



Felixstowe Community Hospital League of Friends

*Supporting Felixstowe Hospital and health services in caring
for our community*

The Annual General Meeting Minutes Felixstowe Community Hospital League of Friends

**St Felix Church Hall, Gainsborough Road,
Saturday 28th February 2026 at 10.30**

The meeting commenced at 10:30 with R Gray (RG), President welcoming attendees. He asked that his personal thanks to all staff at Felixstowe Hospital be recorded in the minutes. He also requested that his personal thanks to all of the LoF committee be noted as he was aware they had continued to work tirelessly.

1. Apologies for absence

J Webster (JW), secretary noted the apologies for absence received from: K Rennie, D Conquest, M Cotton, J Quincey, L Harvey, S Riceman, C Webster, M Webster, D Savage, S Denning, J Grenfell, P Gray, P Jarrold, L Shepherd, T Needs, D Aitchison

2. Minutes of the last meeting; held on Saturday 21st February 2025

S Harkin (SH), Chair, drew attention to the minutes from the 2025 AGM. She mentioned that where we had previously noted vacancies we have since co-opted 2 new members, V Nock and L Mitchell both of whom would be voted later in the meeting.

SH told the meeting that the Members Thank You afternoon event had been a great success.

The previous AGM had recorded action points for the committee to make the Hospital Trust aware of the members feelings about slow progress with the CIL funding application and decisions around the sizeable legacies anticipated for diagnostic equipment – SH made the meeting aware that Paul Little (PL) from ESNEFT was at the meeting and would be presenting shortly.

The meeting agreed the 2025 minutes.

3. Chair's Welcome / Address

SH mentioned the various events that had been held since the last AGM – 2025 saw the first year in which the LoF had laid a wreath at the memorial service in recognition of the vital service provided by Felixstowe Hospital during the war. Both summer and Xmas Bazaars were a great success and a reminder to us all that they are not just about the fundraising. An opportunity to catch up with the Committee, old friends and importantly the nursing teams, face to face.

She also mentioned the hospital visit on Christmas Day by Mayor Corrine Franklin and herself. Matron Sam and her team were already attending to appointments, and the Croydon Unit had 6 admissions Xmas Eve so a full house. SH thanked Dawn Piper, Pastoral Support Worker and the young carers of Colneis junior school who had created greeting cards for all patients. Glitter galore!

SH was keen that the meeting recognise regular sponsors; Lottys, Suffolk Flowers, West End Laundry, The Lions, Salvation Army and our auditor Alan. She also wanted



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the group to recognise our regular helpers who turn up to events and help set up and make teas and coffees – their help is very much appreciated.

Finally, SH read out some statistics that had been provided by the Matrons at the hospital, showing the level of work they have undertaken in the last year:

MIC – 11,012 new referrals

The number of patient attendances = 19,529

Mon – Fri they see an average of 65 patients a day
(less on a weekend as no phlebotomists)

The Croydon ward – Facilitated 261 admissions to the ward in 2025.

SH thanked the Matrons and all of the hospital staff for their work – this was supported by all attendees.

4. Treasurer's Report:

Lynne Davies (LD) Treasurer provided the following report. These are her words.

'A general overview of our financial situation during the year 2025 is that our closing balance as at the 31st of December 2025 has increased overall by £22,262.59.

The main reason for this is the final legacy payment we received from J Dudley Walker for £14,665.45 and the interest we have received on our savings accounts totalling £8,982.51.

Revenue

This year has been more of a consolidation of our finances so, to focus more on our members rather than run many different events we pared back to our two main bazaars to say thank you for their support.

On the revenue side we were able to hold both a summer and Christmas bazaar at St Felix Church which generated a net income figure of £1,768.45 including a donation towards these of £10.00.

This year we didn't hold other smaller fund-raising activities such as, the Cream Tea, Fashion on a Ration but, the collection box in Felixstowe Community Hospital, and our Sunshine bags increased our income by £44.90.

