



You are invited to the

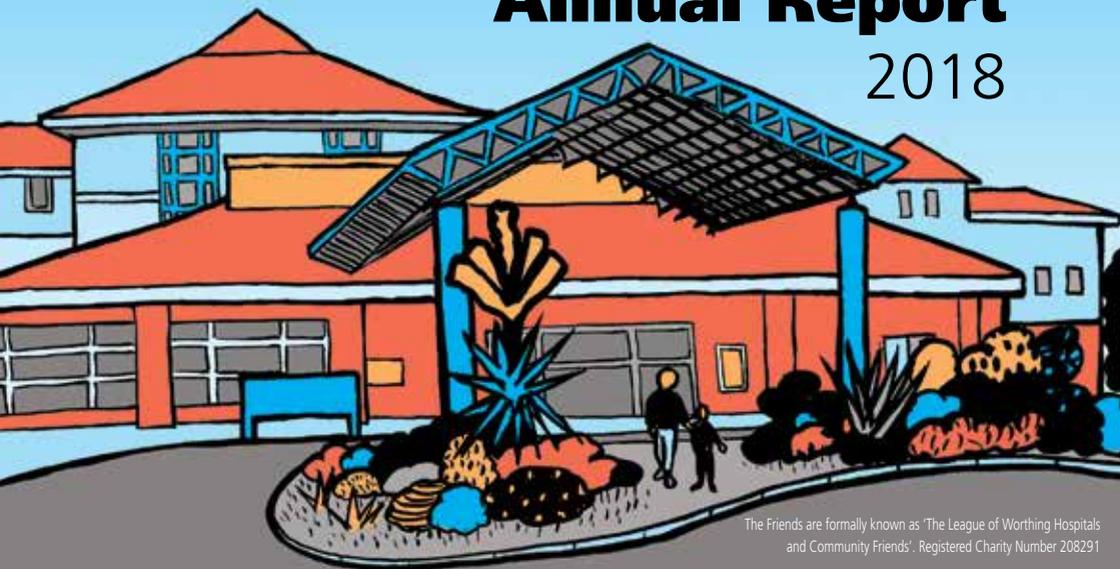


Annual General Meeting  
of the Friends of Worthing Hospitals

*70 Years of Serving YOUR Hospital!*

(see page 1 inside for details)

**Annual Report**  
2018





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### Guest Speaker

**Mr. Michael Rymer – *Non-Executive Director***

Deputy Chairman, Western Sussex Hospitals  
NHS Foundation Trust

Brighton and Sussex University NHS Foundation trust

# 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 70th Annual General Meeting of the Friends of Worthing Hospitals at The Ardington Hotel, Steyne Gardens, Worthing BN11 3DZ on Monday 3rd June, 2019 at 6.30 pm**

**Light refreshments will be provided**

## AGENDA

1. Chairman's welcome
2. Apologies for Absence
3. Minutes of the 69th 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 24th May, 2019.



## Chairman's Message

**I am pleased to welcome you to our Annual General Meeting to be held at The Ardington Hotel, Steyne Gardens, Worthing on Monday 3rd June, 2019 at 6.30 pm.**

During the past year much has been achieved. Our new shop/cafeteria at the north end of the hospital has been successful in serving patients, staff and visitors. All of this could not be done without our excellent staff and volunteers and at this point I would like to express my thanks to Manager, Terry Lawrence, Pauline, Christine, Gemma, Maria, Chloe, and Daryl for their hard work in making the shop/cafeteria so successful and always providing a happy and smiling face, sometimes under difficult circumstances. In addition I would also like to thank our volunteers, Margaret Groves, Cynthia Budd, Sheila Wynn, Beryl Marhews, Jane McCarthy, Laura Goodson, Terence Notman, Sheila Davies, Alison Geere, Owen Inch, Anne Robson and Sue Milner for

giving their valuable time freely for the benefit of patients, staff and visitors.

During the past year we have been able to support Worthing Hospital by providing much needed equipment such as for the Critical Care Unit – a Rehabilitation Chair for £13,575; for the Dementia Team – 10 Digital Reminiscence Therapy Packages for £48,712; for General Surgery – Varathon Bladder Scanner at £14,000; and for the Urology Department – a Morcellator Machine for £31,430, to name but a few. (See page 10).

I would also like to thank my fellow Trustees, Secretary Jackie Buss and Treasurer Sally Jackson, for all the hard work throughout the year. I would particularly like to thank Janet Webber for 'arranging Christmas' for all the patients who are in hospital and receive a present from The Friends of Worthing Hospitals. This is no mean task as there are some 300 patients in hospital over the Christmas period and Janet has become an 'expert present wrapper'.

Finally, I would like to thank Simon and Richard Margaroli for the use of the excellent surroundings of the Ardington Hotel for our Annual General Meeting.

I thank you for your support and look forward to seeing you at our 70th Annual General Meeting on Monday 3rd June, 2019 at which light refreshments will be provided.

## Legal and administrative information

The trustees present their report with the financial statements of the charity for the year ended 31st December 2018. 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	<i>Chairman</i>
Janet Webber	<i>Vice Chairman</i>
Peter Bandy	
Maureen Van Ryssen	
Georgina Fincher-Jones	
Barbara Aldiss	
Malcolm Roberts	
Marva Stanbrook	
Ros Mason	
David Walsh – <i>co-opted appointed</i>	
	<i>3.12.18</i>

**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

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

Approved by order of the board of trustees on 3rd April 2019 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 grants committee meets every two months 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.

