



Annual Report

2017



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Annual General Meeting of the League of Worthing Hospitals and Community Friends

Members of The Friends of Worthing Hospitals and general public are invited to attend **the 69th Annual General Meeting of the Friends of Worthing Hospitals at The Ardington Hotel, Steyne Gardens, Worthing BN11 3DZ on Monday 4th June, 2018 at 6.30 pm**

Light refreshments will be provided

AGENDA

1. Chairman's welcome
2. Apologies for Absence
3. Minutes of the 68th Annual General Meeting
4. Matters arising
5. Chairman's Annual Report
6. Treasurer's Statement of Accounts and adoption of Accounts
7. Election of the General Committee*
8. Appointment of Auditors and Solicitors
9. AOB

*Members of "The Friends" can be nominated for election. Nominations letters to the Hon Secretary, C/o 27 Worthing Hospital, Lyndhurst Road, Worthing West Sussex BN11 2DH. To arrive no later than 31st May, 2018.



Chairman's Message

I am pleased to welcome you to our 69th Annual General Meeting to be held on Monday 4 June, 2018 at The Ardington Hotel, Steyne Gardens, Worthing, commencing at 6.30 pm.

The Year, 2017, was a very difficult year for The Friends of Worthing Hospitals in that we had to vacate our shop/cafeteria premises at the front entrance of Worthing Hospital to make way for Compass Catering who had been awarded the Tender for the catering at all three sites of Western Sussex Hospitals NHS Foundation Trust, Chichester, Worthing and Southlands Hospitals. However, the facility at the north end of Worthing Hospital was to be retained by The Friends of Worthing Hospitals.

The area at the northern end of the hospital had to be closed for over two

months to allow for the renovation of the area to take place. However we did continue to trade in a very small way with very limited stock and by taking trolleys round the hospital in order to provide essential items for the benefit of patients.

At this point I would like to express my thanks to all of our staff for their dedication and hard work in keeping the small "pop up" shop and Trolley service going under difficult circumstances. In thanking our staff I would particularly like to mention Terry Lawrence, Manager, Pauline, Aimee, Christine, Gemma and Maria.

I would also like to thank my fellow Trustees for their work and help through the difficult time, coupled with our Treasurer, Sally Jackson and Secretary Jackie Buss.

Our new shop and cafeteria in the North Wing of Worthing Hospital has proved to be a huge success and provides an enhanced service to patients, staff and visitors alike.

I would like to express my sincere thanks to Simon and Richard Margaroli for allowing us to use the excellent facilities of The Ardington Hotel for this meeting.

I would like to thank you for your support and I look forward to seeing you at our 69th Annual General Meeting on Monday 4 June, 2018 at which light refreshments will be provided.



The Friends' Chairman, Ron Noakes (right) with Allan Ball (left) the Men's Captain and Carol Sopp (centre), Ladies Captain of Worthing Golf Club, handing Ron a cheque for £13,067.37, made out to the Friends of Worthing Hospitals – the Golf Club's charity of the year, 2017.

Legal and administrative information

The trustees present their report with the financial statements of the charity for the year ended 31st December 2017. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015).

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number
208291

Principal address
Friends of Worthing Hospitals
Worthing Hospital
Lyndhurst Road
Worthing
West Sussex
BN11 2DH

President: Dr John Bull
Vice Presidents: Sir Peter Bottomley MP
Timothy Loughton MP

Trustees
Ron Noakes *Chairman*
Peter Bandy
Maureen Van Ryssen
Janet Webber *Vice Chairman*
Georgina Fincher-Jones
Barbara Aldiss
Malcolm Roberts
Marva Stanbrook
Ros Mason

Independent examiner
MastersFuller
Chartered Certified Accountants
38 Salisbury Road Worthing
West Sussex BN11 1RD

Bankers
HSBC pic
1 Warwick Street
Worthing
West Sussex
BN11 3DE

Solicitors
A.R Brown & Co.
Rivoli Chambers
77/79 Chapel Road
Worthing
West Sussex
BN11 1HU

Investment advisers
HSBC Trust Company (UK) Limited
PO Box 880, Southampton SO15 1WP

Hon. Treasurer – Sally Jackson
Hon. Secretary – Jackie Buss
Shop Manager – Terry Lawrence

Approved by order of the board of trustees on 15 March 2018 and signed on its behalf by:

Ron Noakes - Chairman

Trustees report

OBJECTIVES AND ACTIVITIES

The object of the League is to relieve patients and former patients of the Worthing Hospitals who are sick, convalescent, disabled, handicapped, infirm and, generally to support the charitable work of the said Hospitals.

