



Minutes of the Annual General Meeting

Tuesday 12th July 2022, 7.30pm: Chipping Norton Town Hall

Attendees: Tony Yarrow, Alan Mathers, Jenny Nolan, Anna Jo Mathers, Louise Blackler, Robert Johnston, Richard Greaves, Verity Fifer, Jane Evans, Gail Ambrose, Madeleine Rickard, John Pritchard, Emma Hallam-Evans, Catherine Elliott, Jo Cowley, Vivian Woodell, Mary Parker, Margaret White, Julia Ayers, Annette Lawrence, Jenny Tucker, Sarah Bryson, Jonathan Moore, Sam Dulley

1. Welcome by the Chairman – Tony Yarrow.
2. Apologies for absence: Brenda Moxley, Alison Nicholls
3. To approve the Minutes of the previous Annual General Meeting held on the 22nd June 2021: Proposed by Tony Yarrow; seconded by John Pritchard
4. Matters arising: None
5. Pursuant to Article 33 of LHNT's Articles of Association for the Charity, to note the retirement as Directors by rotation:
 - a. Emma Hallam-Evans: Proposed by Robert Johnston, Seconded by Catherine Elliott
 - b. Anna Jo Mathers: Proposed by Vivian Woodell, seconded by Alan Mathers
6. Pursuant to Article 34 of LHNT's Articles of Association for the Charity, to re-elect as Directors:
 - a. Emma Hallam-Evans: Proposed by Tony Yarrow, Seconded by the Board of Directors
 - b. Anna Jo Mathers: Proposed by Tony Yarrow, seconded by the Board of Directors
7. Pursuant to Article 37 of LHNT's Articles of Association for the Charity, to note the retirement as a Director of Richard Greaves: Proposed by Vivian Woodell, seconded by Jo Cowley
8. Pursuant to Article 34 of LHNT's Articles of Association for the Charity, to re-elect Richard Greaves as

a Director: Proposed by Tony Yarrow, seconded by the Board of Directors

9. To receive the Chairman's Report:

This has been another very busy and in many ways challenging year. You will hear the details from the reports that Alan, Jenny and Verity will present later in this meeting.

I will be stepping down at this meeting from the board and from my role as chair. I would like to take this opportunity to offer a few thoughts about this wonderful charity that I have had the honour to be a small part of.

Doctor Martin Lawrence was right. When the time comes, the vast majority of us would prefer to die at home, in familiar surroundings with our loved ones close by. Death is a stressful time for patients and their families which no one can adequately prepare for, so it is hugely comforting to have the support of calm, dedicated professionals who understand the situation through long experience and always know what to do. That is what the Lawrence nurses do so well.

I never cease to be astonished at the flow of glowing testimonials we receive from the families of patients we have nursed, or at their generosity in making donations to us. These are always welcome as we have never charged for the service. The testimonials we receive leave us in no doubt as to the benefit of our service, now in its twenty-fourth year, to the communities we serve.

Lawrence Home Nursing Team is all about nursing. What the rest of us, who are not involved on the clinical side, do is vitally important. It is our great privilege to support the nurses in what they do.

Dr Lawrence couldn't have known how much the demand for the charity he conceived would grow. This growth came about partly through our offering the service to neighbouring GP surgeries, but also through the increase in the populations of the areas we serve, clearly visible as houses spring up all around us, and because of the increasing complexity of the conditions we are asked to treat. Nor could Dr Lawrence have anticipated the inexorable march of bureaucracy and regulation, or covid, with its resulting strains on the NHS, both financial and operational, which have had their knock-on effects on our charity. He could not have anticipated the national shortage of staff, or our inability to hold fund-raising events through lockdown. He wouldn't have known what lies ahead from here, and neither do we.

But the important thing is – we're still here, very much still here. The nurses have continued in their work throughout this difficult time, and continue to receive accolades which are if anything even more glowing than before. We have the strongest board that I can remember, and we are – remarkably – financially as strong as we have ever been. This is no time for complacency, but from where I stand Lawrence Home Nursing Team looks well-placed to face whatever challenges lie ahead.

I would like to pay tribute to Jenny Nolan, who retires at the end of September. Jenny has been tireless in her devotion to the charity from the very beginning and an inspiring leader to all who have worked with her. Jenny - there is no way we can thank you adequately for what you have achieved, and we all wish you a long and happy retirement.

I would like to give a warm welcome to Richard Greaves, who succeeds me as Chairman today. Some of you will know Richard as Chair of the Chippy Theatre, or perhaps in his role as Chair of Katherine House Hospice until a few years ago. We are lucky to have attracted someone with Richard's ability and experience.

