

KENT KIDNEY PATIENTS ASSOCIATION
MINUTES FOR ANNUAL GENERAL MEETING
WEDNESDAY 16 MAY 2018
THE KENT & CANTERBURY CLUB 7PM

Committee

Chairman: Sue Fenwick (SF) - Present
Treasurer: Bob Fenwick (BF) - Present
Secretary: Vicky Kipling (VK)
Transplant Games Manager: Tina Sandum (TS) - Present
Ashford Representative: Lu Molina (LM) - Present
Canterbury Representative: Brent Murray (BM) - Present
Maidstone Representative: Ann Steele (AS)
Medway Representative: Nick Smith (NS) - Present
Margate Representative: Michael Southern (MS)
Hospital Representative: Karen Jenkins (KJ) - Present
Welfare Representative: Steve Coker (SC) - Present
Renal Counselling Representatives: Amanda Bevin (AB) / Sharon Byrne (SB) - Present
Ryan Brett (RB) - Present
Clare White (CW) – Present

The AGM was called to order at 19:15 by Chairman Sue Fenwick (SF).

Apologies for Absence

Vicky Kipling.

Minutes of Last Meeting

The minutes were circulated and discussed at 7th February 2018 committee meeting and approved. The group were informed that they were available should anyone wish to view them in full, if they do please contact SF who will forward them.

Matters Arising

SF informed the group that any matters arising will be dealt with during the coming reports.

Chairman's Report

SF in her role as Chairman has attended and chaired the three committee meetings held this year and has continued her role with The Alan Squirrel Trust, representing the Association at its quarterly meetings. SF has also been taking caravan bookings and organising the cleaning, maintenance and setup of the caravans for 2017. SF

has represented the Association at Patient Education Sessions and Support Group meetings. SF has supported the Treasurer in maintaining records and submitting accounts to The Charities Commission.

Treasurer's Report

BF informed us that the accounts were not yet audited and were currently still with the accountants, although he would inform us of the information he had given to the accountants. BF then discussed the Kent Kidney Patients Association Income and Expenditure Account Year Ending 28th February 2018 and copies of the draft were available for viewing and questions.

BF thanked everyone for their ongoing donations and support to the committee.

Local Renal Unit Updates

Ashford Representative LM spoke about the following points:

- Patient bingo – Is now being facilitated in the Ashford, Maidstone and Medway Dialysis Units and has received positive feedback from patients, some of which say the bingo is their only social outlet.
- CW has set up a new social group on meetup.com for Kent Kidney Patients - Kent Kidney Patients Social Support Group.
- LM and CW to put posters and leaflets advertising the group in Renal Outpatient Receptions and Dialysis Units across Kent over the next couple of weeks.
- LM to liaise with Renal Managers to get permission to put posters up.
- Leaflets were available at the meeting for people to take away with them.
- A coffee morning and 3 cinema trips have been organised so far, as well as advertising up and coming Support Groups and fundraising events in aid of the KKPA.
- LM is going to encourage the Renal Units to start doing raffles at Easter and Christmas to raise money to self-fund things like patients Christmas presents, Christmas crackers and bingo prizes.
- LM states that the Ashford Unit already does an Easter and Christmas raffle every year. Last year the Easter raffle raised approximately £170 and the Christmas raffle raised over £200.

SF thanked LM and CW for their efforts and support.

East Kent Hospital Trust Updates

SF thanked Richard Kingston (RK) for attending the meeting.

RK informed the group of the following updates to the Trust:

- No major changes to Renal Units.
- Medway Unit is being explored in terms of capacity. It's the smallest, most pressurised unit. Kings are building a new Thamesmead dialysis unit which may ease pressure.
- Biggest change is a new structure of the Trusts Strategy. There are 2 options being worked on:
 - 1) To have a big single Acute Centre in Canterbury.
 - 2) To have 2 Acute Hospitals in Ashford and Margate with an elective Hospital in Canterbury with all acute specialties on the Ashford site.
- The Trust are awaiting costings before it goes out for public consultation, which has been delayed due to the changes being part of the Kent and Medway Sustainability and Transformation Plan, which is not as far forward as hoped.
- Good conversations have been had with the Trust Estates and Strategic Development teams to put forward requirements for Renal to make sure the East Kent Trust is not disadvantaged in either of the 2 options and that the chosen Estate is fit for purpose.
- The Trusts biggest concern would be that if it's the 2-site option with specialties moving to Ashford goes ahead, that they would move just the acute ward at Canterbury, when they currently work well as a unit in one place for the acute and other dialysis care, along with the satellite service. Currently all Renal Service staff come together at the Canterbury site to discuss matters. These concerns have been put forward and listened to. There may be the option of a single Acute Hospital on Canterbury site, which would mean little disruption.
- East Kent Hospitals currently have a full complement of Doctors and recruitment of staff is now good.
- RK said patient feedback is always welcomed. There has been a patient feedback survey run by the Renal Association and Kidney Care UK for the last 2 years, which is National and asks for patients experience of the renal service. Data is processed by the Renal Association. The report was released a couple of months ago and is available to view online. East Kent Hospitals came out in the middle of the board and are doing reasonably well – on a scale of 1-7, scores are averaging 5 or 6.
- RF is going to encourage people to bring iPads out to the units so that patient feedback surveys can be filled out quickly in clinic and dialysis units. People can fill it out on paper if preferred.
- RK reported that transport is one of the biggest issues raised in the feedback.

