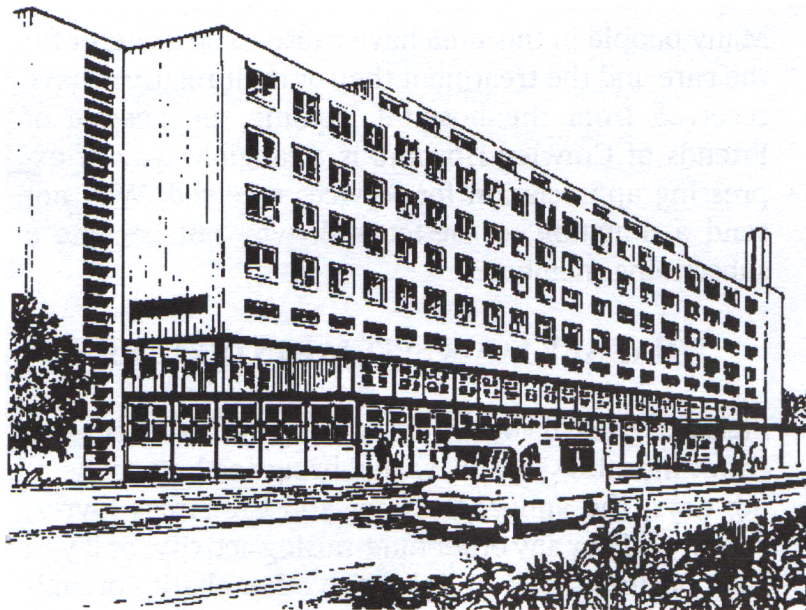


THE LEAGUE OF FRIENDS OF CRAWLEY HOSPITALS



ANNUAL REPORT

For the financial year 1st of October 2019 to 30th of September 2020



Registered Charity No. 274855

Please Note:

Our AGM was re-arranged and held on May 17th 2021 due to COVID restrictions during March 2021.

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INTRODUCTION

History

The League of Friends of Crawley Hospitals started in 1949 and was registered as a charity in 1978. It is affiliated to the National Association of League of Hospital and Community Friends (ATTEND) whose patron is the Duke of York. The League adopted the new Langley Green Mental Health Hospital at its AGM in 2008 and altered its constitution in line with charity law.

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The main purpose of the League is the advancement of Health. To this end, funds are raised for the provision of extra equipment and amenities for the patients and staff using Crawley Hospitals and its' community services (see Appendix 1 - the Constitution). With these funds the League is able to provide useful items from daily newspapers to large pieces of equipment such as scanners.

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The League consists of around 150 members, which is a mixture of full, associate(non voting) and honorary members (volunteers). The management committee consists of a President, and 15 Trustees, 6 of which constitute the executive committee plus (non voting) representatives of the Sussex Community Trust, Sussex Partnership and the Voluntary Services manager.

During the AGM of 2011, after 13 years, Lesley Marginson stepped down as Chair of the League. Subsequent to the AGM, Laura Moffatt stood down as our President as she was asked and agreed to become our Chair. Later in 2011, Lesley Marginson was asked and agreed to be our President. In February 2019, our Vice Chair, for many years, David Hawkins passed away and is greatly missed.

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The League completed a Millennium Appeal for £100,000 of equipment for the Child Development Centre, £50,000 of equipment to furnish a new Day Surgery Unit An appeal for £25,000 worth of equipment for the chemotherapy services was completed in 2006. £33,000 worth of scanner for the breast cancer clinic was completed in 2008 as was £20,000 worth of alterations to make a dedicated chemotherapy suite also in 2008.

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In the year 2000 the League won the Meridien and South Regional Nationwide Award for Voluntary Endeavour and was presented with a silver tray and £850 by Matthew Pinsett, Olympic Gold Medallist at a reception at the House of Commons. Jod Arnold, Maria Hains and Celia Putland have all been awarded the League of Mercy Medals for their outstanding contribution to voluntary health care.

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In July 2009 Lesley Marginson attended a garden party at Buckingham Palace in the presence of her majesty the Queen. She also represented Crawley Hospital at the NHS 60th anniversary service in Westminster Abbey.

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Many of our Trustees have received 'League of Mercy' awards over the years, full details can be found on our Website at <http://chllof.comze.com>

For Information as to what we have purchased this year, please see the Treasurers report.

Chairman's Report

Ros Phipps said how pleased she was to see everyone here today for this AGM 2021 under these trying times. What a unique and weird year it has been since we last met.

Ros said she felt very honoured that she was remaining Chair of this wonderful team.

Her thanks to Michael for remaining Vice Chairman, and to Olive for continuing as Secretary and for being active during our enforced lockdown, communicating with members and keeping in touch with the local press with articles.