I'd also like to welcome Robert Johnston, who joined the Board during the year. Robert's wife, universally known as Pooch, died three years ago and was nursed by Jenny in her final days. Robert conceived and organised the extraordinarily successful fund-raiser Pooch's Project in her memory at Soho Farmhouse last October. Robert has joined the fund-raising team, to which he will be a major asset.

In the last eight years I have found myself acting as trustee, director, treasurer, chairman and investment manager. I have learned a great deal during this time and have made many friends. I leave with happy memories and wish our great charity every success in the future.

10. To receive and adopt the independently reviewed accounts for 1st April 2021 – 31st March 2022 – Alan Mathers, Treasurer:

I am Alan Mathers and I have been the Treasurer of the LHNT for 3 and a half years. At the AGM we are going to review the accounts for the year ended 31 March 2022. Please note that this is LHNT Ltd. The Legacy charity which had no operational activity in the last 12 months is in the process of being dissolved/closed down. The legacy bank account is already closed.

Financial performance of LHNT Ltd was

- *income of £739,746*
- *expenditure of £463,544*
- *net income before gains and losses £276,202*
- *realised gains on investments £155,844*
- *net income of £432,046*

We will speak about the budget for next year as a separate line agenda point. We try to budget a break even position. The budgeted expenditure for the last financial year was £427k. We actually spent £463k so this was an overspend by approximately 8%. However, we have to consider that the expenses are correlated to the fundraising and with a huge increase in the funds generated – As Tony has advised with the huge sum of cash generated from Pooch's project we would have expected a small increase in the fundraising costs.

Pooch's Project was a fund raiser where it was agreed that £20k of the funds raised from the event would be paid to the Great Tew Church which is the final resting place of Pooch. This was communicated in advance of the event and each one of the attendees was aware of the payment. The net proceeds from the event – the largest in the history of the charity – was £316k

Thank You's

I would like to reiterate the message that Tony gave in the chairman's report.

Lawrence Home Nursing Team is all about nursing. What the rest of us, who are not involved on the clinical side, do is vitally important. It is our great privilege to support the nurses in what they do.

I would like to thank our patrons, sponsors, ambassadors, volunteers and supporters. We had a huge program of events from the small to the large and they are all important for us as a charity. Every pound is sacred. Thanks to everyone who contributed, who attended, who donated at the golf day, the cricket, the comedy night as well as the sales of designer clothes, the open gardens and cups of tea sold!

I would also like to specifically thank some of our employees.

Our fundraiser Verity Fifer - in addition to managing the annual fundraising events she had a huge amount of involvement in Pooch's Project and was instrumental in the success of that evening.

Our accountant and book keeper Louise Blackler who managed the accounting for the payment to Great Tew Church and the gift aid processing for all of the payments for the auction lots and donations from the event. Huge amount of work

To receive and adopt the independently reviewed accounts

As the treasurer I would therefore request that the accounts for LHNT Ltd are adopted: Proposed by Tony Yarrow, seconded by Robert Johnston

11. To consider and adopt the 2022/2023 Budget:

- *Expenditure for the last financial year was £463k. we are expecting the expenditure for the next financial year to increase to £490k. An increase of approx 6%.*
- *The budgeted revenue that we had "line of sight" of when the budget was prepared for the 12 months to the end of March 2023 was £462k*
 - *This would deliver a deficit of £28k. We will therefore include a "stretch figure" for items "yet to be identified" to balance the budget. We will not try to reduce the expenditure (by reducing services) to balance the budget. Any shortfalls would be funded by reserves.*

The proposal is therefore to adopt a balanced budget of £490k for the 12 months ending 31 March 2023: Proposed by Jo Cowley, seconded by John Pritchard.

12. To nominate and approve an Independent Reviewer of the Accounts for 2022/2023:

We are proposing to continue with Ellacotts who have been the independent reviewer for the last period:

- <https://www.ellacotts.co.uk/>
- *Countrywide House
23 West Bar Street
Banbury
Oxfordshire
OX16 9SA*

Proposed by Emma Hallam-Evans, seconded by Verity Fifer

13. To receive a verbal report from Jenny Nolan, Registered Manager:

It's good to be back at the town hall where it all started in May 1999.

It is with some sadness that I have decided to retire this year as Registered Nurse Manager for the Charity and I will finish at the end of September when Michele Booth takes over in an Interim role.

I have worked with so many amazing people over the last 23 years but at this time, I would like specifically to remember Jane Phillips. Jane was the absolute driving force behind the nursing team and even when she was unwell herself maintained that support and commitment. Jane died in September 2011, nursed by the Team which she established, and sadly we are missing many of those responsible for making the charity the success it is today. .

