



## The League of Nevill Hall Friends Abergavenny



### Annual General Meeting

**14th November 2022 2.00 pm**

**at The Gallery, Llanfoist Village Hall**

**Present:** David Hoddy was in the chair, Barbara McIntee, Ann Powell, Melanie Sheridan, David Spencer, Wendy Pendry, Margaret Smith, Sheila Woodhouse, Joan Evans, Margaret Spencer, Margery Davies, Catherine Dooher, Helen Middleton, Geraldine Evans, Glynis Meyrick, Sylvia Morgan, Sheila Gibbon, Sally Jones, Sue Beatty, Jan Hay.

1. David Hoddy, Chair, welcomed members and friends to the meeting.
2. There was a short silence in respect of members who had died during the period since the last AGM.
3. David Hoddy introduced the speaker Chris Dawson-Morris, Interim Director of Planning and Performance at Aneurin Bevan University Health Board.
4. Presentation and Q & A.

Chris Dawson-Morris started his presentation by thanking The League of Nevill Hall Friends for all they do to make the hospital a welcoming place for patients and their families.

Nevill Hall Hospital is designated as an Enhanced Local General Hospital and under the boards Clinical Futures plan has a role in helping to provide a sustainable Healthcare System for the whole of the NHS across the Gwent area. The presentation covered the priorities the Health Board have and in particular the plan to increase the number of patients visiting Nevill Hall who will access additional Endoscopy services (due to extending the offer of bowel screening for people from aged 50+), and because of an increase in the number of cataract operations due to be performed.

The Satellite Radio Therapy unit is currently on target to open in 2024.  
It is estimated that outpatient appointments at Nevill Hall are around 80% of what they were pre Covid, it is hoped they will be back to 100% by April 2023.

During the Q & A disappointment was expressed at the loss of the Accident & Emergency Department from Nevill Hall Hospital. Chris Dawson-Morris replied that The Grange facility offered the highest standard of emergency care and was considered one of the safest hospitals, with regard to successful clinical outcomes, in the UK.

When asked about the challenges the board currently face in meeting their outcomes, one of the most significant problems identified was staffing, there is a high dependency on using Bank Staff.

The Chair thanked Chris Dawson- Morris for his time and presentation.

5. Minutes of the 2021 AGM were passed and signed in October 2021.
6. Chairman's Report - was proposed by Sheila Woodhouse and seconded by Margery Davies ( report attached).
7. Treasurer's Report - to year end 31/08/2022 was accepted was proposed by Margaret Spencer and seconded by Margaret Smith (report attached).
8. Coffee Shop Report - was presented by David Spencer (report attached).
9. Publicity Report - was presented by David Spencer (report attached).
10. Membership Report - was presented by Barabara McIntee (report attached.)
11. Election of Officers

President - Sheila Woodhouse was proposed by Wendy Pendry and seconded by Joan Evans

The Chair moved the following positions were accepted en-bloc by those present: -

Chair - David Hoddy  
Honorary Treasurer - Ann Powell  
Secretary - Melanie Sheridan  
Membership Secretary - Barbara McIntee  
Publicity Officer - David Spencer

### **Election of Committee**

The following committee members were retained :-

Margaret Spencer

Joan Evans

Margery Davies

Mary Warren

Wendy Pendry

### **Election of new committee members**

Gerry Hutchings - was by proposed Barbara McIntee and seconded by Margaret

Spencer.

Sue Beatty - was proposed by Barbara McIntee and seconded by Sheila Woodhouse.

Jan Hay - was proposed by Margaret Smith and seconded by Wendy Pendry

- 12. AOB** There was a brief discussion about the provision of aprons for volunteers. New members would be given an apron and enamel badge for their first shift. Existing members without aprons would be given one on request. There was no charge for either apron or badge

Volunteers were welcome to give a donation towards the cost if they wanted to.

**Action:** Secretary to email members to ask them if they needed an apron and arrange for one to be left in the coffee shop for them to collect on their next shift.

- 13.** Date of next AGM Monday 13th November 2023

## CHAIRMAN'S REPORT 2021-2022 (AGM 14<sup>th</sup> November 2022)

First of all I would like to thank Glenys Gray for her considerable input to the Friends during her extended spell as Chairman.

After nineteen months of closure, due to the Covid pandemic we were able to reopen on the 1<sup>st</sup> November 2021. This did not prove straightforward as we found we had lost approximately one third of our volunteers for a variety of reasons – though mainly vulnerability. Thus, the shift rota had to be almost completely rewritten with only two people on a shift. It was also noticeable that footfall had decreased considerably post Covid leading to problems with stock and ordering. We decided that we would not sell sandwiches to start with.

However, I am pleased to report that footfall has increased and this is reflected in takings in the coffee shop. Sandwiches have been reinstated and thanks to Peter Clarke for all his efforts regarding stock.

We decided to run a Jubilee raffle and thanks to David Spencer a total of over £2000 was raised – our thanks to all who donated prizes.