Ros said we will need to discuss and plan our fundraising future but she will thank in advance Maria, Win, Cath, Fran and Denise for their contributions to front hall sales past and future. It may well be challenging but her grateful thanks go to them all for continuing under what will be difficult circumstances.

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Mark has continued to keep accurate accounts, balancing our books and Celia has co-ordinated the spending of it.

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Lesley has continued to liaise with Estates and the wards with Kate. When allowed, Lesley has attended to the garden and window boxes, keeping the garden clean and tidy for Caravelle to use.

Also, Lesley has kept in communication with the Community Shop volunteers. All our 10 volunteers' time contributes to a percentage of the profits.

In closing, Ros said she would like to thank everyone who support The League of Friends of Crawley Hospitals, of which we all show our passion to preserve and promote good health and wellbeing to all.

Treasurer's Report

for the Financial Year Ending 30th September 2020

The League is a small non-trading charity and the accounts are presented in the form of an Income and Expenditure Statement.

Income is accounted for as it is received and Expenditure as a payment is made. Decisions on how to allocate our funds are made by our Committee

Our only assets are our bank accounts which, on 30th September 2020, held £340,732

This figure was made up of

- £264,202 in the General Fund, £21,000 of which was already allocated to outstanding Invoices and commitments.
- £76,520 of funds reserved for specific Wards and Departments.

Our Total Income for the year was just over £185,000, with our biggest single donation being just under £167,456 which was a bequest from the estate of Rita Pollock.

Our Expenditure for the year was £15,179

A detailed list of all Income and Expenditure for the year can be found in the Year End Finance Report 2019-20.

Finally I would like to thank all members of the Committee for their help and assistance during the year.

Mark Putland, Honorary Treasurer

Income & Expenditure Report

(Registered Charity 274855)

Year End Finance Report 2019/2020

| | |
|-----------------------|-----------|
| Bought Forward | 170621.59 |
|-----------------------|-----------|

INCOME (Receipts)

| | |
|---------------------------|-----------|
| 100 club | 265.00 |
| Annual Ball | 1500.00 |
| Bank Interest | 558.29 |
| Book Sales | 647.45 |
| Community Shop Profit | 2650.12 |
| Collection Boxes | 139.06 |
| Collections and Events | 832.94 |
| Donations | 1125.00 |
| Front Hall Stall Fees | 2960.00 |
| Gift Aid | 566.52 |
| Good as New Sales | 1710.80 |
| In memorium | 167455.86 |
| Members Subs | 9.00 |
| Quiz Nights | 859.00 |
| Raffles | 2803.99 |
| Xmas Fair and Easter Fair | 1087.07 |

| | |
|--------------------------------|------------------|
| Sub Total League Income | 185170.10 |
|--------------------------------|------------------|

Ward & Other Funds Income

| | |
|------------------------------------|---------------|
| Day Surgery Unit | 120.00 |
| Sub Total Wards Etc. Income | 120.00 |

| | |
|---------------------|------------------|
| Total Income | 185290.10 |
|---------------------|------------------|

| | |
|-----------------------|------------------|
| Income Balance | 355911.69 |
|-----------------------|------------------|

(Registered Charity 274855)

EXPENDITURE (Payments)

| | |
|-------------------------------------|---------|
| Physio Exquipment Last Items | 264.00 |
| Recharge Phsio Bike and Accessories | 5807.60 |
| Recharge Seating/Fitting UTC | 6027.24 |

Admin

| | |
|---------------------------------|--------|
| 100 club + unpaid cheques | 50.00 |
| Christmas Presents | 760.00 |
| Flowers - garden and reception | 424.00 |
| Fees, Insurance & Running Costs | 668.36 |
| League Raffles & Fairs | 340.00 |
| Publicity Costs | 100.00 |

Wards & Other Funds Expenditure

| | |
|--------------------------------|--------|
| Day Surgery Microwaves Etc | 456.86 |
| Viking Televison and Microwave | 281.35 |

Total Expenditure 15179.41

Closing Bank Balance 340732.28

Report Balance 355911.69

Invoices not yet received: 19000.00
Commitments for Next Financial Year: 1500.00

Appendix 1 - CONSTITUTION

THE LEAGUE OF FRIENDS OF CRAWLEY HOSPITALS

Registered Charity No 274855

Object and Rules

1. The name of the Society is "The League of Friends Of Crawley Hospitals"

PRELIMINARY

In these Rules: -

- a) the expression 'the League' refers to the Association constituted by these rules;
- b) the expression 'the Hospitals' refers to Crawley and Langley Green Hospitals and their associated community institutions, being establishments that the League has already agreed to support. Any changes to the scope of establishments supported would require adoption at an Annual General Meeting ('AGM')

