a national newspaper. This again highlighted our work at a national level and I appreciate her thought and kindness in doing this for us.

I have this year been appointed as an executive committee member of the North Oxfordshire GP Consortium based in Banbury. I will also be taking a role in the countywide Consortium to be set up later this year. One of my first tasks was to volunteer to head up End of Life Care. The Consortium has been very keen to set up a substantive community palliative care service in the Banbury area. I am supported by Dr Martin Chambers, an ex registrar from West Street and now a partner in Deddington, who lives in Chipping Norton and who is very experienced in commissioning. We both had a very helpful meeting in February 2011 at Katharine House Hospice with Director of Nursing, Bernadette Ross, PCT End of Life Co-ordinator Val Stangoe and Medical Director Charlie Bond.

I am extremely encouraged at the enthusiasm that Katharine House has in setting up a community based service. The major obstacle they face is the lack of suitably qualified specialist nurses to set up a long term and viable service. I got a very humbling insight as to just how fortunate we have been in establishing and maintaining our excellent bank of nurses. Martin & I are very committed to help Katharine House in any way we can to achieve this objective; I am confident that eventually Banbury will have a similar community based palliative care service organised out of Katharine House. This would be a fantastic asset for North Oxfordshire.

In April 2011 I achieved another long standing ambition which is closer co-operation with other terminal care charities in the area. Many of you will be aware that the original "Home Nursing" charity was set up in Chipping Campden and that now similar organisations exist in Stow-on-the-Wold, Shipston-on-Stour and Fairford in Gloucestershire. Four years ago the Chairpersons from each met up for a very useful meeting, however this did not continue. A few weeks ago I managed to get all 5 Chairpersons together for an excellent meeting of our "sister charities" hosted by Dr Richard Jukes. We have agreed to try and support each other as best we can and wherever possible share best practice. It was very obvious that through effective shared working we can maximise our respective strengths and minimise our weaknesses, drawing on the specific specialist skills that each organisation has. It was a very inspiring meeting and I'm sure it will result in yet further efficiencies while optimising our joint effectiveness.

I would once again like to thank everyone who is involved in the success of the Lawrence Home Nursing Team; at each level and in every capacity. Yet again this year, I have seen so many wonderful examples of our work making a real difference to patients and their loved ones, transforming their experience. It is a tribute to our community that so many play their part in ensuring that our work continues.

This year we have made enormous strides towards my bigger vision for the Lawrence Home Nursing Team. Not just giving the best possible care to patients around the Chipping Norton area, but being seen as a gold standard for community palliative care nationally and an inspiration and encouragement to others to have the confidence to adopt our model and follow our lead.

5. To receive and adopt the independently examined accounts

Mike Howes reported that nursing costs had fluctuated during the year. Total income was £211,000. Interest rates have been poor and there are few accounts available for charities to use. The LHNT generated a surplus of £143, 206 during the year. £15,000 has been received from the PCT. Fund raising efforts must continue.

Proposed: Annette Lawrence, seconded: Nicholas Dewey

6. To consider the Budget for the year 2011-12

Mike Howes suggested that £70,000 should be set as the fundraising target for 2011 – 12 to ensure that the service is maintained.

7. To nominate an independent reviewer for the accounts for the year 2011- 12

Gary Brewerton was nominated as the independent reviewer for the accounts for 2011 – 12.

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

‘Since the last AGM we have been involved in the care of 55 patients involving 153 visits and 847 hours of care. 48 of these patients died at home. 12 in residential homes. The care provided to each of them varies considerably. From 1 visit for an hour to 30 visits covering almost 200 hours. Sixteen patients had no input from nurses but we supported them by being available if needed. Often just knowing there is someone available to provide help is enough. A lot of this support involves being on call and since January we have provided 873 hours on call.

We continue to have a strong, willing and able team of nurses and I thank them for their continued hard work and dedication. We are lucky to have a huge amount of knowledge, skill and experience amongst them and this is shared at our regular meetings.

We get tremendous support from the local health professionals and Katharine House. They are always available for advice and support. There are still people that don't know we exist. We need to encourage people to talk about dying so that family and friends know their wishes. Dame Cicely Saunders said ‘How people die remains in the memory of those who live on’

In 2009 the National Council for Palliative Care set up The Dying Matters coalition to promote awareness of Dying, death and bereavement May 16th- 22nd is awareness week. Jane Evans has kindly put together a display for us this evening. The display will also be in the town this Saturday while we hold the street collection. Thank you all for listening and your continued support.’

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

'Reading down the list of fund raising activities this year they are all great achievements and I must thank those who organized or took part in them. To name but a few: sloe gin competition, golf, Rome Marathon, coffee mornings, sale of fruit and veg, charity dance, head shave, London Marathon and we must thank Ronald for his talks, prints and cards. This year we already have two bike rides taking place and a barn dance to look forward to. We sold just over £6,000 of Christmas cards and again this year we are holding a card competition. We have advertised in all the local parish magazines but sadly have only had two entries so far. We are always on the look out for new designs. This year I am going to concentrate on trying to get more helpers by doing more advertising. As always a very big thank you to the Support Group, two of whom are stepping down, Jill and Julia thank you.'

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

- i. Chairman: Jonathan Moore (Proposed: Mike Howes, seconded: Rosemary Williams)
- ii. Treasurer: Robin Coates (Proposed: Jonathan Moore, seconded: Nikki Knott)
- iii. Fund Raising Co-ordinator: Nikki Knott (Proposed: Jonathan Moore, seconded: Annette Lawrence)
- iv. Secretary: Anna Jo Lawrence (Proposed: Jonathan Moore, seconded Nicholas Dewey)

11. AOB

Nicholas Dewey asked about the progress in developing a palliative care service for Witney; Jonathan Moore explained that this does not seem to be going ahead at the moment.

Mike Howes asked about PCTs. Jonathan Moore explained that PCTs have been disbanded and have been replaced with 'clusters'; this has been a difficult transition.

Rosemary Williams thanked Jonathan Moore for all his hard work and for the way in which he represents the Lawrence Home Nursing Team in Chipping Norton and the surrounding area.

12. Date of next AGM

16th May 2012, Chipping Norton Town Hall.

13. Guest speaker

The evening ended with an inspiring talk given by Dr. Charlie Bond, Medical Director of Katharine House Hospice. He shared his experiences of working in Africa and in the UK and outlined some of the challenges facing those working in the field of palliative.