With regards to larger donations and in memorandum payments we received £3,719.56 and £471.52 respectively. Subs and small donations equalled £955.55. These, are amazing amounts and will be used towards purchasing more much needed equipment and other improvements for the hospital.

From our five extra savings accounts that were opened during 2022 and the early part of 2023 following the large legacies of 2022 we also received interest of £8,982.51

Expenditure

On the payments side for the hospital, we spent £5,086.77 which included 6 Dalton high backed chairs, 2 medication trolleys and two trolleys to work alongside the ulcer chair. We have also purchased a doppler machine for £3,330.00 but haven't received the invoice yet. Smaller items included support cats and dogs to support any dementia patients, more crockery for the staff room and a new DVD player for the Croydon Unit. In total £495.03. Administration items included our insurance, small fund raising and



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bazaar costs. The main area for our sundry's payments figure was the monthly purchase of newspapers for the hospital £1,288.44. We bought some new parasols for the garden. Finally in line with our consolidation ethos of this year, we held a thank you afternoon tea at Harvest House for members which totalled £560.00

I would like to say a big thank you to everyone who has donated in whichever way possible. The committee are custodians of the funds, and we will continue to review how and where the money can be best spent for the benefit of the patients, staff and visitors to Felixstowe Community Hospital.

On an administration note, I would like to remind everyone that it is imperative that if you are a gift aider you complete the necessary paperwork from our Membership Secretary Lynn Needs, as this will allow us to reclaim 25p for every pound donated.

We are also continuing to align our membership renewal date to the first of March each year in order to allow Lynn to collate the membership information. It is felt that as the annual membership is £2 this is acceptable regardless of when a person joined the previous year.

Alan Middleton will continue to audit our accounts, and I will claim our next gift aid submission early in 2026.'

PROPOSED: J Webster

SECONDED: V Nock

5. Appointment of independent auditor: Mr Alan Middleton

PROPOSED: R Gray

SECONDED: L Needs

6. Presentation by P Little, ESNEFT

Paul Little (PL) introduced himself as Director for Integrated Health & Care with responsibility for community care.

PL said that he wanted to start his presentation by letting members know that the future of Felixstowe Hospital is sound. Prior to attending the meeting, he had checked with the Director of Estates and the Chief Executive both of whom had a long-term commitment to Felixstowe Hospital.

PL then provided the following update, taken from a slide pack that can be found attached to these minutes.

The new Government had commissioned an assessment of the NHS – this completed in 2024 by Lord Darcy. His assessment was hard hitting and highlighted that 'the NHS is in serious trouble'.

An NHS '10 Year Plan' was published in Jan 2025 – this being more a strategy document and list of aspirations. The 3 main headlines were:

- A shift from hospital to community (PL confirmed this means a shift from acute hospitals to community facilities such as Felixstowe Hospital)
- A shift from analogue to digital
- A move to more prevention

PL explained that the term 'hospital to community' means a shift to using buildings in the community to deliver things such as diagnostics etc. There will also be a move to delivering primary care services in a joined-up way. They will



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also change the way money is used within the community to suit the needs of each area. It was recognised that investment was being placed in the wrong parts of the NHS and thus future investments should consider communities and not just acute hospitals.

PL explained the future of diagnostic centres, where equipment will move from acute hospitals to enable individuals to gain full access to a variety of diagnostic testing in an easier manner.

Questions were then taken from the floor:

Question from the floor – ‘What are you going to do locally?’

PL explained that in Ipswich/East Suffolk a property in Museum Street, Ipswich has been obtained by the NHS for use as a diagnostic centre.

Question from the floor – ‘Is accessibility considered when looking at sites?’ (concern that Museum Street is not particularly accessible)

PL said yes, public transports links and public parking facilities are all considered.

SH asked, ‘Is there a timeline for the Ipswich diagnostic centre?’

PL said not currently, whilst the building has been obtained the funding process for the equipment is still to be determined.

SH asked, ‘Can you confirm that there are still no plans to increase diagnostics within Felixstowe Hospital?’

PL said No there are no plans for wider diagnostics in Felixstowe hospital.