2. OBJECT AND POWERS

The object of the League is the advancement of the health by providing support for patients and former patients of the said Hospitals. In order to carrying out the above Object, but not otherwise, the League shall have the following powers: -

- a) To interest the public in the needs of the patients and staff of the Hospitals and to mobilise, encourage, foster and maintain the interests and support of the public in the said Hospitals
- b) To foster co-operation and intercommunication between the League and other charitable institutions including the Leagues of other Hospitals.
- c) To provide charitable funds for the purpose of supplementing in such manner as the League thinks fit the services provided by the Hospitals and/or their associated institutions
- d) To actively encourage all members of staff of the Hospitals to participate in League activities and become members
- e) To raise funds and to invite and receive contributions from any person or persons or organisations whatsoever by way of subscriptions, donation or otherwise
- f) To receive and accept gifts of property, whether subject to any special trust or not, for the furtherance of the objects of the League
- g) To provide, or assist in the provision of, amenities in the Hospitals and/or their associated institutions for patients and staff
- h) To undertake and execute any charitable trust
- i) To do all such things as are necessary for the attainment of the above objectives whilst complying with Charity laws.

3. MEMBERSHIP AND STRUCTURE

The League will always consist of Members, a Committee and Officers. Members of the League are such persons as the League Committee shall admit to membership. There may also be a President and/or Vice-President.

4. SUBSCRIPTIONS

- a) There shall be an annual subscription for individual membership, or a payment entitling the payer to be a life member. The amount of the subscription to be determined by the League Committee from time to time.
- b) Annual subscriptions for Ordinary Yearly members shall be due in advance on the 1st day of January and for Yearly Associate, Non-Voting members on 1st day of July. New Members who enrol during the year shall pay, at the time they enrol, a sum proportionate to that part of the year remaining.
- c) A subscription renewal notice will be issued to members no later than 2 weeks before the expiry of a members subscription, with a subsequent renewal reminder notice (if necessary) being issued 2 months after expiry.

5. OFFICERS AND COMMITTEE

- a) There shall be the following Officers: - a Chair, a Vice-Chair, a Secretary, a Treasurer, and a Membership Secretary
- b) The Committee shall consist of the Officers and not more than 20 other persons. A member of the Committee shall be elected to serve for 3 years. One third of the Committee shall retire annually, by rotation, but shall be available for re-election. No person shall be a member of the Committee who is not a member of the League.
- c) The business of the League shall be conducted and managed by the Committee who may do on behalf of the League all such acts as may be exercised and done by the League and as are not by these rules required to be exercised or done by the League in a general meeting
- d) Every AGM will be chaired by the outgoing Chairman, or in their absence, by a member of the outgoing Committee elected from amongst themselves, or in their absence, by a member elected from the members present. The officers shall retire but shall be eligible for re-election when the Officers for the coming year are elected by the elected Committee at the first Committee Meeting which shall be held immediately after the closure of the AGM
- e) The Committee may elect any member of the League to be a member of the Committee to fill any vacancy to hold office until the conclusion of the AGM then next following, and shall have power to co-opt for any specific purpose or purposes, any member or members as they consider necessary or desirable.
- f) The Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman shall have a second casting vote. Any member of the Committee may and the Secretary on the requisition of a member shall, at any time summon a meeting of the Committee. At least four meetings of the Committee shall be held in each calendar year.
- g) The quorum necessary for the transaction of the business of the Committee may from time to time be fixed by the Committee and unless so fixed shall be at least half of the prevailing elected committee members. Committee members missing three consecutive meetings without good reason will automatically be removed from the committee. The Treasurer and one Officer may authorise urgent expenditure from a Ward Fund upon request from the ward, and also urgent expenditure up to a sum of £500 from the Leagues' general fund. The Chairman and two Officers may authorise any other action requiring immediate decision between the meetings of the Committee. All such actions above mentioned shall be reported in detail at the next Committee meeting.
- h) The continuing members of the Committee may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below ten the continuing members of the Committee may act for the purpose of increasing the members of the Committee or of summoning a General Meeting of the League and not for any other purpose.
- i) The Committee may delegate any of their functions to sub-committees consisting of such member or members of their body as they think fit. Any sub-committee so formed shall in the exercise of the function so delegated conform to any regulation that may be imposed on it by the Committee.
- j) Such sub-committee may elect a Chairman of its meetings and the provisions of sub-rule f) of this rule (except as to the number of the meetings) shall apply mutatis mutandis to any other sub-committee. A sub-committee Chairman may elect any person to the sub-committee for a specific purpose(s) only with the approval of the Chairman of the League. For the duration of this membership of such sub-committee the elected person shall be deemed to be a member of the League.
- k) All acts done by any meeting of the Committee or of any sub-committee or by any person acting as a member of the Committee or of any sub-committee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such person, be valid as if such person had been duly appointed

