



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	02	2020		31	01	2021

## Section A Reference and administration details

**Charity name** Fleet Hospital and Community Friends

**Other names charity is known by** N/A

**Registered charity number (if any)** 1169526

**Charity's principal address** Fleet Community Hospital

Church Road

Fleet

**Postcode**

**GU51 4LZ**

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Claire Pamment	Chair		
2	Harrie Glossop	Vice Chair		
3	Helen Bellamy	Secretary		
4	Brian Proctor	Treasurer		
5	Geoffrey Baker			
6	Caroline Hoare			
7	Anne Tracey			
8				
9				
10				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
Chartered Accountants	Menzies	Victoria House, 50-58 Victoria Road, Farnborough, Hampshire.GU14 7PG

### Name of chief executive or names of senior staff members (Optional information)

## Section B management

## Structure, governance and

### Description of the charity's trusts

Type of governing document

(eg. trust deed, constitution)

Constitution

How the charity is  
constituted

(eg. trust, association,  
company)

Association

Trustee selection methods

(eg. appointed by, elected by)

Elected from membership

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- ☐ policies and procedures adopted for the induction and training of trustees;
- ☐ the charity's organisational structure and any wider network with which the charity works;
- ☐ relationship with any related parties;
- ☐ trustees' consideration of major risks and the system and procedures to manage them.

Grant making policy appended to our constitution.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

- The **Objects** are:-
- 1.1 To relieve sickness and preserve the health of patients and former patients of Fleet Hospital, as well as the residents of Fleet and surrounding areas, by providing or assisting in the provision of equipment, facilities, amenities and services which are not normally provided by the NHS to the said hospital, NHS healthcare providers and Community and Primary Health Services.
  - 1.2 To mobilise, encourage, foster and maintain the interest and support of the public in the charitable work of the said Hospital and healthcare providers.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Charity has, over the period of this report, donated / purchased the following equipment:-

For Fleet Community Hospital:-

Microbead cushions

A Doppler

Christmas presents for patients and staff.

For Phylis Tuckwell Hospice:-

Funds to provide a nurse for our Post Code area

#### **Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- ☐ policy on grantmaking;
- ☐ policy programme related investment;
- ☐ contribution made by volunteers.

The Charity has an advisory committee made up from members of several local charities and organisations.

This committee provides information and their views to the Trustees.

## **Section D**

## **Achievements and performance**

## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

To improve and enhance the patient's welfare when attending Fleet Hospital and the community in the surrounding areas.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

To deposit or invest funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification).

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- ☐ the charity's principal sources of funds (including any fundraising);
- ☐ how expenditure has supported the key objectives of the charity;
- ☐ Investment policy and objectives including any ethical investment policy adopted.

The Principal source of income by members subscriptions, donations from local groups, a Christmas Fair, a Street Collection and a Quiz Evening

## Section F

## Other optional information

## Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>	EC Pamment	BW Proctor
<b>Full name(s)</b>	Evelyn Claire Pamment	Brian William Proctor
<b>Position (eg Secretary, Chair, etc)</b>	Chair	Treasurer
<b>Date</b>	22 <sup>nd</sup> July 2021	

**FLEET HOSPITAL AND COMMUNITY FRIENDS**

**ACCOUNTS**

**31 JANUARY 2021**

**Charity Number 1169526**

# FLEET HOSPITAL AND COMMUNITY FRIENDS

## ACCOUNTS

YEAR ENDED 31 JANUARY 2021

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# FLEET HOSPITAL AND COMMUNITY FRIENDS

## MEMBERS OF THE BOARD

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REGISTERED CHARITY NAME Fleet Hospital and Community Friends

CHARITY NUMBER 1169526

PRESIDENT Dr C Hoare

TRUSTEES  
E Pamment -Chairman  
A Tracey  
B Proctor  
G Baker  
H Bellamy  
H Glossop

REGISTERED ADDRESS  
2 Wellington Avenue  
Fleet  
Hampshire

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# FLEET HOSPITAL AND COMMUNITY FRIENDS

## TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 JANUARY 2021

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The trustees present their report and the unaudited accounts of the charity for the year ended 31 January 2021.

### REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board on page 1 of the accounts.

### THE TRUSTEES

The trustees who served the charity during the period were as follows:

Dr C Hoare  
E Pamment  
A Tracey  
B Proctor  
G Baker  
H Bellamy  
H Glossop

### STRUCTURE, GOVERNANCE AND MANAGEMENT

Fleet Hospital and Community Friends is registered with the Charity Commission as a CIO. The registered charity number is 1169526.

The Trust Deed specifies that there shall be at least three Trustees and that appointment will be by resolution of the Trustees, passed at a special meeting. Appointment will be carried by a majority of votes and the Chairman will have the casting vote.

The Trust Deed specifies that the Trustees shall hold at least three ordinary meetings each year. Decisions are based on a majority of votes with the Chairman having the casting vote.

### OBJECTIVES AND ACTIVITIES

The objective of the charity is to improve the care and comforts of the patients of Fleet Hospital, above those which are funded and provided by the N.H.S with the provision of additional medical equipment and services. The Friends also increase the profile of Fleet Hospital through their membership and connections with local groups and business.

The Trustees have referred to the guidance in the Charity Commission's general guidance on public benefit when reviewing their aims and objectives and in planning the future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set.

### ACHIEVEMENTS AND PERFORMANCE

Payments totalling £865 (2020 - £50,340) have been made in the year towards the cost of specialist medical equipment and other patient and staff welfare which will improve the patient service and experience. In addition, a further £50,000 grant was made to Phyllis Tuckwell Hospice (2020-£50,000) and £419 was paid to provide Microbead Cushions.

The charity has continued to receive donations and the Trustees consider the results to be satisfactory.

### RESERVES

Reserves are held in the charity to meet future capital expenditure required by Fleet Hospital, Community and Primary Health Services. Current reserves stand at £321,471 of which £50,000 have been committed at the year end, but the Trustees believe the balance of £271,471 is adequate for the Charity's needs for the foreseeable future. At the Annual General Meeting decisions are made on the level of funds required to meet expenditure for the ensuing year.

### PLANS FOR FUTURE PERIODS

The Trustees continue to review how the charity can deliver its objectives in the future and how it can establish itself on a sustainable basis in the long term. In the meantime, the charity will continue to make grants to Fleet Hospital, Community and Primary Health Services as required.

Signed on behalf of the trustees

Trustee

*E.E. Pamment*

Date

20.5.21.

# FLEET HOSPITAL AND COMMUNITY FRIENDS

## STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 JANUARY 2021

	Note	Total Funds 2021 £	Total Funds 2020 £
<b>INCOME FROM</b>			
Donations and legacies	2	701	936
Fundraising income	3	1,084	2,329
Subscriptions		1,037	1,599
Investment income	4	706	701
<b>TOTAL INCOME</b>		<u>3,528</u>	<u>5,565</u>
<b>EXPENDITURE ON</b>			
Cost of raising funds:			
Fundraising expenditure	5	(496)	(700)
Expenditure on charitable activities:			
Grants and Patient welfare	6	(52,742)	(103,938)
<b>TOTAL EXPENDITURE</b>		<u>(53,238)</u>	<u>(104,638)</u>
<b>NET (OUTGOING) RESOURCES FOR THE YEAR</b>		<u>(49,710)</u>	<u>(99,073)</u>
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward		371,181	470,254
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>321,471</u>	<u>371,181</u>

The Statement of Financial Activities includes all gains and losses recognised in the year.

All of the above amounts relate to continuing activities.