Councillor Steve Wiles said ‘The NHS has had numerous plans over time and a year and half on they are still looking at ideas. My concern is whether communities will receive the support they need to move to digital system?’

PL responded that there is a plan at County Council level to look at access to broadband levels etc. ESNEFT have invested a large sum of money in its patients’ records. Previously all patient records were on separate systems plus there were lots of paper records – lots of fragmentation. The new system that has been introduced provides a single system that also allows an access for patients to see their own records.

Matron Sam Cloud raised the issue that some teams still use SystemOne and asked whether this will ever become compatible with EPIC?

PL explained that currently there is no existing mechanism to link the two different systems together.



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Question from the floor – ‘Some test results come back just saying abnormal and this can be worrying for patients’

PL said he would take this feedback away.

SH thanked PL and said the LoF are keen to remain informed of any changes and how they might affect local services.

7. The Members Survey & Way Forward

SH advised attendees that, with the large sums of money currently being held by the charity, a conscious decision has been made to focus more on raising awareness of the hospital and its services than actively adding *extra* fund-raising initiatives.

She said that the committee are looking to work closely with the Aldeburgh LoF so that experience and ideas can be shared. With £365k in our accounts and having been clearly told that there are no plans to have an x-ray at our hospital, we need to consider the best use of our funds.

SH listed some proposed spending routes as follows:

1. The LoF will be supporting the creation of the new patient waiting area for those attending clinics. As such LoF will purchase furniture, artwork etc.
2. We have already recently purchased a Doppler, for vascular diagnostics. We are now looking to fund an electric riser chair, a low-level bed and wheelchairs for the ward.
3. SH mentioned her visit to the hospital and seeing patients undergoing chemotherapy in a cramped room (a shared clinical space set up for podiatry and audiology). SH spoke to patients attending and took their concerns with ESNEFT directly and now there is a plan in place to create some specific treatment area upstairs in the hospital – again LoF will support this work. This will hopefully enable more patients to receive treatment in Felixstowe and by moving from the current shared space it may also allow an increase in the podiatry clinic.

Last year's member's survey resulted in responses from 53 members with the top 5 areas that they wanted LoF to consider investing in being: Community Nursing, Neurological Disorders, Dementia, Hospital Transport and St Elizabeth Hospice.

Community Nursing is already covered within the LoF Constitution, we have contacted them and as such we will support them with any requests that they might have.

For Neurological aspects the LoF had been hoping to support the local charity Headway. This is a service that runs a clinic to help support the recovery of those suffering a variety of neurological issues. LoF had offered the full £8k to allow the clinic to return to Felixstowe Hospital however sadly they have decided to trial operating from Howard House Surgery.

To support Dementia work, SH has reached out to 'Memory Lane', a group that supports both those suffering with Dementia but also their carers.



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To help with hospital transport SH has reached out to FACTS to see what we could fund to transport patients with mobility issues to either Felixstowe or Ipswich hospital. £2000 for example could assist 100 local residents to get to Felixstowe or Ipswich Hospital.

When the agenda was issued for the AGM, those not attending were asked to consider supporting the proposal of up to a one off £10k spend to support the above initiatives.

Question – J Harrison – Can you confirm that this is a one off or will you be intending to make this an annual spend?

SH confirmed that this is a one off. We would review our financial situation at the next AGM and discuss options for spend with members.

Question – from the floor - Would the FACTS transport be open to everyone as there is already a free bus service to the hospital?

SH confirmed that we can establish criteria for use e.g. mobility issues affecting their ability to use normal public transport.

Question – Dr Whimhurst – Can you confirm exactly what money for dementia would actually include?

SH said that the charity Memory Lane runs a day therapeutic service, available to those with dementia as well as their carers. It enables people living with dementia the opportunity to still feel part of the community and not apart from it. Activities include reminiscence therapy, armchair exercises, music therapy, arts and crafts. Whilst much of the work is in a church hall, they also run day trips out so that individuals can have a different experience in a safe environment.

Proposal to designate authority to the Committee for 2026, allowing them to spend up to £10k on the top 5 initiatives selected through the LoF Members survey.