7. GENERAL MEETINGS

- a) An AGM of the League shall be held in each calendar year and at a date not later than fifteen months after the preceding AGM. The Chairman of the meeting shall be the Chairman of The League or in his absence the Vice-Chairman, or in his absence then the members present shall elect a Chairman from amongst themselves.
- b) The Committee may at any time call an Extraordinary General Meeting and must do so if so requested in writing by not less than fifteen members of the League.
- c) The Secretary shall give at least fifteen clear days' notice in writing of General Meetings and the purpose thereof to all members entitled to receive notice of meetings
- d) At a General Meeting each member shall have one vote. Voting shall be by showing of hands only unless a ballot is demanded by not less than five members present.
- e) The Chairman's direction as to how a ballot is to be taken, his declaration as to the result of any voting and his decision on any question of procedure or point of order at a General Meeting shall be considered final. In the event of an equal vote the Chairman shall have a casting vote.
- f) No vote may be cast by proxy.
- g) No business shall be transacted at any General Meeting of the League unless a quorum of members is present at all time when the meeting proceeds to business. Fifteen members personally present shall be a quorum. If within half an hour from the time appointed for a meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved; in any case it shall stand adjourned to a day not more than two weeks later at a same time and place; and if at the adjourned meeting a quorum is not present within half an hour from the appointed time the meeting the members present shall be a quorum.

8. ACCOUNTS

There shall be prepared annually and laid down before the League, at the AGM, an independently examined statement of accounts and a report of the League's activities.

9. CESSATION OF MEMBERSHIP

The membership secretary having sent a subscription renewal and subsequent reminder notices, with a period of four months having expired since the renewal notice was issued and the member not having paid their subscription, the member will be deemed to have resigned.

- a) Membership is terminated if a member is removed from membership by a resolution of the Trustees that it is in the best interest of the Charity that his or her membership be terminated. A resolution to remove a member from membership may only be passed if:-
 - i) the member has been given at least twenty one days notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reason why it is to be proposed.
 - ii) the member or, at the option of the member, the members representative (who need not be a member of the Charity) has been allowed to make representations at the meeting.

10. NOTICES

If a member has given to the Secretary an address within the British Isles for the giving of the notices to him (and not otherwise) he shall be entitled to receive notices of all meetings of the League. The notice may be given by the League to any member either by delivering it by hand to him or to his said address or by sending it by post to him to such address.

11. PROPERTY

- a) The monies and property of the League not immediately required for the purpose of the League may be held by or vested in such persons as the Committee may from time to time determine, and the Committee may appoint two or more persons who are members of the League, to hold any such monies or property upon trust for the League, or to invest them in such Securities as the Committee may think fit.
- b) A banking account shall be operated and cheques drawn on behalf of the League shall be signed by such person or persons as the Committee may from time to time direct.

12. REMUNERATION

The committee may appoint and employ assistants as they think fit. They shall appoint (and may pay proper remuneration to) Auditors.

13. ALTERATION TO RULES

The League may by a majority of not less than two-thirds of the members present at an AGM or Extraordinary General Meeting alter, add or delete all or any of the objectives of the League and alter the rules, provided that notice of intention to propose such alteration, addition or deletion and the details thereof are served upon each member with the notice required to be given by the rule 7(c) hereof.

14. INFORMALITIES

No action or decision of the Committee or any meeting of the League shall necessarily be invalidated by reason only of informality or neglect in any services of notices or in any matter or procedure, it shall be for the Committee to decide the effect, if any, of such informality or neglect.

15. PROVISION FOR DISSOLUTION

Upon dissolution of the League, the surplus assets (if any) of the League remain in after the satisfaction of all debts and liabilities shall not be paid to nor distributed amongst the members of the League but shall be given, or transferred, to such charitable institution or institutions as the members of the League shall at, or before, the time of dissolution, in General Meeting, determine with the approval of the Charity Commissioners.

Constitution adopted 28th November 1977 as amended 17th January 2000 and 15th March 2004 and 17th March 2008

Annual General meeting on Monday 17th March 2008

Appendix 2 - EQUAL OPPORTUNITY POLICY

THE LEAGUE OF FRIENDS OF CRAWLEY HOSPITALS (Registered Charity No. 274855)

Statement of Intent

The Committee of the League of Friends of Crawley Hospitals (The League) as a voluntary organisation acknowledges the need for an equal Opportunity Policy. It accepts that it has a responsibility to ensure that all board members, volunteers and employees are fully aware of the issues relating to equality of opportunity and that they understand their role in its promotion and implementation.