My role has not always been easy and the last two years have been particularly challenging as we navigated the pandemic. I am so proud that we managed to continue the service to our patients without compromise and this was due to the dedication and indeed bravery of the nursing team who put their patients' needs first and foremost. My sincere thanks as always goes to them all. They have always gone the extra mile to provide supportive individualised care to our patients and families.

I will always be so grateful that in December 2019 we recruited Sam Dulley as Operations Manager. Sam has fitted into the team and is a huge support to the whole charity, providing leadership, professionalism, and an innate ability to remain calm whilst spinning multiple plates! I feel confident that I am leaving the Charity with a team in place who will always maintain the LHNT ethos of care but take the Charity into the future as it evolves to meet the ever-increasing demands of healthcare provision.

Our workload has always fluctuated but 2021 was our busiest year yet. We provided 4000 hours of care to 89 families. We couldn't provide this care without the support of the communities we serve, both in respect of the financial income via fundraising that we need to deliver the service but equally the profound sense of local commitment to LHNT which makes the whole team feel so valued.

I'll finish with a comment from a family we have helped in June 2022:

"Before we were referred, I was aware of the Team, but not entirely sure of exactly what you did! But it seems what you do is everything! And I am intensely grateful for it. The Nurses and Coordinators we had contact with were incredibly kind and compassionate. I felt very supported and never felt like I was being a nuisance when contacting the service. Also, I deeply appreciate the holistic approach to the service as I often felt cared for myself as well as looking after my mother"

14. To receive a verbal report from Verity Fifer, Head of Fundraising:

As ever, I am most grateful to the community, local businesses and supporters who continue to donate to us, to attend and sponsor our events, to organise their own fundraisers and to support all of our activities.

In 2021, we continued to focus on raising fundraising income from grant applications to charitable trusts and foundations and to request financial support from our major donors and supporters. The donations received make our nursing work possible and are key to our continued success.

Many of our supporters raised funds by organising their own fundraisers. Thanks go to our community fundraisers; Danny Phillips and JJ McLaren who ran the 2021 Virtual Marathon, to our nurse Sarah Bryson who completed several personal challenges in 2021, to Stan Matthews and Stu Goldsmith for their sponsored cycle rides and to our many sponsors and local businesses who continue to support us. I would like to especially thank John and Rosalind Sword and John and Claire Ainley, who opened their gardens to supporters in 2021 when we were limited to organising smaller, outdoor events because of the Covid restrictions. I would also like to thank Alistair Lawrie-Walker for fundraising in memory of his wife.

In 2021 we were able to hold only three major fundraising events; the Jane Phillips Memorial Golf Day, a Comedy Night at Sandford St Martin Cricket Club and the John Barrows Memorial Cricket Match also at the Cricket Club.

Due to the ongoing Covid restrictions we were unable to stage the Clay Pigeon Shoot. This was deferred to June of this year.

I endeavour to cover sponsorship from local companies for our major events to cover the majority of costs and I am very grateful to all of our sponsors.

During 2021, where restrictions allowed, we were able to participate at two outdoor events, the Fritwell Music Festival and Wychwood Forest Fair. Thank you to Emma Hallam-Evans for volunteering at the Music Festival and to our team of volunteers for organising the tea and cake tent at the Forest Fair.

We also held our Annual Candles of Remembrance Service in December. In addition, we continued to sell Christmas cards, thank you cards and notelets. Thank you to all of the businesses who sell our cards and to our volunteers who help at sales.

On Tuesday, 12th October, 2021, Soho Farmhouse kindly hosted 'Pooch's Project' a private dinner and auction for over 240 guests in memory of Pooch Johnston and in aid of the Lawrence Home Nursing Team.

I wish to thank Robert Johnston, who conceived 'Pooch's Project', in memory of his wife. It was a spectacularly successful event, the most successful fundraiser in the Charity's history raising a net surplus of £316,000. Robert worked tirelessly with me for 18 months on the planning and execution of this fundraising event. I am sincerely grateful to you Robert – thank you.

I would like to thank our Patrons, David Cameron and Graeme Garden for all the hard work they do promoting the Charity and supporting events and to our Charity Ambassadors, Jemma Powell and Jack Savoretti.

And finally, I would like to thank my wonderful team of volunteers for all their hard work and for giving up their time so freely to help me with all fundraising activities.

Thank you all very much.

15. To note the retirement of Tony Yarrow as Chairman and as a Director:

- JN presented Tony with a card and gifts, thanking him for his contribution

16. Date of next AGM: 11th July 2023