Significant activities

The League runs a shop for the benefit of patients and staff as part of its objects.

Grantmaking

The Friends meet on a bi-monthly basis, to consider bids for funding from the three local NHS trusts supported by the League. Requests for funding are considered primarily for their benefit to patients, staff and visitors.

Volunteers

The League has extensive use of volunteers to help in the shop and café, volunteers provided over 750 hours during the year. Due to the limited space available in the new shop, the use of volunteers has been significantly reduced this year.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The League aims to support the local hospitals by the provision of medical equipment and facilities, amenities such as emergency toilet packs and Christmas presents, and a shop for the benefit of patients. The League also has a Trolley Shop which visits the wards during weekdays and is operated by two volunteers. The League runs the shop as part of its primary charitable activities.

Investment performance

The committee liquidated its market based investments during the year.

Internal and external factors

The League is reliant on Western

Sussex Hospitals NHS Trust to house its operations. The Trust provides shop space, office and storage facilities within Worthing Hospital.

FINANCIAL REVIEW

Principal funding sources

The League usually makes a surplus on its trading activities which helps to fund its activities. The League also receives donations and legacies from the general public.

Reserves policy

The League's reserves (unrestricted funds that have not been designated, excluding tangible fixed assets, stock, debtors and an estimate of the following years expenditure) amount to approximately £535,00. Restricted funds total £30,330 and a further £181,399 have been designated for requests that have already been agreed. The remainder of the League's reserves have been set aside in pursuance of the League's objectives when required.

Going concern

There are no material uncertainties which would affect the charity's ability to continue as a going concern.

Funds

The unrestricted fund has been divided into a general fund, and a designated fund. The designated fund represents spending on local hospitals that has been approved by the committee, but has not been invoiced to the League at the balance sheet date. At the year end, the designated fund stood at £181,399. The committee approved spending of £128,941 during the year. Lapsed requests totalled £950.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risks

to the League are managed by the production of monthly accounts to the trustees and adherence to the constitution, rules and regulations relating to the charity and prudent management of the League including obtaining professional advice when thought fit.

FUTURE PLANS

The hospital trust's re-organisation of the on-site catering facilities in early 2017 left the League without any shop or café facilities for two months. During this period the League ran a pop-up shop and expanded the ward rounds. The shop at the front entrance was closed, and operations were concentrated on the North Wing site.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity's governing document is its constitution dated January 1949, as amended June 1959, June 1969, June 1993 and 16th December 2002. The charity is an unincorporated charity.

Recruitment and appointment of new trustees

We are constantly identifying ways to attract new trustees and anybody interested in becoming a trustee should contact the Chairman.

Organisational structure

The committee of the League by whom the business of the League is conducted and managed are its trustees and are

throughout this report referred to as the committee. The constitution requires that the committee shall consist of not less than nine persons (not counting co-opted members) being delegates of local organisations and elected members and that one third of the elected members should retire each year with election. The committee meets monthly to administer the charity and there is a sub-committee to manage the shops.

Induction and training of new trustees

Prospective trustees are expected to attend three or four meetings as an observer before being invited to become a trustee. Each new trustee receives a documentation pack produced by ATTEND that states their duties and responsibilities. ATTEND training is available to all trustees.

Main activities undertaken for the public benefit

The trustees have considered the Charities Commission general guidance on public benefit when reviewing the aims, objectives and planned activities of the charity.

Related parties

The League is a member of ATTEND, formerly known as The National Association of Hospital & Community Friends, and has benefited from advice from the organisation. Throughout the year the committee has been pleased to have the help of representatives of local health providers at its meetings.

Summarised Financial Statement

These summarised financial statements do not comprise the statutory financial statements, but are a summary, including the statement of financial activities (SOFA) and the balance sheet, of the full financial statements. The full report and accounts were approved on the 14th March 2018, and will be submitted to the Charity Commission. A full set of the Trustees Annual Report and Financial Statements are available upon request.

