

## **TRUSTEES' ANNUAL REPORT FOR THE PERIOD FROM 01 JANUARY TO 31 DECEMBER 2022**

### **THE LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**

**Registered Charity Number: 515567**

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#### **OBJECTIVES AND ACTIVITIES**

##### **Objective**

The object of the League is to improve amenities for the benefit of patients and to aid in provision of a quality service within Bridgnorth Community Hospital, part of Shropshire Community Health NHS Trust and Shrewsbury and Telford NHS Trust Maternity Unit at Bridgnorth Community Hospital.

The Charity aims to encourage, foster, and maintain the interest of the public, in patient care and the support of the work undertaken in Bridgnorth Hospital.

Trustees have given genuine attention and thought to all matters relating to activities undertaken by the Charity in accordance with the constitution within the Trustee Committee meeting forum.

##### **Fundraising**

The Charity has not undertaken any significant fundraising activities due to the level of voluntary donations and legacies received.

The volunteer run Coffee Shop is open to the public Monday to Friday 0930 – 1600 hours. Books, jigsaws, brand new knitwear, greetings, and seasonal cards are on sale within. Annual Easter and Christmas Coffee mornings were held.

A small number of collecting tins are distributed within retail premises locally. A popular 100+ Club regulated as a Small Society Lottery by Shropshire Council continues to raise funds on an annual basis.

#### **ACHIEVEMENTS AND PERFORMANCE**

At the start of 2022 the Coffee Shop had closed due to an increase of Covid cases and enforced restrictions within the hospital. As a result, trade was reduced and did not start to pick up until the latter part of the year. Despite this, volunteers remained steadfast and committed to keeping it open.

##### **Butterfly Cafe**

In January a Dementia Awareness Training Day was held for volunteers interested in assisting with the Butterfly Café. In April the League of Friends Butterfly Café for people with memory loss conditions such as dementia was launched to replace a hospital run café which had ceased during pandemic and was not viable post pandemic due to the retirement of its staff. A life-sized caterpillar mascot was designed and introduced in October to help raise awareness of the Butterfly Café and to promote all things League of Friends related to appeal to younger following.

## **Volunteer Training Day and High Tea**

In the same month an in-house volunteer training session was followed by a high tea exclusively for volunteers and the membership, after which a copper willow tree fountain was unveiled in the League of Friends maintained courtyard garden. The willow tree was chosen because it symbolises the capability to withstand hardship, loss, and difficulties which resembled experiences following the pandemic within the NHS and wider community.

## **Knit and Natter Group**

The League of Friends knit and natter group were asked to make poppies for a cascade feature displayed in a local church for the Remembrance weekend. Throughout the year this group produces a wide variety of baby and children's knitwear which is then sold to raise funds.

## **Newsletter**

A newsletter is produced for the members of the charity to keep them informed of the organisation's progress and achievements.

## **FINANCIAL REVIEW**

The financial statements have been produced in accordance with current statutory requirements and the Charities constitution document and explained within the financial document included with this submission. The Charity receives much of its income from legacies, donations, membership subscriptions and fundraising events.

The Charity provides support to the hospital by funding the purchase of equipment requests by various departments within the hospital.

## **Reserves**

The Charity aims to maintain a reserve of £70,000 as agreed by the Trustees which is reviewed annually and includes funds deemed to be sufficient to meet foreseeable obligations and cover possible contingencies.

## **Financial Auditing**

The Charity Treasurer (January to May) unfortunately had to step down at short notice through ill health and a replacement was not forthcoming until September. In the interim the Chair and Deputy Chair oversaw financial activity. An independent external accountancy firm, employed by the Charity, was asked to examine the accounts from January to September prior to the new Treasurer taking over the role.

## **STRUCTURE GOVERNANCE AND MANAGEMENT**

### **Governing document**

The Charity is an unincorporated organisation and is managed by the Trustees under its 2018 constitution document.

## Methods of appointment or election of Trustees

Trustees are nominated, seconded, and elected/re-elected at the Annual General Meeting (AGM) which is overseen by our President, the duly elected Town Mayor.

## Organisational structure

The League of Friends of Bridgnorth Hospital is administered by the Trustee Committee of up to fifteen people who usually meet six times a year, in addition to the AGM and Extraordinary General Meetings as and when required. There are two sub-committees which oversee the running of the Coffee Shop and Butterfly Café respectively.

## Relationships with other Charities

The Charity is an affiliated member of Attend and is also a contributor to the Shropshire League of Friends group which meets up to three times annually. Due to the restrictions of the Covid 19 pandemic these meetings only reconvened this year and met once during this reporting period.

