

## Notes of Annual General Meeting of Sara Lee Trust

Held at 5.30pm on Friday 10 November 2017 at the Arthur Easton Centre, St Michaels Hospice  
 25 Upper Maze Hill, St Leonards on Sea, East Sussex, TN38 0LB

	There were 25 people in attendance
1	Trust Chair Michael Lear (ML) welcomed everyone and formally opened the meeting
2	<b>Minutes of the last AGM</b>
	Approved and duly signed by ML
3	<b>Chair's Annual Report</b>
-	ML stated that the previous Chair, Linda Hodgson, had retired from both the role of Chairman of the Board of Trustees and also MD of the Trading Company and that he had taken over the positions. ML thanked Linda for her hard work for the Trust over many years
-	Five new Trustees have joined SLT this year: Patricia Driver, Kevin Southon, Graham Rushbrook, Mike Morton and Cynthia Chaloner The Trustees will continue to recruit specialists during the forthcoming year
-	ML formally thanked all the volunteers on behalf of the Trustees and stated that the team had recently been joined by 4 new volunteer therapists
-	Sponsorship is recognised as a core income stream and ML thanked all SLT sponsors
-	ML reported that fundraising had exceeded this year's target and also raised 50% of the <b>£200K</b> build cost of the new Therapy Centre in Sidley. Maria Gonet who heads up the fundraising team was thanked for all her hard work.
-	ML stated that the new Therapy Centre in Sidley is an ambition achieved and Kerry Evans was congratulated on her management of the therapy team. ML reported that over 2,000 hours of care had been provided in the first five months of this year – equivalent to the whole of that provided in 2013/14.
-	Recognition and funding from the NHS is an incredible achievement for SLT
4	<b>Treasurer's Report</b>
	Presented by Debbie Hargreaves who stated that last year there was a cautious budget surplus prediction of <b>£8K</b> . In fact there was a <b>£15K</b> surplus at year end
-	Considerable investment has been made in shop refurbishments over the last year and this is on-going
-	There has been a substantial increase in the level of care provided which has increased costs accordingly
-	The Trust invested in the premises for the Donation Centre in Beeching Road which has been a success
-	Trading Company turnover this year was <b>£306K</b> compared to <b>£230K</b> reported the previous year

**Notes of Annual General Meeting 10 November 2017 (Contd.)**

5	<b>Services Spotlight</b>
-	Kerry Evans (KE) explained the counselling services strategy. Counselling has increased from 9 hours a week 3.5 years ago to 50-60 hours a week at year end. Further growth is anticipated as every effort is made to avoid waiting lists as work is done on a case-by-case basis. Recent survey returns indicated 100% support on efficiency of service and the number of sessions provided on site, at home, in hospital and Hospice
-	KE then requested that everyone took part in a 10-minute group counselling exercise to get people to discuss end of life care
6	<b>Annual Review</b>
-	Dan Redsull (DR) stated that the AGM was an important day and a dedicated opportunity for an annual review and to consider plans for the future.
-	There was a presentation on the Therapy Centre which was 21-years in the making to deliver Sara's vision
-	Sally Lee was thanked for her leadership over that period and the meeting was advised that Sally was stepping down as Vice Chair but would remain as a Trustee. Sally was thanked for everything she has done, and was presented with a bouquet
-	DR reported that this last year had been a challenging one for the Trust with the impact of the Hospice fire, the passing of Dr Jeremy Lee and the change in leadership. However many major projects had been delivered including the Therapy Centre, the Donation Centre, turning a former bank into a shop, refurbishment of existing shops, all of which had been delivered without additional resources
-	Key achievements this year: . Care provision up by 30% . <b>£100K</b> capital appeal . Therapy Centre delivered . NHS recognition and support . Annual surplus to support centre development
-	KE stated: . the Annual Evaluation Framework will be available on the website shortly . out-of-hours support had been extended (on-going) . number of home visits had been increased (on-going) . therapy facilities at the Hospice had been improved
-	DR stated that the level of income had increased: . CCG grant . Income from low risk sources . Capital appeal ( <b>£100K</b> )
-	It had been a challenging and successful year. The balance sheet has improved but the Trust are aware of the challenges being faced. SLT are now a medium-sized charity working with small charity resources and are working to reduce the impact of low staff numbers
-	The annual survey returned a rating of . 99% Excellent . 54% reduced level of support from other sources . 30% reduced use of mental health services

**Notes of Annual General Meeting 10 November 2017 (Contd.)**

5	<b>Annual Review (Contd.)</b>
-	Going forward 2017-2018 capacity will be increased to reduce the levels of un-met need with more support to service users through exercise, information and mindfulness sessions, Reiki, provision of local and accessible services, access to group activities, establishment of a quality benchmark for initial contacts, enhancement of services information, leaflets, website etc and generally developing awareness of the Trust and the services available.
-	On the financial front, DR reported that the Trust would: <ul style="list-style-type: none"> <li>. continue to look for new income streams</li> <li>. were aiming for breakeven by year end</li> </ul>
-	Income streams this year included: <ul style="list-style-type: none"> <li>. The Big Lottery funding which had taken 18-months to deliver and critical to our success was advice and support from SE (FSN), input from the local people in Sidley, and of course input from Kerry</li> <li>. A grant of <b>£250K</b> over 5 years to provide new services at the Centre and in addition, <b>£15K</b> for organisational development</li> </ul>
	<b>Going Forward</b>
-	DR stated that: <ul style="list-style-type: none"> <li>. further CCG support funding for counselling had been received for a 1-year period (<b>£5K</b>)</li> <li>. N3/EMIS (NHS patient data system) would be implemented</li> <li>. Leadership team would be strengthened with more Trustees</li> <li>. 'Incremental steps building momentum'</li> </ul>
-	<b>£50K</b> increase in recurrent income is needed over the next 5-years to pick up lottery Funding
-	ML thanked DR and KE for a well-delivered presentation
7	<b>Questions and Answers</b>
-	None
	The meeting closed at 18.55pm