ON BEHALF OF THE TRUSTEES:



Ron Noakes - Trustee

Date: 14th March 2018

Report of the Independent Examiners

We have reviewed the summarised financial statements of the League of Worthing Hospitals and Community Friends for the year ended 31st December 2017, and confirm that they are consistent with the trustees report and the full financial statements.



Ian Walker FCCA
Masters Fuller
Chartered Certified Accountants
38 Salisbury Road
Worthing
West Sussex
BN11 1RD

Date: 14th March 2018

Gifts to Hospitals for the Year Ended 31st December 2017

Worthing	£
Accident & Emergency – Sonosite X-Porte ultrasound machine	45,263
Audiology Department – Auditory Brainstem equipment	16,750
Audiology Department – 2 Otometric Diagnostic Tympanometers	8,300
Dementia Department – Furniture and equipment	15,000
Intensive Care Unit – 4 Maxblend High Flow generator machines	16,428
Occupational Therapy Department – Wheelchairs	9,761
Physiotherapy Department – Gym equipment	3,271
Physiotherapy Department – 20 Neuromuscular Electrical Stimulation exercisers	1,120
Surgical Pre-Assessment Clinic – TV	474
Shepherd House	
Summer House	1,239
Courtesy packs	2,818
Christmas gifts etc.	6,246
TOTAL	126,670

Statement of Financial Activities

Statement of Financial Activities for the Year Ended 31st December 2017

	2017		2016	
	Unrestricted funds	Restricted funds	Total funds	Total funds
	£	£	£	£
INCOMING & ENDOWMENTS				
Donations and legacies	38,255	16,683	54,938	46,240
Other trading activities	460,039	–	460,039	672,630
Investment income	8,035	13	8,048	7,641
Total	506,329	16,696	523,025	726,511
EXPENDITURE ON				
Raising funds				
Other trading activities	506,749	–	506,749	570,285
Investment management costs	3,626	–	3,626	3,527
Total	510,375	–	510,375	573,812
Charitable activities				
Fundraising	4,372	–	4,372	4,816
Gifts to Hospitals	124,306	2,364	126,670	279,347
Other	12,858	–	12,858	13,647
Total	651,911	2,364	654,275	871,622
Net gains/(losses) on investments	484	–	484	13,361
NET INCOME/(EXPENDITURE)	(145,098)	14,332	(130,766)	(131,750)
RECONCILIATION OF FUNDS				
Total funds brought forward	941,537	15,998	957,535	1,089,285
TOTAL FUNDS CARRIED FORWARD	796,439	30,330	826,769	957,535

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Balance Sheet at 31st December 2017

	Unrestricted funds	Restricted funds	2017 Total funds	2016 Total funds
	£	£	£	£
FIXED ASSETS				
Tangible assets	54,272	–	54,272	40,775
Investments	–	–	–	231,384
	54,272	–	54,272	272,159
CURRENT ASSETS				
Stocks	10,467	–	10,467	14,840
Debtors	895	–	895	906
Cash at bank and in hand	763,050	30,330	793,380	713,602
	774,412	30,330	804,742	729,348
CREDITORS				
Amounts falling due within one year	(32,245)	–	(32,245)	(43,972)
NET CURRENT ASSETS	742,167	30,330	772,497	685,376
TOTAL ASSETS LESS CURRENT LIABILITIES	796,439	30,330	826,769	957,535
NET ASSETS	796,439	30,330	826,769	957,535
FUNDS				
Unrestricted funds			796,439	941,537
Restricted funds			30,330	15,998
TOTAL FUNDS			826,769	957,535

The financial statements were approved by the Board of Trustees on 14th March 2018 and were signed on its behalf by:



Janet Webber – Trustee



Ron Noakes – Trustee

Remember Our Website ...



Please go to our website: www.friendsworthinghospitals.uk to find out more about the Friends' activities and to keep up to date about accomplishments for the hospitals and of future events.

The website includes information on how to donate to the Friends, how to become a member, as well as detailed information on all the equipment we have bought for the hospitals.

Also, there are plenty of details about future projects like purchasing equipment for the hospitals' valuable services to the community. There are fun events run as fund raisers for these projects and buying tickets to attend, or contributing to them is just a click away!

In short, the website is the perfect way to keep in touch with the Friends and becoming involved.

And don't forget ...

We are also on Facebook 'Friends of Worthing Hospitals'

and Twitter '#friendsofworthinghospitals',

so there has never been a greater opportunity to keep in touch and find out exactly what the Friends are doing for your hospital!