1. The League recognises that the United Kingdom is a multi racial and culturally diverse society and is committed to developing equal opportunities in all areas of its activities.
2. The League aims to ensure that no volunteer is discriminated against on the grounds of gender, nationality, ethnic origin, age, disability, sexual orientation, belief, marital status, religion, poverty or geographic location and we recognise that everyone has a contribution to make to society and a right to equal treatment.
3. The League seeks to work in partnership with other organisations with an equal opportunity policy.
4. The League recognises that discrimination does exist in our society and that they have an obligation and a responsibility both to oppose discrimination and actively to promote equality of opportunity amongst all groups of society, including those not covered by current legislation.
5. The League recognises that a policy will not of itself provide equality of opportunity and they are therefore committed to implementing action towards making this policy effective.
6. In order to ensure that this policy is effective, all board members and volunteers will be made aware of its' content and the policy will be monitored and reviewed regularly.

The League will ensure that its' activities meet with both the letter and the spirit of the relevant legislation.

Any individual or organisation wishing to raise a complaint that this policy is not being correctly followed by the League should contact the Leagues chairman on 01293 600440 or by e mail through chlof2003@bigfoot.com

Approval and Adoption

This policy was formally adopted by the Committee of the League of Friends on 15.10.07

Appendix 3 - OUR MISSION STATEMENT

The League of Friends of Crawley Hospitals' aim is to work together as a Team to enhance the Services of both Crawley and Langley Green Hospitals and to provide extras to make Patients, Staff, Wards and Departments more comfortable.

The League of Friends welcomes working alongside other Services and Charities in our common aim.

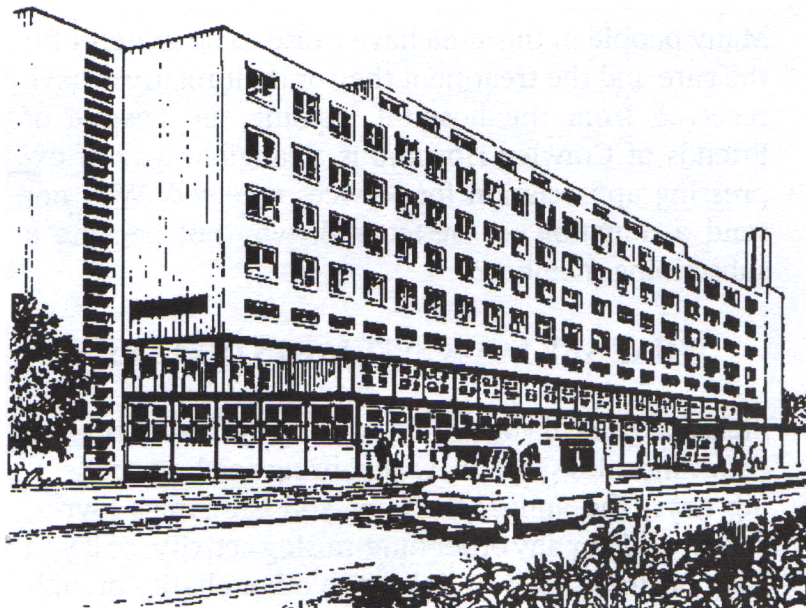
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# THE LEAGUE OF FRIENDS OF CRAWLEY HOSPITALS



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Registered Charity No. 274855

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# INTRODUCTION

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**for the Financial Year Ending 30<sup>th</sup> September 2020**

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# Income & Expenditure Report

(Registered Charity 274855)

## Year End Finance Report 2019/2020

|                       |           |
|-----------------------|-----------|
| <b>Bought Forward</b> | 170621.59 |
|-----------------------|-----------|

### **INCOME (Receipts)**

|                           |           |
|---------------------------|-----------|
| 100 club                  | 265.00    |
| Annual Ball               | 1500.00   |
| Bank Interest             | 558.29    |
| Book Sales                | 647.45    |
| Community Shop Profit     | 2650.12   |
| Collection Boxes          | 139.06    |
| Collections and Events    | 832.94    |
| Donations                 | 1125.00   |
| Front Hall Stall Fees     | 2960.00   |
| Gift Aid                  | 566.52    |
| Good as New Sales         | 1710.80   |
| In memorium               | 167455.86 |
| Members Subs              | 9.00      |
| Quiz Nights               | 859.00    |
| Raffles                   | 2803.99   |
| Xmas Fair and Easter Fair | 1087.07   |

|                                |                  |
|--------------------------------|------------------|
| <b>Sub Total League Income</b> | <b>185170.10</b> |
|--------------------------------|------------------|

