



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	06	04	2020		05	04	2021

Section A

Reference and administration details

Charity name

Friends of Salisbury Medical Practice

Other names charity is known by

Registered charity number (if any)

1172839

Charity's principal address

Fisherton House, Fountain Way

Wilton Road

Salisbury

Postcode

SP2 7FD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Graeme Rothwell		02/05/17 - Present	
2	Rebecca Seabridge	Secretary	02/05/17 – 06/07/20	
3	Martin Allen	Treasurer	02/05/17 – 06/07/20	
4	Robert Hewetson	Account Signatory	02/05/17 – present	
5	Ruth Croxall		02/05/17 – present	
6	Sarah Vaughan		02/05/17 – 06/07/20	
7	Jessie Edwards		02/05/17 – 06/07/20	
8	Polly Jacobs	Chair	13/08/20 – present	
9	Natasha Coward	Treasurer	28/01/21 - present	
10	Hilary Davidson	Secretary	13/08/20 - present	
11	Helen Bottjer		13/08/20 - present	
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document
(eg. trust deed, constitution)

Constitution

How the charity is constituted
(eg. trust, association, company)

Association

Trustee selection methods
(eg. appointed by, elected by)

Vacancies arising may be filled by the decision of the members at the annual general meeting held in December.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A communication and engagement strategy is in place.

The following policies are in place;

- Donations and charitable gift
- Fundraising Events Management
- Reserves
- Safeguarding
- Privacy notice
- Allegations
- Complaints
- Internal Financial Control
- SFI

With the following currently under review;

- Whistleblowing
- Anti-Harassment and bullying

All trustees give their time voluntarily and receive no remuneration or other benefits.

A risk assessment for the charity exists; areas that have been considered are fraud and mismanagement, loss of income, unexpected costs, and changes in environment. Preventative measures are in place with responsibilities falling on trustees.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To provide the relief of sickness, disease or human suffering as well as the promotion of health for the patients of The Salisbury Medical Practice and for the public benefit of people residing or working in the general area of Salisbury, in particular but not exclusively, by providing and assisting in the provision of facilities, support services, equipment, training and education, not normally provided by the doctors or the statutory authorities

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

In planning the activities for the year, trustees kept in mind the Charity Commissions guidance on Public Benefit.

The charity has offered the local community to learn how to manage breath through singing.

Art work sales

Fundraising for a moleculight for the local leg club

Sunflower lanyards purchased

Mask sales

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

A policy on contribution made by volunteers exists to highlight the actions to be taken in the recognition and management of gifts and the conditions under which gifts can be accepted. This allows Friends of Salisbury Medical Practice Charity to maintain a positive and beneficial relationship with donors in order to generate future and potentially greater levels of donor support.

The Friends of Salisbury Medical Practice trustees have delegated responsibility for the day to day management of the charitable funds to the Charity Administrator and Finance Lead Trustee.

Interest is accrued on all surplus funds.

Summary of the main achievements of the charity during the year

- The charity is offering the local community to learn how to manage breath through singing, Music for wellbeing. An opportunity to reduce social isolation and meet others with breathing difficulties, learn how to manage breath more effectively and have great fun while doing it! No need to have sung before or be able to read music. Everything is taught by ear and fully inclusive. As well as the breathing benefits, the course aimed to improve wellbeing and reduce social isolation. This was difficult through Covid restriction measures however the classes were able to continue virtually.
- The first 6 week Family Fitness course was completed in 19-20, these have been put on hold due to Covid and will resume early 2022
- Dementia Friendly Thai chi sessions put on hold due to Covid and will return in early 2022
- Registered for Amazon smile
- Mask sales within the main practice, donations of masks were made by local volunteers and sold within the surgery to raise money for the charity
- Local artists provided artwork to be sold within the practice to raise money for the charity
- Memberships have finally started to become active
- Restricted money was raised for a moleculight for the local Leg Club. A moleculight allows the clinical team to quickly and easily visualise bacteria and measure wounds for accurate treatment and accelerated healing. This reduces antibiotic use and allows for a quick response to infection. Funding is being sought from various sources and while it is an expensive piece of equipment it will benefit patients, staff and the NHS
- Sunflower lanyards were purchased to benefit patients with hidden disabilities at the practice. This was a s a result of Covid.

Section E

Financial review

Brief statement of the charity's policy on reserves

The reserves that we have set aside provide financial stability and the means for the development of our principle activity. We intend to maintain our reserves at a level which is at least equivalent to 6 months.

The Board of Trustees will review the amount of reserves quarterly to ensure that they are adequate to fulfil our continuing obligations.

Details of any funds materially in deficit

NA

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our main source of income this year has been through restricted funding, however patient donations remain high and unrestricted.

Most expenditure has been applied to Lung Health sessions within the community to encourage health and wellbeing.

Section F



Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Polly Jacobs	Helen Botter
Position (eg Secretary, Chair, etc)	chair	
Date	17/11/21	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Frineds of Salisbury Medical Practice

No (if any)

Receipts and payments accounts

CC16a

For the period
from

Period start date
06/04/2020

To

Period end date
05/04/2021

Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
A1 Receipts					
Donations	1459	500			389
Memberships	10				17665
Balance rollover					5249
Sub total (Gross income for AR)	1469	500		1969	12072
A2 Asset and investment sales, (see table).					
Sub total					
Total receipts					
A3 Payments					
Activities		6789			8970
Fundraising material					366
Insurances	35				35
Trustee retirement					33
Surgery equipment	129				1826
Website support	882				
Sub total	1046	6789		7835	11230
A4 Asset and investment purchases, (see table)					
Sub total					
Total payments	1046	6789		7835	11230
Net of receipts/(payments)	423	-6289		-5866	6823
A5 Transfers between funds					
A6 Cash funds last year end	2914	9158		12072	5249
Cash funds this year end	3337	2869		6206	12072

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
	Total cash funds	0.00	0.00	0.00
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00
		0.00	0.00	0.00

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets				0.00
				0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			0.00	
			0.00	
			0.00	
			0.00	
			0.00	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Polly Jacobs	17/11/21
	Helen Botcher	17/11/21