And, through our website, you can make donations through MyDonate!



Make a difference and invite a friend or relative to become a member?



That 'difference' could be that they want to give something back to our health service.

Just £5.00 a year will enrol them onto the membership so that they will be part of an organisation that has a life-saving role for thousands of people within our local community. They will be kept up to date with the important decisions and projects facilitated by the League of Friends and find out ways in which they can be of even greater help.

Membership of the League of Friends means:

- they will receive our biannual newsletter with all the up-to-date news of what's happening
- they will be welcome to attend our Annual General Meeting (see page 3) and have their say in how the local Health Service can be enhanced
- above all, they will be making a valuable contribution to their community in assisting their local hospitals and the health of the community.

To find out how they can join, let them read and complete the form on the next page.



Membership Application

Become part of the group which is helping to boost your local health services.

I wish to become a Member of the Friends of Worthing Hospitals.

- I enclose the sum of £..... as my annual subscription (minimum subscription £5.00)
- I wish to make a donation and enclose £.....

I would like

Please tick box

- | | |
|--|-------------------------------------|
| 1) To make a regular subscription payment by Standing Order | <input type="checkbox"/> |
| 2) My subscription payment to be treated as Gift Aid
– I am a current Tax payer | <input checked="" type="checkbox"/> |
| 3) To leave a Legacy to the Friends of Worthing Hospitals | <input type="checkbox"/> |

giftaid it

Signature:

Address:

..... Postcode:

Please make your cheques payable to **“The League of Worthing Hospitals and Community Friends”** and forward it, together with this completed form to:

The Membership Secretary,
The Friends of Worthing Hospital,
Worthing Hospital
Lyndhurst Road Worthing
West Sussex
BN11 2DH

Tel: 01903 872188

The League of Worthing Hospitals & Community Friends is a registered Charity No. 208291

Still Serving the Hospital!

A view of what's on offer from our shop



Sweets, Biscuits, Toiletries, Gifts, Books and MORE!



The Friends Shop and Cafe in the North Wing are open as below:

Monday – Friday	7.00am – 6.00pm
Saturday	9.00am – 5.00pm

The Trolley Shop

Volunteers have joined the team to manage the Trolley Shop around the wards. If you need any items from the Trolley Shop just stop them and ask!

If there are any other areas in the hospital that you would like the Trolley Shop to visit, then please let us know.

Contact the Shop Manager,
Terry Lawrence
01903 205111 Ext: 84105.



Snacks, Sugar Free Snacks, Drinks, Magazines, Newspapers and MORE!





Fixed Price Menu

May and June 2018



Starter

Cream of potato and watercress soup

Cream cheese and croutons **V/GF**

Mussels simmered in a

Thai spiced coconut broth

With coriander and rice noodles **GF**

Slow cooked duck leg terrine

Apple and plum pickle and sour dough crisps

Dessert

Steamed syrup sponge

Orange crème Anglaise

Lemon posset

With poached rhubarb
and rhubarb jelly **GF**

**Belgian chocolate and amaretto
fudge pot**

With crème fraîche and raspberries

Main

Slow cooked spring lamb breast **GF**

Tomato and white bean sauce, spring greens

**Fillets of locally caught plaice in
Japanese breadcrumbs**

Pea purée and chips.

Or grilled with new potatoes (**GF**)

Potato gnocchi

Black olive purée, roasted tomatoes
and goat cheese cream **V**

Chargrilled rump steak

Stilton cream sauce, watercress salad
and chips (£1 supplement) **GF**

Tea and coffee

Served with mini chocolate brownies

Filter coffee £3.40

Range of tea infusions £3.40

A range of liquor coffees £5.65

Latte, cappuccino, espresso £3.50

Fixed Lunch Menu. Monday To Saturday. Served from midday to 2.00pm

One course £8.95 • Two courses £12.95 • Three courses £16.95

Fixed Dinner Menu. Sunday to Thursday. Served from 6.15 to 9.00pm

One course £12.95 • Two courses £17.95 • Three courses £23.95

Car parking permit available, £4.50 from midday for six hours, if you want to make a day of it!

Indigo Restaurant, Ardington Hotel, Steyne Gardens, Worthing BN11 3DZ

www.indigorestaurant.info Tel: 01903 230 451