The Coffee Shop Committee has resumed meetings and has been joined by Margery Davies, Gerry Hutchings and Will Lloyd.

We continue to provide personal hygiene packs for patients who enter the hospital unexpectedly and this has been very well received by patients and staff.

One of our main objectives is to provide equipment for Nevill Hall Hospital that would otherwise not be funded by the NHS. There were no donations made last year, but this year we have sanctioned bids from several departments totalling over £60,000.

I am pleased to say that we have had a number of new volunteers coming forward giving more leeway on shifts.

May I thank all members of the Committee for their input this year and perhaps a special mention for Melanie Sheridan our secretary who has computerised much of the administration involved in shift communication.

As always, immense thanks to all our volunteer members who give so much to the Friends of Nevill Hospital.

David Hoddy

## COFFEE SHOP ANNUAL REPORT 5<sup>TH</sup> NOVEMBER 2022

First of all a big thank you to all the volunteers who give up their time to work in the shop looking after our customers, keeping the shop clean and tidy, restocking the shelves, washing up, replenishing the hot drinks machines and all the other little duties that keep us going. Without you all the shop sub-committee's task would be impossible.

The sub-committee members this past 12 months were David Hoddy, David Spencer, Peter Clarke. Glenis Gray and Roy Williams retired from the committee during the year and have been replaced by Marjorie Davis and Gerry Hutchins.

The sub-committee have met several times during the last 12 months reviewing products, prices, maintenance, procedures, and dealing with any problems that may suddenly crop up.

Thank you to all the sub-committee members who share the weekend machine cleaning rota.

Sales are much lower than the good old days and we have found operating two volunteers per shift is plenty to cover the shop duties. Clinic activity has increased over the last two months and this is now being reflected in sales.

The card machine has recently been adjusted to only issue a receipt if needed as it seemed most of our customers are declining them.

Finally thank you to all those volunteers who enter their comments in the book. They are often acted upon and feedback given.

Peter Clarke

Shop Co-ordinator

## ANNUAL PUBLICITY REPORT 2022

What a year we have had from Toiletries Packs to Raffles and normal services have resumed to clients, both visiting and inpatients at Nevill Hall.

**RAFFLE :-** The year started with an idea to hold a raffle to augment our income, which had been severely reduced due to covid lock downs. Thank you to all who “arm-twisted” relatives and contacts, the result 18 prizes, including a hamper from Morrisons and support from Tesco in the form of stock we can sell in the coffee shop.

We were given the opportunity to sell tickets in the Butter Market and at the Rotary Steam Rally. The out-come £2000+ net income, thank you to everyone. Not only did we make a profit but it raised our profile and showed many the support/help we give to Nevill Hall through supplies of much needed equipment, while both patients and visitors benefiting from profits of the L of F coffee shop.

**EMERGENCY TOILETRY PACKS:-** We were and are still supplying Emergency Toiletry Packs via the Hub to make patients more comfortable, as many come into hospital without home comforts.

It was decided to support the humanitarian efforts in Ukraine and overnight we organised and delivered 300 toiletry emergency packs, we were thanked profusely.

**ROLLING ADVERT:** - Unfortunately I haven't seen it myself, but I am assured that it is in the loop system on the electronic advertising board near Boots (just off Red Square).

**BLUE MUGS:** - The return of the Blue Mugs has been well received.

**CHRISTMAS CARDS:** - Due to possible closures because of Covid we didn't buy in charity cards this year We have made our own in house card which our chair will be using to thank all our volunteers for their continued hard work.

My heartfelt thanks to all who have supported us over the last 12 months.  
When the going gets tough the tough get going!!

David Spencer  
Publicity Officer The League of Nevill Hall Friends 2022

## MEMBERSHIP SECRETARY'S REPORT AGM 2022

I don't think this time last year any of us realised just how difficult it would be to restart business in the Coffee Shop.

Although we had contacted all our members beforehand, when it came to the crunch we had an unexpectedly high number of people who pulled out at the last minute.

The first month was very difficult for the Rota Secretary, David Hoddy, who spent more time in the hospital than at home in November. Very gradually, however, over the year the situation has improved as have the takings from sales. We are still experiencing a high level of resignations which, unfortunately, are not being matched by new members. This is borne out by the fact our membership has dropped from 106 in November last year to 103 at present. We are just about breaking even but there is no wriggle room at the moment.

We are only just at the stage when we can get back to three people per shift. It has become apparent over the last few months that this is essential as there appears to be an increasing tendency for members not to inform the Rota Secretaries in advance of absences. We have tried reminding people in monthly emails and hopefully the message will eventually get through and the situation will improve. Very recently we have enrolled four new members which unfortunately only replaced four resignations. The total number of our membership remained the same.

I would like to thank all those who stood outside the Market Hall and at the Steam Rally raising awareness and giving out enrolment forms. We did manage to get some new members from that exercise. Once again I would like to thank David Spencer for his continued efforts as Publicity Officer.

I can only hope that next year Covid continues to become something everyone learns to live with and people become less nervous about being in a hospital environment.