### **Ward & Other Funds Income**

|                                    |               |
|------------------------------------|---------------|
| Day Surgery Unit                   | 120.00        |
| <b>Sub Total Wards Etc. Income</b> | <b>120.00</b> |

|                     |                  |
|---------------------|------------------|
| <b>Total Income</b> | <b>185290.10</b> |
|---------------------|------------------|

|                       |                  |
|-----------------------|------------------|
| <b>Income Balance</b> | <b>355911.69</b> |
|-----------------------|------------------|

(Registered Charity 274855)

**EXPENDITURE (Payments)**

|                                     |         |
|-------------------------------------|---------|
| Physio Exquipment Last Items        | 264.00  |
| Recharge Phsio Bike and Accessories | 5807.60 |
| Recharge Seating/Fitting UTC        | 6027.24 |

**Admin**

|                                 |        |
|---------------------------------|--------|
| 100 club + unpaid cheques       | 50.00  |
| Christmas Presents              | 760.00 |
| Flowers - garden and reception  | 424.00 |
| Fees, Insurance & Running Costs | 668.36 |
| League Raffles & Fairs          | 340.00 |
| Publicity Costs                 | 100.00 |

**Wards & Other Funds Expenditure**

|                                |        |
|--------------------------------|--------|
| Day Surgery Microwaves Etc     | 456.86 |
| Viking Televison and Microwave | 281.35 |

**Total Expenditure** 15179.41

Closing Bank Balance 340732.28

**Report Balance** 355911.69

Invoices not yet received: 19000.00  
Commitments for Next Financial Year: 1500.00

# **Appendix 1 - CONSTITUTION**

## **THE LEAGUE OF FRIENDS OF CRAWLEY HOSPITALS**

Registered Charity No 274855

### **Object and Rules**

1. The name of the Society is "The League of Friends Of Crawley Hospitals"

### **PRELIMINARY**

In these Rules: -

- a) the expression 'the League' refers to the Association constituted by these rules;
- b) the expression 'the Hospitals' refers to Crawley and Langley Green Hospitals and their associated community institutions, being establishments that the League has already agreed to support. Any changes to the scope of establishments supported would require adoption at an Annual General Meeting ('AGM')

### **2. OBJECT AND POWERS**

The object of the League is the advancement of the health by providing support for patients and former patients of the said Hospitals. In order to carrying out the above Object, but not otherwise, the League shall have the following powers: -

- a) To interest the public in the needs of the patients and staff of the Hospitals and to mobilise, encourage, foster and maintain the interests and support of the public in the said Hospitals
- b) To foster co-operation and intercommunication between the League and other charitable institutions including the Leagues of other Hospitals.
- c) To provide charitable funds for the purpose of supplementing in such manner as the League thinks fit the services provided by the Hospitals and/or their associated institutions
- d) To actively encourage all members of staff of the Hospitals to participate in League activities and become members
- e) To raise funds and to invite and receive contributions from any person or persons or organisations whatsoever by way of subscriptions, donation or otherwise
- f) To receive and accept gifts of property, whether subject to any special trust or not, for the furtherance of the objects of the League
- g) To provide, or assist in the provision of, amenities in the Hospitals and/or their associated institutions for patients and staff
- h) To undertake and execute any charitable trust
- i) To do all such things as are necessary for the attainment of the above objectives whilst complying with Charity laws.

### **3. MEMBERSHIP AND STRUCTURE**

The League will always consist of Members, a Committee and Officers. Members of the League are such persons as the League Committee shall admit to membership. There may also be a President and/or Vice-President.

### **4. SUBSCRIPTIONS**

- a) There shall be an annual subscription for individual membership, or a payment entitling the payer to be a life member. The amount of the subscription to be determined by the League Committee from time to time.
- b) Annual subscriptions for Ordinary Yearly members shall be due in advance on the 1<sup>st</sup> day of January and for Yearly Associate, Non-Voting members on 1<sup>st</sup> day of July. New Members who enrol during the year shall pay, at the time they enrol, a sum proportionate to that part of the year remaining.
- c) A subscription renewal notice will be issued to members no later than 2 weeks before the expiry of a members subscription, with a subsequent renewal reminder notice (if necessary) being issued 2 months after expiry.