PROPOSED: V Nock

SECONDED: Jill Gibbs

All attendees supportive

SH outlined an idea the committee were considering – to transform the hospital garden, making it accessible to patients and staff - a sensory and healing garden that is both peaceful and stimulating. SH advised that Aldeburgh LoF previously delivered a project of this nature but on a larger scale as the grounds of Aldeburgh hospital are much larger. They included raised beds, musical instruments (gifted by Ed Sheeran) a pergola and performance space, and a variety of stimulating activity items. Matron M Fletcher was working at Aldeburgh Hospital at that time and involved with the project. She told the meeting that a similar project for Felixstowe would allow patient beds to be wheeled outside into the fresh air – it would also allow a covered area to be provided.



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SH asked the meeting to vote whether LoF can visit Aldeburgh, assess the potential costs and draft a proposal to present to the members.

PROPOSED: N Mitchell

SECONDED: J Harrison

All agreed but with a requirement that any proposal should include the consideration of upkeep.

8. Membership

Lynn Needs, Membership Secretary, provided a read out of membership statistics (as of 1st Feb)– the following are her notes.

- Currently 212 members
- 49 overdue payments (although some will be rectified at the AGM)
- 4 members overdue by 2+ years which means they will be contacted, then deleted as necessary
- 10 members pre 2000 - thank you
- 45 new members since last year
- 6 new members this year
- 22 members deleted in 2025 as over 2 years since subs paid
- 24 members appear to be from targeting on FaceBook and local publications - thanks to Lou our new media guru
- 26 members with no e-mail facility (roughly 12%)

As you can see this involves a fair amount of admin and cross-checking with Treasurer.

Looking at ways to make the system more efficient:

- making subs due annually at AGM
- several members set up yearly/monthly DD payments
- rely on donations only, and do away with subs perhaps?? - members last year £282, donations £1840 (85% of total)
- introduce 'Membermojo' - an on-line database which keeps track of payments and sends reminders. This is a system used by Aldeburgh Hospital LoF. Payment amount is decided by members themselves - we will be speaking to Aldeburgh to see if this is viable. It might need a website to run the system - if any of the members knows of someone who may be able to assist in building a website, please let us know

Question – J Harrison – if the intention is for all membership to be kept online how will you ensure that our data is secure?

LN advised that the system is secure and the data will follow the requirements of GDPR, however we will need to see the Aldeburgh system to understand exactly how it works.



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Question – J Gibbs – You mentioned that some people have not provided email addresses, but it is quite likely that some members are not really very IT proficient. It is important that the LoF does not alienate anyone who doesn't have an email address.

LN agreed, stating that we do have a number of members who are not on email as such we personally deliver their meeting notes etc, as postal costs keep rising. This has also allowed an opportunity to have a quick chat with some members that may be living alone, a 'check in' and to help them feel included in the LoF 'family'.

LN mentioned the death of John Woollan – former committee member and life member. The LoF was represented at his funeral.

9. Committee for 2026:

A) Chairman willing to be re-elected Sharon Harkin

PROPOSED: R Gray **SECONDED:** J Webster

B) Committee member willing to be re-elected as Secretary: Jo Webster

PROPOSED: S Harkin **SECONDED:** R Gray

C) Committee member willing to be re-elected as Treasurer: Lynne Davies

PROPOSED: L Needs **SECONDED:** V Nock

D) Committee member willing to be re-elected as Membership secretary: Lynn Needs

PROPOSED: J Ryles **SECONDED:** B Newland

E) Re-election of committee members: Janet Ryles

PROPOSED: J Webster **SECONDED:** L Mitchell

F) Committee members wishing to stand down: Darren Aitchison

PROPOSED: S Harkin **SECONDED:** J Webster



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**G) New Committee members willing to be elected:
Viv Nock, Louise Mitchell**

PROPOSED: Chris Needs **SECONDED:** Jo Webster

In summary the committee for 2025 will be:

Sharon Harkin, Chair
Jo Webster, Secretary
Lynne Davies, Treasurer
Lynn Needs, Membership
Janet Ryles
Viv Nock
Louise Mitchell

SH took the opportunity to thank Darren on behalf of members for his contribution to the committee and to wish him well with his next venture (*it may include a rather heavy gold chain!*).

