

# Minutes - AGM 2015



**Date:** Tuesday 13<sup>th</sup> October 2015

**Start Time:** 11.30am – **Finish Time:** 12:40pm

**Location:** The Magnet Centre, 1 Christ Church Courtyard

## 1. Welcome and Introduction

### **Sally Lee (Chairman and Trustee)**

Sally Lee (SL) thanked everyone for attending. SL paid tribute to her predecessor Michael Lear (MJL) for his time spent as Chairman. He is still a Director of the Trading Company. SL thanked him for all his work and advice which he has given and continues to give to the Trust. SL checked with the Trustees (those who attended last year) that they were happy to proceed with approving and signing the minutes of last year's AGM. These were duly signed and passed to the CEO to file.

## 2. Chairman's Annual Report 2014

### **Sally Lee (Chairman and Trustee)**

SL began by giving an overview of the services that The Sara Lee Trust provides and confirmed that overall service levels have increased by 30%. She mentioned the securing of a second venue for Sanctuary Days.

SL acknowledged that Fundraising is difficult in the current economic climate but she also mentioned the events that we share with St Michael's Hospice (SMH) and the benefits of working alongside them. SL thanked Linda Hodgson (LH), Vice Chair for her ongoing leadership provided to the Trust Trading arm and to Bob Hodgson (BH) for his much needed help with the accounts for the Trading Company and their time-giving to the Trust in general.

Shop trading performances remained strong and overall contributions to the Trust have and will continue to grow providing a steady stream of income.

SL thanked everyone at The Sara Lee Trust (SLT); Trustees, staff & volunteers for the time, effort, drive and for the work and hours they put in to the Trust.

SL told of our need to improve the access and reach of our Services and also the hope to ensure a financially secure future.

## 3. Hospice Fire and Trust Continuity Plan Update

### **Dan Redsull (DR - Chief Executive)**

DR gave a brief overview of both the Trust's and St Michael's Hospice's services and support operations including:

#### **Hospice (STM)**

- All inpatient services are now operating from Hastings Court
- Day Services are now operational at STM and will be moving towards opening 5 days a week by November
- Administrative and support functions will be relocated back to the Hospice on floors 2 and 3 over the coming weeks.
- Current SLT offices have now been totally vacated and these will be used by STM teams as from November 2015

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- SLT will not relocate back to the Hospice until late 2016
- A large Capital Appeal will be launched by the Hospice

## Trust Update

### 1. Patient Services

- Inpatient Support (STM patients) - a normal service is now operating on the wards at Hastings Court. Services at The Rye, Winchelsea and District Memorial Hospital are unaffected and continue as normal.

- Non Hospice / Community Patients - normal Therapy services to our community patients are being provided at Hastings Court (on the ridge opposite St Helen's Church, Ore). Services delivered in the home are unaffected and continue as normal.

Counselling Services are being provided from a combination of private counselling facilities and a room at The Hastings Centre (on the ridge opposite the Conquest Hospital). Counselling provision in the home continues to be provided where appropriate.

- Group Therapy Care  
These services are unaffected and continue as normal.

### 2. General Operations and Administrative Support

Two temporary Admin Offices have been established:

- Patient, Services and Trading based administration. Support for these areas has relocated to an office at our Silverhill Charity Shop (01424 272 519).

- Fundraising and general Trust operations. These functions will be carried out from a dedicated office at Jackson Hall (HVA Offices), Hastings (01424 420 264)

### 4. Presentation of the Annual Accounts 2014/15 and Finance Update

#### Debbie Hargreaves (Trustee)

Debbie Hargreaves (DH) took the floor to discuss the accounts. DH reiterated previous comments regarding the expansion of the Trading Company and that results are looking promising and the year ended with a small surplus. The Trust financial position had also improved through the acquisition of further properties. The Trading company contribution to the Trust has grown from £11k last year to £62k this year – an increase of 450%.

DH confirmed that that the accounts had been examined by Mannington's and copies are available on request from the Trust central office.

### 5. Trust Wide Update 2015/16

#### Dan Redsell

DR gave a detailed presentation reflecting on the Trust's performance over the 2014/15 financial year and also setting out the plans 2015/16. Key aims included:

- Continue to increase our capacity to meet local need
- Improve access to our services
- To develop the scope of our services
- To further improve our underlying financial position

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## 6. An introduction to Aromatherapy

### Gaynor Medhurst (GM) – Trust Therapist

GM gave an informative summary level overview and explanation of aromatherapy and its applications and uses.

## 7. Question and Answer session (All Trustees)

**Discussion 1** – No question but a thank you to all those involved for their hard work in relocating after the fire at the Hospice.

**Discussion 2** – Feels part of a good team but also feels that she is more on her own now we are not in the Hospice and that she has been ‘chucked out’. **DR** responded noting that relocating out of the Hospice had been a difficult and for some upsetting process. The Hospice has and continues to work closely with the Trust to minimise any negative impact on both teams. Any concerns relating to interim arrangements should be highlighted to DR.

**Discussion 3** – Wished to know where our referrals were coming from as she knows that at the Conquest not many people know about the Trust and the work we do. **DR** responded by saying that the Trust needs to balance its visibility with its capacity and we would not wish to overstretch ourselves with too many referrals and not enough capacity to deal with them efficiently.

**Discussion 4** – Mentioned the four new volunteer therapists. **DR** advised that they are qualified therapists/counsellors and that due to our restricted funding we would be looking to grow our team of volunteer therapists. MJL also asked if, with the planned costs of the new Therapy Centre, the Trust would return a profit or deficit in 2015/16. **DR** replied that costs had been factored in to 2015/16, and that there is a planned overspend for 2015/16 of £10k which has been agreed by the Board. **DR** also said that the Board had approved an investment plan which in the longer term would return the Trust to a breakeven position. DR noted that looking forward the Trust aims to break even, not deliver a surplus. Any surplus identified would be invested into service provision.

**Discussion 5** – Spoke of a CCG database after speaking with her GP who was unaware of the Trust. It was noted that the Trust is now on the database which is accessible by GPs across the area.

**Discussion 6** – Suggested a presentation for local GPs or their managers to explain who the Sara Lee Trust is and what we do. General consensus was that it may not be simple to arrange for very many GPs to attend all at the same time but that this would be looked into.

**Discussion 7** – Spoke of a mini seminar at the end of October aimed at Healthcare Professionals.

There being no further business or questions the meeting was closed.

Agreed & signed \_\_\_\_\_ Date \_\_\_\_\_