

**LEAGUE OF FRIENDS OF HALSTEAD HOSPITAL LTD**

**Charity Number: 1121313**

**Meeting held at the United Reformed Church, Kings Road, Halstead**

**Tuesday 21st May 2019 @ 7.00pm**

**51st ANNUAL GENERAL MEETING**

**Present:**

**Members**

Dr A J Symington (Chairman) (AS)  
Mr A R G Green (Treasurer) (AG)  
Mrs E S Self (Secretary) (ES)

**Committee**

Mrs J Anbouche  
Mrs B R Bragg  
Mrs B K Couch  
Mrs S J Evans  
Mr D Holmes

**Committee**

Mrs J Lowrie  
Mr W E G Pell  
Mr R Waters  
Mrs J Wright

**In Attendance:**

Mr Richard Hartwell (RH), Practice Manager at the Elizabeth Courtauld Surgery, Halstead  
Ms A Monk (Member of public)

**1. Welcome by the Chairman**

**Action by:**

The Chairman welcomed everyone to the meeting, including Richard Hartwell and Ann Monk, and thanked them all for coming.

**2. Apologies for Absence**

Apologies were received from Mrs G A Cook, Mr A H Frost, Mrs R A Gage, Mrs L M Jackson, Dr D Kreis, Mrs D Pegler and Mrs J A Pell.

**3. Minutes of the AGM held on 22nd May 2018**

The Chairman briefly read the minutes of the last AGM to the meeting. It was noted that Steve Stares had moved from the area, and the defibrillator was now managed by Steve Barber; and that our new auditors, Jamesons, had been 'taken over' by TC Audit Ltd.

The minutes were moved by Mrs S Evans, seconded by Mrs J Wright as a true and accurate record. Motion carried and minutes signed by the Chairman.

There were no matters arising.

**4. Chairman's Report**

The Chairman read his report for year-end 31<sup>st</sup> December 2018 (Page 1 of Annual Accounts & Report).

**Action by:**

Dr Symington extended thanks to Bridget Couch for maintaining good communication with the hospital; and to Lynda Jackson for another successful Quiz Night.

Regarding the May tree planting and W I seat unveiling ceremony in memoriam of May Stone and Jean Humphries, it was reported that May's daughter Mrs Gillian Gurton was very pleased that the site looked across the Colne Valley towards her late mother's house.

The Chairman accentuated the challenge of working with the NHS and Provide, and hoped the League of Friends (LoF's) may support GP Services and community services in the area.

There were no questions to the Chairman's Report.

**5. To adopt the Accounts for 2018 presented by the Treasurer and to receive the Auditors Report.**

Mr Green presented the Report, audited by TC Audit (formerly Jameson's) and reviewed as 'true and fair'. It was noted that the new auditors had been more thorough, with increasing questions.

The Statement of Financial Position reported that £442,658 was held in various bank accounts, and although investment had been explored, it was considered 'too risky' at present. Therefore surplus funds were moved to other accounts.

The Treasurer advised of legacies from Mr Arthur Hunt of £18,000, and Mr Norman Gibbons of £170,000, although the latter is not currently received from Birkett Long the Auditors requested it to be included.

Expenditure included insurance, donations of £1,600 to the hospital, and depreciation on the buildings.

There were no questions to the Treasurers Report.

The Adoption of the Accounts was proposed by Mrs S Evans, seconded by Mrs J Wright and motion carried.

**6. Election of Auditor**

The Chairman introduced the item for Auditor to the LoF's for financial year ending 31st December 2019, and TC Audit Limited was proposed by Mrs S Evans, seconded by Mr A Green, and motion carried.

**7. To elect the following Executive Officers: Chairman, Vice Chairman, Secretary, Treasurer, Company Secretary and the appointment of Directors/Trustees**

**Chairman:** Dr A Symington was nominated by Mrs S Evans, seconded by Mrs J Wright and motion carried.

**Action by:**

**Vice Chairman:** Mrs J Pell was nominated by Mrs S Evans, seconded by Mrs J Wright and motion carried.

**Secretary:** Mrs E Self was nominated by Mrs B Couch, seconded by Mrs J Wright and motion carried.

**Treasurer:** Mr A Green was nominated by Mrs S Evans, seconded by Mrs J Wright and motion carried.

The position of Company Secretary to be deleted as no longer a legal requirement. **AG**

The three-year term of three Trustees was complete, and following their agreement to re-stand

Mrs S Evans, Mr D Holmes and Mrs J Wright were nominated by Mrs B Couch, seconded by Mr A Green. All in favour.