#### 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

#### Financial position

The shop continued to provide funds for the League, making a surplus of £31,966 during the year. The League spent £184,804 on gifts to local hospitals.

#### 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 £468,000. Restricted funds total £52,317 and a further £141,393 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 £141,393. The committee approved spending of £148,596 during the year. Lapsed requests totalled £3,798.

#### Financial review

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 League will continue to run the shop/café at 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 3rd April 2019, 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: 3rd April 2019

## 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 2018, 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: 3rd April 2019

## Gifts to Hospitals for the Year Ended 31st December 2018

Worthing	£
Critical Care Unit – Rehabilitation Chair	13,575
Dementia Team – 10 Digital reminiscence therapy packages	48,712
Audiology Department – 2 Visual reinforcement puppet cabinets	6,704
General Surgery – Verathon bladder scanners	14,000
General Surgery – 2 ECG machines	8,162
Equipment Library – 15 Space Infusion pumps	13,425
Maternity – Pump unit	16,970
Physiotherapy Department – Equipment	421
Urology Department – Morcellator system	31,430
Cancer Services – Hemocue machine	3,380
ITU – 4 Respiratory delivery systems	8,000
Courtesy packs	3,675
<b>Southlands</b>	
Shepherd House – Redevelopment & landscaping of garden	10,000
Ophthalmology Department – 4 Tonometers	9,990
<b>Christmas gifts etc.</b>	3,756
<b>TOTAL</b>	<b>192,200</b>



**Christmas is coming!**  
Janet Webber is already busy wrapping presents for the staff and patients.

## Statement of Financial Activities

### Statement of Financial Activities for the Year Ended 31st December 2018

	Unrestricted funds £	Designated funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>INCOMING &amp; ENDOWMENTS</b>					
Donations and legacies	42,696	–	32,347	75,043	54,938
Other trading activities	554,514	–	–	554,514	460,039
Investment income	1,505	–	308	1,813	8,048
<b>Total</b>	<b>598,715</b>	<b>–</b>	<b>32,655</b>	<b>631,370</b>	<b>523,025</b>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Other trading activities	522,548	–	–	522,548	506,749
Investment management costs	–	–	–	–	3,626
	<b>522,548</b>	<b>–</b>	<b>–</b>	<b>522,548</b>	<b>510,375</b>
<b>Charitable activities</b>					
Fundraising	5,918	–	–	5,918	4,372
Gifts to Hospitals	7,396	174,136	10,668	192,200	126,670
Other	12,126	–	–	12,126	12,858
<b>Total</b>	<b>547,988</b>	<b>174,136</b>	<b>10,668</b>	<b>732,792</b>	<b>654,275</b>
Net gains/(losses) on investments	–	–	–	–	484
<b>NET INCOME/(EXPENDITURE)</b>	<b>50,727</b>	<b>(174,136)</b>	<b>21,987</b>	<b>(101,422)</b>	<b>(130,766)</b>
<b>Transfer between funds</b>	<b>(134,130)</b>	<b>134,130</b>	<b>–</b>	<b>–</b>	<b>–</b>
Net movement in funds	(83,403)	(40,006)	21,987	(101,422)	(130,766)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>	<b>615,040</b>	<b>181,399</b>	<b>30,330</b>	<b>826,769</b>	<b>957,535</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>531,637</b>	<b>141,393</b>	<b>52,317</b>	<b>725,347</b>	<b>826,769</b>

## Balance Sheet at 31st December 2018

	Unrestricted funds £	Designated funds £	Restricted funds £	2018 Total funds £	2017 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	426,280	–	–	46,280	54,272
<b>CURRENT ASSETS</b>					
Stocks	10,311	–	–	10,311	10,467
Debtors	940	–	–	940	895
Cash at bank and in hand	507,264	141,393	52,317	700,974	793,380
	<b>518,515</b>	<b>141,393</b>	<b>52,317</b>	<b>712,225</b>	<b>804,742</b>
<b>CREDITORS</b>					
Amounts falling due within one year	(33,158)	–	–	(33,158)	(32,245)
<b>NET CURRENT ASSETS</b>	<b>485,357</b>	<b>141,393</b>	<b>52,317</b>	<b>679,067</b>	<b>772,497</b>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	<b>531,637</b>	<b>141,393</b>	<b>52,317</b>	<b>725,347</b>	<b>826,769</b>
<b>NET ASSETS</b>	<b>531,637</b>	<b>141,393</b>	<b>52,317</b>	<b>725,347</b>	<b>826,769</b>
<b>FUNDS</b>					
Unrestricted funds				673,030	796,439
Restricted funds				52,317	30,330
<b>TOTAL FUNDS</b>				<b>725,347</b>	<b>826,769</b>

The financial statements were approved by the Board of Trustees on 3rd April 2019 and were signed on its behalf by:



Janet Webber – Trustee



Ron Noakes – Trustee

## Remember Our Website ...



To find out more about the Friends' activities go to our website: [www.friendsworthinghospitals.uk](http://www.friendsworthinghospitals.uk) 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!\*



\*MyDonate is closing 30th June 2019.



Just £5.00 a year will enrol someone 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<br>– I am a current Tax payer | <input 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 205111

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!**



**Snacks, Sugar Free Snacks, Drinks, Magazines, Newspapers 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: 84064.



Design: www.inspiration-by-design.co.uk Print: www.kenadsprinters.co.uk





# Afternoon Tea

in our newly refurbished lounge

*Add some colour to your life!*

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

**[www.indigorestaurant.info](http://www.indigorestaurant.info) 01903 230 451**

Private dining rooms are available – please call to discuss

All day car parking £6.50