Barbara McIntee

Membership Secretary



**THE LEAGUE OF NEVILL HALL FRIENDS  
STATEMENT OF FINANCIAL ACTIVITIES  
YEAR ENDED 31 AUGUST 2022**

|  | General<br>Purposes<br>Fund<br>Unrestricted | 2022<br>Total<br>Fund<br>Unrestricted | 2021<br>Total<br>Fund<br>Unrestricted |
|--|---|---------------------------------------|---------------------------------------|
| <b>Incoming Resources</b>                          | £   | £                                     | £                                     |
| Donations  | 877   | 877                                   | 6,030                                 |
| Receipts from operating activities                 | 23,540                                      | 23,540                                | 0                                     |
| Investment income                                  | 0   | 0                                     | 0                                     |
| Other income                                       | <u>2,173</u>                                | <u>2,173</u>                          | <u>0</u>                              |
|  | <u>26,590</u>                               | <u>26,590</u>                         | <u>6,030</u>                          |
| <b>Charitable resources expended</b>               |   |                                       |                                       |
| Payments for generating funds                      | 9,940                                       | 9,940                                 | 7,275                                 |
| Charitable activities                              | 0   | 0                                     | 0                                     |
| Support costs                                      | 3,289                                       | 3,289                                 | 2,938                                 |
| Management & Administration                        | 0   | 0                                     | 0                                     |
| Depreciation of Fixed Assets                       | <u>835</u>                                  | <u>835</u>                            | <u>835</u>                            |
|  | <u>14,064</u>                               | <u>14,064</u>                         | <u>11,048</u>                         |
| Net incoming/(outgoing) resources                  | <u>12,526</u>                               | <u>12,526</u>                         | <u>-5,018</u>                         |
| Funds brought forward<br>at 1 September 2021       | 102,267                                     | 102,267                               | 107,721                               |
| Less purchase of hospital equipment in the year    | 0   | 0                                     | 0                                     |
| Less donations to Nevill Hall Hospital in the year | 3,319                                       | 3,319                                 | 436                                   |
| Funds carried forward<br>at 1 September 2022       | 111,474                                     | 111,474                               | 102,267                               |

**THE LEAGUE OF NEVILL HALL FRIENDS  
STATEMENT OF ASSETS AND LIABILITIES  
AS AT 31ST AUGUST 2021**

|                     | Unrestricted<br>Funds<br>2022 | Unrestricted<br>Funds<br>2021 |
|---------------------|-------------------------------|-------------------------------|
|                     | £                             | £                             |
| <b>Fixed Assets</b> |                               |                               |
| Equipment           | <u>3,339</u>                  | <u>4,174</u>                  |
|                     | 3,339                         | 4,174                         |

**Current Assets**

|                       |              |          |
|-----------------------|--------------|----------|
| Cash in hand          | 0            | 0        |
| Bank Current Accounts | 55,648       | 46,145   |
| Barclays Account      | 11           | 11       |
| Virgin Money          | 49,806       | 49,806   |
| National Association  | 0            | 0        |
| Debtors               | 0            | 0        |
| Stocks                | <u>1,265</u> | <u>0</u> |
|                       | 106,729      | 95,961   |

**Current Liabilities**

|               |                |               |
|---------------|----------------|---------------|
| Creditors     | 621            | 1,981         |
| VAT liability | <u>45</u>      | <u>-59</u>    |
|               | 667            | 1,922         |
|               | <u>109,401</u> | <u>98,213</u> |

**THE LEAGUE OF NEVILL HALL FRIENDS  
NOTES TO THE ACCOUNTS  
YEAR ENDED 31ST AUGUST 2022**

|                                     | <b>2022</b>  | <b>2021</b> |
|-------------------------------------|--------------|-------------|
|                                     | £            | £           |
| <b>1. OTHER INCOME</b>              |              |             |
| Subscriptions, badges & fundraising | <u>2,173</u> | <u>0</u>    |
|                                     | <u>2,173</u> | <u>0</u>    |
| <b>2. CHARITABLE ACTIVITIES</b>     |              |             |
| Purchases of hospital equipment     | <u>0</u>     | <u>0</u>    |
|                                     | <u>0</u>     | <u>0</u>    |
| DEPRECIATION OF FIXED ASSETS        | 835          | 1,044       |

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE LEAGUE OF NEVILL HALL  
FRIENDS

REGISTERED CHARITY NO. 222594

YEAR ENDED 31<sup>ST</sup> AUGUST 2022

**Respective responsibilities of trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Charities Act 1993 (the Act) does not apply.

It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, whether particular matters have come to my attention.

**Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes a review of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

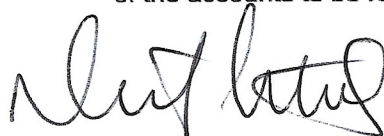
**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

a) which gives me reasonable cause to believe that in any material respect the requirements:

- i) to keep accounting records in accordance with section 41 of the Act; and
- ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act; have not been met; or

b) to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



3/10/2022

Neil Williams ACMA  
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