## Trustees' induction and training

Induction is done through briefing by the Chair and Trustees take part in training sessions organised for all League of Friends volunteers. All Trustees are subject to a Disclosure and Barring Service check.

## REFERENCE AND ADMINISTRATIVE DETAILS

### Charity name

League of Friends of Bridgnorth Hospital

### Registered Charity number

515567

### Charities Principal Correspondence Address

7 River View Bernard's Hill, Bridgnorth, Shropshire, WV15 5AT.

### Charities Principal Operations Address

The League of Friends Coffee Shop, Shropshire Community NHS Trust, Bridgnorth Community Hospital, Northgate, Bridgnorth, Shropshire, WV16 4EU.

### Charity Trustees who Manage the Charity

Trustee Name	Office (if any) Appointment (A) at committee level)	Dates Acted if not for whole year	Name of Person (or body) entitled to appoint Trustee (if any)
Paula Tristham	Chair		Membership (AGM)
Julia Davies	Deputy Chair		Membership (AGM)
Sue Burrows	Secretary		Membership (AGM)
Stan Butler	Treasurer	1.02.2022- 15.05.2022	Membership (AGM)
Phil Palfrey	Treasurer	01.09.2022-31.12.2022	Trustee Committee

Trustee Name	Office (if any) Appointment (A) at committee level)	Dates Acted if not for whole year	Name of Person (or body) entitled to appoint Trustee (if any)
Phil Palfrey		05.07.2022 – 31.08.2022	Trustee Committee
Verena Swinnerton	Coffee Shop Manager		Membership (AGM)
Meg Andrews	Butterfly Café Lead (A)	05.07.2022 – 31.12.2022	Trustee Committee
Margaret Bray	Knit and Natter Lead (A)		Membership (AGM)
Di Brown			Membership (AGM)
Yvonne Askins			Membership (AGM)
Pearl Bryan		01.01.2022 – 16.05.2022	Membership (AGM)
Betty Martin		01.01.2022 – 18.01.2022	Membership (AGM)
June Muxworthy	100+ Club Secretary		Membership (AGM)
Sarah Morford	Librarian (A)		Membership (AGM)
Julie Palfrey	Butterfly Café Lead	05.07.2022 – 31.12.2022	Trustee Committee
Mike Phillips	Gardens Lead (A)		Membership (AGM)
Jean Prior	Knit and Natter Lead (A)		Membership (AGM)
Rita Spence			Membership (AGM)

### **Names of Presidency and Advisers**

On election, the Mayor of the Town is invited to be President of the Charity for the duration of their tenure.

President 2022 - Councillor Karen Sawbridge

In accordance with its constitution the Charity (at AGM) may see fit to bestow a lifetime Vice Presidency upon an agreeable individual perceived to be in the position to offer advice and guidance to the Trustees of the Charity. The Vice President may attend Trustee Meetings and contribute to discussion but have no voting rights at Committee Meetings.

Vice Presidents 2022 – Mrs Margaret Veal MBE, and Mrs Sheila Plain

### **Shropshire NHS Community NHS Trust Liaison**

The Charity has built a healthy working relationship with the local hospital management team enabling the Trustees to make informed and justifiable decisions to enhance the work of the hospital for the general public within the community. The hospital manager is invited to attend Trustee meetings and provides an overview and update of hospital activity and brings forward any funding requests for enhancement of patient care and experience within the ward and departments of the hospital.

### **Names of Hospital Management Contacts**

Rachel Mole – Locality Clinical Manager – South East Shropshire  
Carol Harris – Site Administrative Manager and PA to Rachel Mole  
Amy Jeavons – Business Support Officer

**DECLARATIONS**

**The Trustees declare that they have approved the trustees' report above.**

**Signed on behalf of the charity's trustees**

**Paula Elizabeth Tristham**

**Chair**

**Date:** 29 October 2023

**Susan Burrows**

**Secretary**

**Date:** 29 October 2023

**LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**

**Report and Financial Statements**

**Year Ended: 31st December 2022**

**Charity No. 515567**

*Silver & Co*  
Accountants  
Taxation  
& Business Advisors

# LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL

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9	Notes forming part of the financial statements

# LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL

## Legal and administrative information

### Trustees:

Paula Tristham  
Sue Burrows  
Phil Palfrey  
Verena Swinnerton  
June Muxworthy  
Sarah Morford  
Jean Prior  
Margaret Bray  
Rita Spence  
Mike Phillips  
Meg Andrews  
Yvonne Askins  
Diane Brown  
Julie Palfrey