## **5. OFFICERS AND COMMITTEE**

- a) There shall be the following Officers: - a Chair, a Vice-Chair, a Secretary, a Treasurer, and a Membership Secretary
- b) The Committee shall consist of the Officers and not more than 20 other persons. A member of the Committee shall be elected to serve for 3 years. One third of the Committee shall retire annually, by rotation, but shall be available for re-election. No person shall be a member of the Committee who is not a member of the League.
- c) The business of the League shall be conducted and managed by the Committee who may do on behalf of the League all such acts as may be exercised and done by the League and as are not by these rules required to be exercised or done by the League in a general meeting
- d) Every AGM will be chaired by the outgoing Chairman, or in their absence, by a member of the outgoing Committee elected from amongst themselves, or in their absence, by a member elected from the members present. The officers shall retire but shall be eligible for re-election when the Officers for the coming year are elected by the elected Committee at the first Committee Meeting which shall be held immediately after the closure of the AGM
- e) The Committee may elect any member of the League to be a member of the Committee to fill any vacancy to hold office until the conclusion of the AGM then next following, and shall have power to co-opt for any specific purpose or purposes, any member or members as they consider necessary or desirable.
- f) The Committee may meet together for the despatch of business, adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes, the Chairman shall have a second casting vote. Any member of the Committee may and the Secretary on the requisition of a member shall, at any time summon a meeting of the Committee. At least four meetings of the Committee shall be held in each calendar year.
- g) The quorum necessary for the transaction of the business of the Committee may from time to time be fixed by the Committee and unless so fixed shall be at least half of the prevailing elected committee members. Committee members missing three consecutive meetings without good reason will automatically be removed from the committee. The Treasurer and one Officer may authorise urgent expenditure from a Ward Fund upon request from the ward, and also urgent expenditure up to a sum of £500 from the Leagues' general fund. The Chairman and two Officers may authorise any other action requiring immediate decision between the meetings of the Committee. All such actions above mentioned shall be reported in detail at the next Committee meeting.
- h) The continuing members of the Committee may act notwithstanding any vacancy in their body, but if and so long as their number is reduced below ten the continuing members of the Committee may act for the purpose of increasing the members of the Committee or of summoning a General Meeting of the League and not for any other purpose.
- i) The Committee may delegate any of their functions to sub-committees consisting of such member or members of their body as they think fit. Any sub-committee so formed shall in the exercise of the function so delegated conform to any regulation that may be imposed on it by the Committee.
- j) Such sub-committee may elect a Chairman of its meetings and the provisions of sub-rule f) of this rule (except as to the number of the meetings) shall apply mutatis mutandis to any other sub-committee. A sub-committee Chairman may elect any person to the sub-committee for a specific purpose(s) only with the approval of the Chairman of the League. For the duration of this membership of such sub-committee the elected person shall be deemed to be a member of the League.
- k) All acts done by any meeting of the Committee or of any sub-committee or by any person acting as a member of the Committee or of any sub-committee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such person, be valid as if such person had been duly appointed



## **7. GENERAL MEETINGS**

- a) An AGM of the League shall be held in each calendar year and at a date not later than fifteen months after the preceding AGM. The Chairman of the meeting shall be the Chairman of The League or in his absence the Vice-Chairman, or in his absence then the members present shall elect a Chairman from amongst themselves.
- b) The Committee may at any time call an Extraordinary General Meeting and must do so if so requested in writing by not less than fifteen members of the League.
- c) The Secretary shall give at least fifteen clear days' notice in writing of General Meetings and the purpose thereof to all members entitled to receive notice of meetings
- d) At a General Meeting each member shall have one vote. Voting shall be by showing of hands only unless a ballot is demanded by not less than five members present.
- e) The Chairman's direction as to how a ballot is to be taken, his declaration as to the result of any voting and his decision on any question of procedure or point of order at a General Meeting shall be considered final. In the event of an equal vote the Chairman shall have a casting vote.
- f) No vote may be cast by proxy.
- g) No business shall be transacted at any General Meeting of the League unless a quorum of members is present at all time when the meeting proceeds to business. Fifteen members personally present shall be a quorum. If within half an hour from the time appointed for a meeting a quorum is not present the meeting, if convened upon the requisition of members, shall be dissolved; in any case it shall stand adjourned to a day not more than two weeks later at a same time and place; and if at the adjourned meeting a quorum is not present within half an hour from the appointed time the meeting the members present shall be a quorum.

## **8. ACCOUNTS**

There shall be prepared annually and laid down before the League, at the AGM, an independently examined statement of accounts and a report of the League's activities.

## **9. CESSATION OF MEMBERSHIP**

The membership secretary having sent a subscription renewal and subsequent reminder notices, with a period of four months having expired since the renewal notice was issued and the member not having paid their subscription, the member will be deemed to have resigned.

- a) Membership is terminated if a member is removed from membership by a resolution of the Trustees that it is in the best interest of the Charity that his or her membership be terminated. A resolution to remove a member from membership may only be passed if:-
  - i) the member has been given at least twenty one days notice in writing of the meeting of the Trustees at which the resolution will be proposed and the reason why it is to be proposed.
  - ii) the member or, at the option of the member, the members representative (who need not be a member of the Charity) has been allowed to make representations at the meeting.