# FLEET HOSPITAL AND COMMUNITY FRIENDS

## BALANCE SHEET

31 JANUARY 2021

	Note	2021 £	£	2020 £	£
<b>CURRENT ASSETS</b>					
Cash at bank		321,471		371,181	
<b>NET CURRENT ASSETS</b>			321,471		371,181
<b>TOTAL ASSETS</b>			<u>321,471</u>		<u>371,181</u>
<b>FUNDS</b>					
Unrestricted income funds	11		<u>321,471</u>		<u>371,181</u>
<b>TOTAL FUNDS</b>			<u>321,471</u>		<u>371,181</u>

These accounts were approved by the trustees and authorised for issue on the 1st May 2021 and are signed on their behalf by:

Trustee

*Se. Paymen*

Trustee

*[Signature]*

# FLEET HOSPITAL AND COMMUNITY FRIENDS

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 JANUARY 2021

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### 1. ACCOUNTING POLICIES

#### General information

Fleet Hospital and Community Friends is a charitable body established under a trust deed and registered with the Charity Commission in England & Wales. The registered address is 2 Wellington Avenue Fleet Hampshire and details of the principal activities are set out in the Trustees' Annual Report.

#### Basis of accounting

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair' view. This departure has involved following the Charities SORP (FRS 102) published on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and Charities Act 2011.

Fleet Hospital and Community Friends constitutes a public benefit entity as defined by FRS 102.

#### Income recognition

All income is recognised once the charity has received the income.

#### Expenditure recognition

All expenditure is accounted for on a payments basis and has been classified under headings that aggregate all costs relating to the category.

Grants payable are payments made in furtherance of the charitable objectives of the charity and are accounted for as paid.

Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

Governance costs comprise all costs involving public accountability of the charity and its compliance with regulations and good practice.

#### Financial Instruments

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the transaction price, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

#### Going Concern

The Coronavirus pandemic and Government restrictions have impacted on the operation of the hospital during the year and continue to do so since the year end. The Trustees believe that the Charity's services will be in continued demand in the future. However, given the level of reserves and the nature of the Charity's activities, they believe the Charity will continue in operation for the foreseeable future. The accounts have therefore been prepared on the going concern basis.



# FLEET HOSPITAL AND COMMUNITY FRIENDS

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 JANUARY 2021

### 2. DONATIONS AND LEGACIES

	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Donations	701	701	936
Legacies	-	-	-
	<u>701</u>	<u>701</u>	<u>936</u>

### 3. FUNDRAISING INCOME

	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Fundraising events	1,084	1,084	2,329

### 4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2021 £	Total Funds 2020 £
Bank interest receivable	706	706	701

# FLEET HOSPITAL AND COMMUNITY FRIENDS

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 JANUARY 2021

### 5. COST OF RAISING FUNDS

	Unrestricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£
Fundraising expenditure	496	496	700

### 6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

#### GRANTS AND PATIENT WELFARE

	Total Funds 2021	Total Funds 2020
	£	£
Patient welfare	865	50,340
Support costs (note 7)	810	598
Governance costs (note 8)	648	-
Grants and donations	50,419	53,000
	52,742	103,938

### 7. SUPPORT COSTS

	Total Funds 2021	Total Funds 2020
	£	£
Insurance	134	169
Sundry expenses	162	147
Staff gifts	311	-
Postage, telephone and printing	203	282
	810	598

# FLEET HOSPITAL AND COMMUNITY FRIENDS

## NOTES TO THE ACCOUNTS

YEAR ENDED 31 JANUARY 2021

### 8. GOVERNANCE COSTS

	Total funds 2021 £	Total funds 2020 £
Legal fees	648	-
	<u>648</u>	<u>-</u>

### 9. STAFF COSTS AND EMOLUMENTS

No salaries or expenses have been paid to the trustees during the year.

### 10. UNRESTRICTED INCOME FUNDS

	Balance at 1 February 2020 £	Incoming resources £	Outgoing resources £	Balance at 31 January 2021 £
General Funds	<u>371,181</u>	<u>3,528</u>	<u>(53,238)</u>	<u>321,471</u>

### 11. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
Unrestricted Income Funds	<u>321,471</u>	<u>321,471</u>
<b>Total Funds</b>	<u>321,471</u>	<u>321,471</u>

### 12. RELATED PARTY TRANSACTIONS

There are no related party transactions during the year (2020 – none).

### 13. CAPITAL COMMITMENTS

The Charity has committed to paying a further grant of £50,000 to the Phyllis Tuckwell Hospice in the forthcoming year subject to a satisfactory review of the services provided by the Hospice.