H) President willing to be re-elected: Roy Gray

PROPOSED: S Harkin **SECONDED:** Dr Whimhurst

10. AOB

- a. Matron Michelle Fletcher asked that the meeting record her thanks to all members and the committee for all the support given to the hospital
- b. R Gray advised the meeting that Steven and Joyce Feltwell have stood down 'retired' from the Grove Medical Centre/Community Nursing.

Meeting concluded at 11:55hrs

Events 2026

This year's events will include:

March 17th - Hospital Volunteer Gardening Spring Tidy
April 24th – Members Afternoon Tea & Talk 'The Etiquette of Afternoon Tea
June 23rd – Hospital Volunteer Gardening – Summer Tidy
July 18th - Summer Bazaar
September – Bingo Fun
November - Christmas Bazaar

LEAGUE OF FRIENDS OF FELIXSTOWE COMMUNITY HOSPITAL

Registered Charity No. 273155

Receipts & Payments A/c for the year ending 31 Dec 2025

2024	Receipts	2025	2024	Payments	2025
£ 730.70	Subs & Smaller Donations	£ 955.55	£ 13,155.25	Hospital Equipment	£ 5,086.77
£ 2,991.00	Larger Donations	£ 3,719.56	£ 401.63	Small Fundraising Events inc. AGM	£ 56.72
£ 509.55	In Memoriam	£ 471.52	£ 183.97	Bazaar	£ 204.58
£ 109.62	Gift Aid (claimed 2025)	£ 218.34	£ 449.05	Administration	£ 298.38
£ -	Amazon Smile	£ -	£ 2,332.71	Sundries	£ 2,344.72
£ 250.34	Collection Boxes	£ 36.82	£ 2,038.41	Garden	£ 293.99
£ 10.69	Sunshine Bags	£ 8.08	£ 552.79	Small Health Equipment	£ 495.03
£ 1,718.17	Bazaar Stalls and Donations	£ 1,768.45	<u>£ 19,113.81</u>		<u>£ 8,780.19</u>
£ 300.00	East Suffolk Grant	£ -			
£ 1,254.00	Other Fundraising				
£ -	Legacies	£ 14,665.45			
£ 1,462.34	Virgin Savings Account Interest	£ 1,052.40			
£ 2,097.75	Monmouthshire Savings Account Interest	£ 2,131.84			
£ 301.64	Nationwide Bank Interest	£ 336.57			
£ 2,872.30	Charity Bank	£ 2,630.74			
£ 2,209.42	Redwood Bank	£ 2,830.96			
£ 320.10	Sundries	£ 216.50			
<u>£ 17,137.62</u>		<u>£ 31,042.78</u>			

2024	Statement of Assets/Liabilities	2025	2024	Assets	2025
£ 344,794.51	Balance at 1 January 2024	£ 342,818.32	£ 14,277.69	Barclays Community Account	£ 27,557.77
-£ 1,976.19	Plus profit for 2025	£ 22,262.59	£ 51,799.77	Virgin Charity Deposit Account	£ 52,852.17
<u>£ 342,818.32</u>		<u>£ 365,080.91</u>	£ 89,264.60	Monmouthshire Building Society Acc	£ 76,396.44
			£ 89,912.88	Charity Bank Savings Account	£ 77,543.62
			£ 87,209.42	Redwood Bank	£ 75,040.38
			£ 10,324.24	Nationwide	£ 55,660.81
			£ 29.72	Cash in Hand	£ 29.72
			<u>£ 342,818.32</u>	Balance at 31 December 2025	<u>£ 365,080.91</u>

L M Davies, Hon. Treasurer & Trustee

Bank Reconciliation Barclay's Account:

Balance as per last statement	£ 27,557.77
	£ -
	<u>£27,557.77</u>

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