

# Nottinghamshire Hospice Annual General Meeting 2019

## Tuesday 24 September 2019

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|-------------------|-----------------------|-------|--|
| <b>Present:</b>   | Joanne Brunner        | (JB)  | Chair of the Board of Trustees                           |
|                   | Colin Peacock         | (CP)  | Treasurer and Chair of Strategy and Corporate Governance |
|                   | Doug Black            | (DB)  | Trustee and Chair of Quality and Safety (outgoing)       |
|                   | Tracy Madge           | (TM)  | Trustee and Chair of Quality and Safety                  |
|                   | Jane Milburn          | (JM)  | Trustee and Vice Chair of Quality and Safety             |
|                   | Jenifer Richmond      | (JR)  | Trustee  |
|                   | Shahnaz Aziz          | (SA)  | Trustee  |
|                   | Saurabh Zindal        | (SZ)  | Trustee  |
|                   | Ann Rowe              | (AR)  | Trustee  |
|                   | Mike Holt             | (MH1) | Trustee  |
|                   | Dipak Datta           | (DD)  | Trustee (awaiting appointment to Board)                  |
|                   | Janusz Jankowski      | (JJ)  | Trustee (awaiting appointment to Board)                  |
|                   | Rowena Naylor-Morrell | (RNM) | Chief Executive Officer                                  |
|                   | Maria Holmes          | (MH)  | Director of Finance and Resources                        |
|                   | Caroline Lylak        | (KL)  | Executive Assistant                                      |
|                   | Richard Stanley       |       | Trustee of the Jones 1986 Charitable Settlement          |
|                   | Caroline Howell       |       | Trust and Foundations Co-ordinator                       |
| <b>Apologies:</b> | Tim Richmond          | (TR)  | Patron   |
|                   | Matt Youdale          | (MY)  | Trustee  |
|                   | Joanne Polkey         | (JP)  | Director of Care Services                                |

| ITEM | HEADING  |
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| 1    | <p><b>FORMAL AGM PROCESS</b></p> <p>The meeting was open to the public including staff and volunteers and commenced at 5.35 pm.</p> <p><b>3.1 Welcome</b></p> <p>JB welcomed all and apologised on behalf of MY and TR.</p> <p>RNM extended a warm welcome to Richard Stanley, Trustee of the Jones 1986 Charitable Settlement and recounted the achievements of the previous year and aspiration for the coming year.</p> <p>Each year has a theme: last year saw collaboration with our partners and local communities, time for reflection and an amazing success. The Hoodwinked project last year raised a significant amount of money to support the delivery of more services to ensure a wider impact. We also strengthened our corporate relationships; this has resulted in our local communities responding differently and a wider impact reflected in the upturn in grants and trusts. We are clear about our vision and mission.</p> <p>Our retail outlets have become more than just shops; they have developed into hubs within our communities; providing advice and help. This expansion of our retail shops has seen an increase in footfall and revenue within the retail area.</p> <p>The Care services team this year have completed a review to analyse our wellbeing and day therapy services. We have expanded our learning from these services into our hospice night service. We have addressed issues with younger members' needs to understand the types of services available and to</p> |