President: Madame Major Karen Sawbridge

Vice President: Margaret Veal  
Sheila Plain

Chair: Paula Tristham

Vice Chair: Julia Davies

Secretary: Sue Burrows

Treasurer: Phil Palfrey

Coffee Shop: Verena Swinnerton

100 Club: June Muxworthy

Librarian/Flag Day Organiser Sarah Morford

Committee: Jean Prior  
Margaret Bray

Independent Examiners: The Hollies, 16 St John Street, Bridgnorth,  
Shropshire, WV15 6AG

Bankers: Barclays Bank

Principal Address: Ansteys, Eardington, Bridgnorth, Shropshire  
WV16 5JT

## LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL

### Trustees' Annual Report

#### For the year ended 31st December 2022

The trustees submit their annual report and the unaudited financial statements for the year ended 31st December 2022. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in 2005 as modified by SORP 2019 (FRS 102) in preparing the annual report and financial statements of the charity.

The charity is governed by its constitution, which placed the governance on the charity in the hands of the trustees. Its objects are to advance education and provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the inhabitants of the area.

#### **Volunteers**

The charity is grateful for the efforts of its volunteers who are involved in service provision and fund raising. It is estimated that approximately 25 volunteer hours were provided on a weekly basis. If this is valued at the National Living wage rate of £9.50 the weekly volunteer effort amounts to nearly £238.00.

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP 2019, (FRS 102);
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

**LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**

**Trustees' Annual Report (Continued)**

**For the year ended 31st December 2022**

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of its Constitution. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Internal Control and Risk Management**

The trustees review the effectiveness of all material internal controls, including operational, financial and compliance controls and risk management systems.

The internal control systems are designed to meet the Charity's particular needs and the risks to which it is exposed, to manage these risks and to provide reasonable assurance against misstatement or loss.

**Statement of Disclosure of Information to Independent Examiners**

We, the trustees of the charity who held office at the date of approval of these financial statements, each confirm so far as we are aware that:

- there is no relevant information of which the charity's independent examiners are unaware: and
- we have taken all the steps that we ought to have taken as trustees in order to make ourselves aware of any relevant information and to establish that the Charity's independent examiners are aware of that information.

**LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**  
**Trustees' Annual Report (Continued)**  
**For the year ended 31st December 2022**

**Re-appointment of Trustees**

The trustees are appointed by the members of the Association in Annual General Meeting.

**Achievements and Performance**

The results for the year are set out in the attached statements of financial activities.

**Financial Review**

The Charity's policy is to retain surplus funds pending suitable application by the charity for assistance of a project within the terms of charitable status.

The treasurer maintains the financial records of the Charity and reports regularly at all meetings.

**Independent Examiners**

A resolution proposing that Silver & Co be reappointed as independent examiners of the Charity will be proposed at the Annual General Meeting.

The results for the year are set out in the attached statements of financial activities.

**Independent Examiners' Report to the Trustees  
of League of Friends of Bridgnorth Hospital**

We report on the accounts of the charity for the year ended 31st December 2022 which are set out on pages 6 to 9

**Respective responsibilities of trustees and examiners**

The charity's trustees are responsible for the preparation of the accounts. The Charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- state whether particular matters have come to our attention.

**Basis of Independent examiners' report**

Our examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

**Independent examiners' statement**

In connection with our examination, no matter has come to our attention:

- 1 Which gives us reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the 2011 Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met; or
- 2 to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Silver & Co  
Independent Examiners



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Date 9th June 2023

The Hollies  
16 St Johns Street  
Bridgnorth  
Shropshire  
WV15 6AG

**LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

**RECEIPTS**

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
<u>Voluntary Receipts</u>		
Subscriptions	560.00	316.10
<u>Other Voluntary Receipts</u>		
Donations and Legacy	5,776.01	13,698.65
Funeral Donations	-	-
Gift Aid	-	-
	<u>6,336.01</u>	<u>14,014.75</u>
<u>Receipts from Activities for generating funds</u>		
Hospital Teas/Coffee Shop	17,413.58	4,315.10
Collection Boxes	194.63	-
Butterfly Café	282.00	-
Committee Annual Dinner	-	-
100 Club	1,800.00	2,174.00
Market Stall	295.90	-
Name the Catapillar	355.00	-
Just Giving	515.12	-
Art and Craft Sale	-	-
Rugby Club - Christmas Market	462.55	-
Raffle	-	-
Coffee Morning	755.24	-
Sale of Greetings Cards	235.00	1,185.00
Grand Draw	-	-
Fish and Chip Supper	-	-
Open Gardens	-	-
Drumming Workshop	-	-
Pin Badges	-	-
Shropshire Community NHS Trust	526.98	-
SVR	-	-
	<u>22,836.00</u>	<u>7,674.10</u>
<u>Receipts from Investments</u>		
Bank and Building Society Interest	237.50	24.17
	<u>23,073.50</u>	<u>7,698.27</u>
	<u><u>29,409.51</u></u>	<u><u>21,713.02</u></u>

LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST DECEMBER 2022

PAYMENTS

	<u>2022</u>	<u>2021</u>
	<u>£</u>	<u>£</u>
<u>General</u>		
AGM Shropshire Commerce	-	-
Subscription and Insurance	960.00	1,117.80
National Association League of Friends	-	-
Producing and Posting Newsletters	-	-
Expenses for Events Including Adverts	3,476.38	-
Stationary Including Christmas and Greeting Cards	1,465.93	813.71
Coffee Shop Running Costs	3,046.25	703.02
Till for Coffee Shop expenses	1,158.35	764.79
Computer & Zoom costs	-	793.38
Committee Annual Dinner	-	-
100 Club Prizes	809.68	1,025.00
Patients Presents and Flowers	135.00	74.82
Grand Draw Costs and Prizes	-	-
Gardens and Grounds	504.84	2,954.19
Butterfly Café	359.61	-
Accountancy Fees	675.00	315.00
Donations	133.99	50.00
One Stop Badges	-	-
Winsley Hall	-	-
Coffee Shop Refurbishment (2020)	-	-
Community Transport	-	-
Coffee Shop Furniture	-	-
Christmas Tree and Lights	-	-
Lottery License Fee	20.00	20.00
Unpaid Cheque Fee	-	-
Fish and Chips	-	-
SVR	-	-
Volunteers Buffet	-	-
Miscellaneous	428.14	751.85
The Swinnertones	-	-
	13,173.17	9,383.56

**LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022 (CONTINUED)**

**PAYMENTS**

	<u>2022</u>	<u>2021</u>
	£	£
<u>Hospital Appropriations</u>		
Newspapers	755.40	794.65
Hi-Low Bed	-	-
Decontamination Equipment	-	-
Lockable Trolley	-	-
Otosopes x2	-	1,507.10
Bladder Scanners	-	-
Handrail Scales and Ultrasound Transducer	-	-
Mini Dopler and Probe	-	-
Replacement Cushions and Phlebotomy Chair	-	-
Toto Lateral Turning System Control Unit and Platform	-	-
Leg Press - Imaging Chair - Cystoscopes	-	-
Toto Lateral Turning System	-	-
Mattress for Treatment Room - ECG Monitor -	-	-
Blood Fridge - Caretray Trolley	-	-
MIU	-	4,496.29
Endoscope	-	1,507.10
Baby scales/Auroscopes	1,418.32	-
Beverage Trolley	1,755.00	-
	<u>3,928.72</u>	<u>8,305.14</u>
	<u>17,101.89</u>	<u>17,688.70</u>
<b>Accumulated Fund</b>		
Bank Current and Deposit Accounts		
as at 1st January 2022	243,263.38	239,239.06
Excess of Receipts over Payments	12,307.62	4,024.32
Creditor Brought Forward	-	-
	<u>255,571.00</u>	<u>243,263.38</u>

**LEAGUE OF FRIENDS OF BRIDGNORTH HOSPITAL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST DECEMBER 2022**

2022  
£

2021  
£

**STATEMENT OF ASSETS AND LIABILITIES**

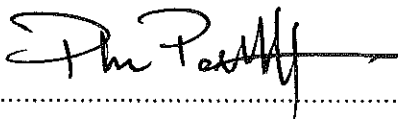
**Cash Funds**

Bank Community Account	9,219.55	67.08
Bank Business Premium Account	246,453.35	243,196.30
Nationwide Building Society	-	-
Total Bank Current and Deposit Accounts	<u>255,672.90</u>	<u>243,263.38</u>

**Current Liabilities**

Creditor	(101.90)	-
	<u>255,571.00</u>	<u>243,263.38</u>

Approved by The League of Friends of Bridgnorth Hospital on 9th June 2022  
and signed on their behalf.



Mr P. Palfrey  
Hon Treasurer

**Independent Examiners' Report to the Trustees  
of League of Friends of Bridgnorth Hospital**

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Silver & Co  
Independent Examiners

*Silver & Co*

.....  
Date *9th June 2023*

The Hollies  
16 St Johns Street  
Bridgnorth  
Shropshire  
WV15 6AG