The remaining Trustees, following their agreement to remain, were nominated en-bloc by Mrs S Evans, seconded by Mrs J Wright to be re-elected:-

Mrs J Anbouche, Mrs B R Bragg, Mrs G A Cook, Mrs B K Couch, Mr A H Frost, Mrs R A Gage, Mr A R G Green, Mrs L M Jackson, Mrs D Pegler, Mrs J A Pell, W E G Pell and Dr A Symington.

Mrs J Lowrie and Mr R Waters remain as Committee Members only.

Richard Hartwell and Dr D Kreis remain as ex-officio links with the surgery.

## **8. Guest Speaker address**

Mr Richard Hartwell, Practice Manager at the Elizabeth Courtauld Surgery, presented a report on the current position at our local surgery.

As a practice the surgery is in a better position than last year and currently has 15,500 patients and considered 'over capacity' by NHS England, with 20% over on patient numbers and 20% over on usage, with all rooms used 95% of the time.

An Open Access service started in June 2018 where patients come on a walk-in basis between 8.30 to 10.30am each weekday. This had initially attracted a patient increase but has now 'tailored-off'.

Consultation is on-going with Halstead Town Councillors, Dave Gronland and Mick Radley to address patient growth over the next ten years. The three large housing developments planned in Halstead will provide £200,000 funding by S106 Agreements for health services. This will only supply 3 - 5 rooms, of the 5 to 8 rooms required for patient/staff provision.

Mr Hartwell advised that Face to Face patient participation will be 'ramped up' in the coming 12 months to seek patient views. This will involve Facebook and use of emails to gain responses. It was noted the Practice has a Twitter account.

**Action by:**

Halstead is part of the Mid Essex area where patients across the area are being offered an Extended Access Service for evening and weekend consultations by making pre-bookable appointments through your own surgery.

This service is operated by service provider Hubs at:

- the Elizabeth Courtauld Surgery, Halstead
- Blackwater Surgery, Maldon
- Mount Chambers Surgery, Braintree, and
- a surgery in Witham.

The surgery Receptionists are receiving special training to deliver this service.

Richard reported that as the NHS moves forward they are 'pushing' a Primary Care Network, which the Practice has signed up to, and attracts funding for staff in the next five years. Other villages in this Locality Group include Kelvedon, Coggeshall, Castle & Sible Hedingham and Finchingfield.

A brief Question/Answer session ensued including queries on evening appointments to see your Nurse Practitioner, and how S106 monies related to housing developments are delivered. Mr Hartwell explained that S106 Agreements vary - some/or all funding is provided 'up-front' by the developer, some on 50% occupancy or those on full occupancy. The money goes from the developer, i.e. Bellway for Sudbury Road development, to the local planning authority Braintree District Council.

Mr Hartwell concluded by advising of the retirement of Dr Markham and the joining of Dr Arun Perumpallil as a partner of the practice. Nursing and paramedic staff will be recruited when there is space to accommodate them. Discussion is ongoing between the Surgery landlord and the CCG on room provision.

In the final comments Members:

- proposed the use of rooms at the hospital
- blood test appointments and clinics held at the surgery and the hospital
- the information in the quarterly Practice Newsletter, and any new emerging information being displayed in the local press, the Halstead Facebook page

**RH**

The Chairman thanked Richard for his informative update, and requested that the LoF's be involved in the process and help support where possible.

## **9. Date of Next Standard Meeting**

The next meeting will be held on Tuesday 30th July 2019 (originally proposed as 23rd July and revised post meeting), at 7.00pm in the League of Friends Room at the Rehabilitation Centre.

A letter of thanks and a small donation to be sent for use of meeting room at the United Reformed Church.

**ES**

The meeting closed at 7.40pm