## **10. NOTICES**

If a member has given to the Secretary an address within the British Isles for the giving of the notices to him (and not otherwise) he shall be entitled to receive notices of all meetings of the League. The notice may be given by the League to any member either by delivering it by hand to him or to his said address or by sending it by post to him to such address.

## **11. PROPERTY**

- a) The monies and property of the League not immediately required for the purpose of the League may be held by or vested in such persons as the Committee may from time to time determine, and the Committee may appoint two or more persons who are members of the League, to hold any such monies or property upon trust for the League, or to invest them in such Securities as the Committee may think fit.
- b) A banking account shall be operated and cheques drawn on behalf of the League shall be signed by such person or persons as the Committee may from time to time direct.

## **12. REMUNERATION**

The committee may appoint and employ assistants as they think fit. They shall appoint (and may pay proper remuneration to) Auditors.

## **13. ALTERATION TO RULES**

The League may by a majority of not less than two-thirds of the members present at an AGM or Extraordinary General Meeting alter, add or delete all or any of the objectives of the League and alter the rules, provided that notice of intention to propose such alteration, addition or deletion and the details thereof are served upon each member with the notice required to be given by the rule 7(c) hereof.

## **14. INFORMALITIES**

No action or decision of the Committee or any meeting of the League shall necessarily be invalidated by reason only of informality or neglect in any services of notices or in any matter or procedure, it shall be for the Committee to decide the effect, if any, of such informality or neglect.

## **15. PROVISION FOR DISSOLUTION**

Upon dissolution of the League, the surplus assets (if any) of the League remain in after the satisfaction of all debts and liabilities shall not be paid to nor distributed amongst the members of the League but shall be given, or transferred, to such charitable institution or institutions as the members of the League shall at, or before, the time of dissolution, in General Meeting, determine with the approval of the Charity Commissioners.

Constitution adopted 28<sup>th</sup> November 1977 as amended 17<sup>th</sup> January 2000 and 15<sup>th</sup> March 2004 and 17<sup>th</sup> March 2008

Annual General meeting on Monday 17<sup>th</sup> March 2008

## **Appendix 2 - EQUAL OPPORTUNITY POLICY**

### **THE LEAGUE OF FRIENDS OF CRAWLEY HOSPITALS (Registered Charity No. 274855)**

#### **Statement of Intent**

The Committee of the League of Friends of Crawley Hospitals (The League) as a voluntary organisation acknowledges the need for an equal Opportunity Policy. It accepts that it has a responsibility to ensure that all board members, volunteers and employees are fully aware of the issues relating to equality of opportunity and that they understand their role in its promotion and implementation.

1. The League recognises that the United Kingdom is a multi racial and culturally diverse society and is committed to developing equal opportunities in all areas of its activities.
2. The League aims to ensure that no volunteer is discriminated against on the grounds of gender, nationality, ethnic origin, age, disability, sexual orientation, belief, marital status, religion, poverty or geographic location and we recognise that everyone has a contribution to make to society and a right to equal treatment.
3. The League seeks to work in partnership with other organisations with an equal opportunity policy.
4. The League recognises that discrimination does exist in our society and that they have an obligation and a responsibility both to oppose discrimination and actively to promote equality of opportunity amongst all groups of society, including those not covered by current legislation.
5. The League recognises that a policy will not of itself provide equality of opportunity and they are therefore committed to implementing action towards making this policy effective.
6. In order to ensure that this policy is effective, all board members and volunteers will be made aware of its' content and the policy will be monitored and reviewed regularly.

The League will ensure that its' activities meet with both the letter and the spirit of the relevant legislation.

Any individual or organisation wishing to raise a complaint that this policy is not being correctly followed by the League should contact the Leagues chairman on 01293 600440 or by e mail through [chlof2003@bigfoot.com](mailto:chlof2003@bigfoot.com)

#### **Approval and Adoption**

This policy was formally adopted by the Committee of the League of Friends on 15.10.07

### **Appendix 3 - OUR MISSION STATEMENT**

**The League of Friends of Crawley Hospitals' aim is to work together as a Team to enhance the Services of both Crawley and Langley Green Hospitals and to provide extras to make Patients, Staff, Wards and Departments more comfortable.**

**The League of Friends welcomes working alongside other Services and Charities in our common aim.**

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Section A

Independent Examiner's Report

**Report to the trustees/
members of**

The League of Friends of Crawley Hospitals

**On accounts for the year
ended**

30th September 2020

**Charity no
(if any)**

274855

Set out on pages

2

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended DD / MM / YYYY.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

S. M. Ranson

Date:

26-7-2021

Name:

Sheila Margaret Ranson

**Relevant professional
qualification(s) or body
(if any):**

Senior Administrator - HR

Address:

3 Strathmore Road, Ifield, Crawley, West Sussex, RH11 0NT

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.