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| <p>launch a scoping project to enable us to deliver services to young people. Discussions are underway to gain investment for an initiative to raise awareness in Mid Notts to extend our hospice night support. Our Volunteer support is one of the core foundations that allow us to provide outstanding care and our volunteers currently range from 19 to 90 years.</p> <p>During the coming year there will be more work to bring forward the roll out of the service in Mid Notts, academic work with LOROS to understand different kinds of groups, culture competencies and launching hospice in your home phase 2; as well as reviewing work in retail and fundraising. Also work to scope and plan the strategy and campaign to celebrate year 40 next year is already underway.</p> <p>A very big thank you to all staff, trustees, and volunteers for all their continued hard work.</p> <p><b>3.2 Minutes of the last meeting AGM</b><br/>The minutes of the last AGM which took place on the 10 October 2018 were proposed by JB and accepted by all. There were no amendments or matters arising. JB signed the minutes.</p> <p><b>3.3 Presentation of the Annual Review 2018-2019</b><br/>JB reported that it had been an extraordinary year in what the team had managed to successfully deliver with significant change and remodelling day therapy and the night support service. It was acknowledged that this had been a large amount of hard work and the team were thanked, as well as the hard work involved in fundraising, submission of grants and trusts and the hoodwinked event with our corporate and individual partners; the auction total from hoodwinked was £133k; a significant event.</p> <p>Some impressive stats: during the year there were 4,200 visits to our Day Therapy unit, we provided 46,000 hours of care delivered to patients in their homes and 1,166 visits for urgent and unplanned care in the night. There were 138 contacts for our bereavement and counselling service, 63 attended carers' groups, and 40 carers' cafés. A significant amount of hard work has been undertaken and a reason to celebrate as a board and thank the team for a truly successful year.</p> <p>We have managed to achieve another surplus for the second year running; a consequence of Hoodwinked and extra income from legacies. This will now enable us to move forward with our strategy and deliver more end of life care; but this is reflective of the amount of work in the past year.</p> <p><b>3.4 Presentation of Accounts</b><br/>CP briefly talked through and summarised the Annual Accounts 2018-19:</p> <ul style="list-style-type: none"> <li>• A surplus for the year to date is £202k which is a surplus for the second year running.</li> <li>• Income of £3.7 million and £3.5 million expenditure compared to last year of £3.4 million income and £3.1 million expenditure.</li> <li>• Additional spending on charitable activities.</li> <li>• A strong balance sheet and continued to show good progress and more charitable efforts.</li> <li>• £648,000 – legacy income support from kind people who thought of us in their will.</li> </ul> <p><b>3.5 Adoption of Accounts</b></p> <p><b><u>AGREED</u></b>      <b>The Accounts were proposed by CP, seconded by JB and all Trustees approved the adoption. The Annual Accounts were signed and approved.</b></p> <p><b>3.6 Election of Chair</b></p> <p><b><u>AGREED</u></b>      <b>JB handed over the Chair to JR who proposed that JB was re-elected; this was seconded by CP and agreed by all Trustees.</b></p> <p><b>3.7 Election of Treasurer</b></p> <p><b><u>AGREED</u></b>      <b>JB proposed that CP continue his role as Treasurer; this was seconded by DB &amp; SA and agreed by all Trustees.</b></p> |
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### **3.8 Re-election of Trustee (TM)**

**AGREED**      **JB proposed that TM was re-elected as Trustee; JR seconded and all Trustees in favour.**

### **3.9 Resignation of Trustee (DB)**

A formal notification has been received last meeting from DB who did not seek re-election at the end of his 4-year term. Gratitude and thanks were expressed for his hard work as Chair of the Quality and Safety Board (Q&S) in moving the committee forward; all were sorry to lose him.

### **3.10 Election of new Trustees**

During the last year interviews has been conducted to successfully appoint four new Trustees: AR, DD, MH, JJ and they had been offered a position on the Board subject to approval. All four bring individual skills to the board to enhance the team and strengthen our governance.

**AGREED**      **JB proposed election of the four new trustees: AR, DD, MH, JJ  
TM seconded and all agreed.**

### **3.11 Introduction of new Trustees**

AR - nurse within public health working locally, regionally and nationally and part-time consultancy services for a number of institutions including NHS, universities and charitable organisations and currently works for an international maternity and child health programme.

DD – consultant physician worked in the health service in Sheffield for 34 years; specializing in special rehabilitation services, now retired. Also worked as a Trustee at the Royal London Hospital for Neurodisability for 8 years.

MH – non -executive company director and chief finance officer for a plc 2 years ago, also trustee and chair for the Resources Committee for Hollybank Trust in West Yorkshire and Trustee and Treasurer for Target Ovarian Cancer.

JJ – physician of gastroenterology and chair at UCL. JJ is keen to work with the hospice at the cutting edge and to support the excellent on-going work and success of the hospice.

### **3.12 Vote of thanks for on-going Trustees**

JB reminded all that on-going trustees had served for a long time and experienced a rapid growth and change over the last 4-5 years; and continued to give their time freely as volunteers and work closely with senior management. A vote of thanks was expressed to all trustees for their continued commitment to the hospice.

### **3.13 Appointment of Company Secretary**

As MH was appointed as Company Secretary last year, so no further re-election was required this year.

### **3.14 Appointment of Auditors**

**AGREED**      **JB proposed that Page Kirk continue as our auditors for another year; this was seconded by CP and all trustees agreed.**

During next year there would be a formal re-tendering process to include a number of auditors; however, it was noted that Page Kirk remain very competitive in the market place.

**The meeting closed at 6.15 pm. The next AGM will be held on Tuesday 29 September 2020.**

**Approved by Chair: ..... Dated: .....**