Questions from the floor:

- Will the patient survey include home patients as well? – RK said the Trust tried to send out surveys to every home patient during the first year and again this year but are unsure how successful it was. They will publicise the web link this year to try and make it easier for patients, based on feedback from last year. The Trust has been limited by the number of paper surveys sent to them, so the electronic system should help.

Transplant Games Report

TS informed the group that:

- A team of 7 competitors went to the Transplant Games in North Lanarkshire last year.
- Over the 4 days the team brought back 14 medals (9 of which were Gold).
- The Transplant Games are making changes this year. The number of events held will decrease to make it more manageable. Also, Team Managers will now be required to hold a valid DBS (Disclosure and Barring Service) certificate and a level 2 certificate in Safeguarding Children and Adults at Risk.
- This years Games are being held in Birmingham from 2nd - 5th August. Kent are taking a team of 7 competitors again. The team are staying in cheaper accommodation at Birmingham University this year at a cost of £48 per night.
- The British Transplant Games have won the bid to hold the World Games next year, which will be held in Newcastle, August 2019.
- Fundraising – TS had organised her annual Bat and Trap event this year, 20th May in Canterbury with a BBQ and raffle.
- TS informed everyone that Ryan Brett, also a member of the Kent Transplant Games Team, will be organising another darts competition later on in the year to raise money for the KKPA, which went well last year.

SF wished the team luck in the 2018 British Transplant Games.

Caravans

SF informed the group that:

- 28 members had benefitted from the holiday caravans in 2017
- Bookings for 2018 are still being taken but school and bank holidays are fully subscribed and have a waitlist. We are now offering more Friday to Monday weekend breaks to accommodate dialysis patients.
- Members who are on dialysis should still approach their Holiday Coordinator to see if there is a possibility to dialyse at Eastbourne.
- The KKPA has 2 caravans both of which sleep up to 8 persons. They are both in very good condition and are on an excellent site with great facilities.

Patient Support Groups

SF informed the group that the Association have been supporting this initiative with the Renal Counsellors.

AB is reporting on behalf of SB who runs the Support Groups.

AB reported the following:

- The Support Group now has a pop-up poster that can be displayed at all Satellite Units and Patient Education events.
- 2 members of the Support Group have tried to extend the group by setting up a social group on meetup.com.
- The Support Group has been promoted at other locations, including West Faversham Community Centre and a first meeting has been scheduled at St Peters Church, Thanet in July.
- The first evening meeting was held on 10th May 2018 at the Kent and Canterbury Club. A request for another evening meeting in West Kent has already been received. The meeting went well, 7 people attended along with Caroline Young from Kidney Care UK to answer questions and offer support.
- A survey will be sent out to everyone on the Support Group communication list (around 70-80 people) for feedback on the service.
- Support Groups are averaging an attendance of between 5-15 members per meeting. Each meeting averages one new person that hasn't attended before.
- The group is still being promoted at the Patient Education events.
- Speakers attending the Support Group meetings over the past year: Sue Lewis (Carers Support), Sarah Norris (Living Donor Transplant Coordinator), Jo Lamming (Dietician) and Caroline Young (Kidney Care UK). Speakers from other care professions are always welcome to come along and talk, at the request of the Support Group members.
- Steve Coker (Welfare Officer), as well as other members of both the Research and Dietetic Teams are regular attendees to help with queries and offer support.
- Another social event for members is being looked into and is due to be held in September.
- SB has asked individuals to send in questions they would like to put forward to the group, ahead of meetings to help those that are unable to attend.
- Next meeting – Friday 13th July, St Peters Church, Thanet (St Peters Parish Office, Hopeville Avenue, St Peter's, Broadstairs, CT10 2TR).

Fund Raising Events:

SF thanked all the organisations and individuals that support the KKPA, without which the Association would not be able to continue. Many of the organisations and individuals were mentioned in the Treasurer's report. SF wanted to thank Brent Murray and The Blue Knights for the amazing £2,000 and Richard Crispin, Captain of Lydd Golf Club for choosing us as his Charity for the year and raising over £2,000. Ryan Brett did a Sky Dive and raised £250. Once again, thank you to The Winkle Club, who are based at The Rose & Crown in Selling, for continuing to support the KKPA through their own fundraising events.

There is a Bat & Trap event arranged for Sunday 20th May 2018 - all welcome.
There is a Kidney Ball arranged for Saturday 23rd March 2019 - all enquiries for tables and tickets through Sue Fenwick, Chairman.

We continue to rely on the support of others in raising funds and any suggestions or help with fund raising is always appreciated.

Questions from the floor:

- What is the reason KKPA don't do an annual event? – SF said it's down to a lack of people to organise one.
- Ryan Brett asked if he could advertise an event under the KKPA if he was to organise one to try and get more people involved? – SF said yes, as long as someone is prepared to lead the event themselves.
- Karen Jenkins pointed out that it's KKPA's 25th anniversary next year and perhaps it should be celebrated in some way.

Election of Officers

- The position of Chairman - In the absence of anyone coming forward to take over this role SF is prepared to stand for the coming year. SF informed the group that next year she will be retiring from this role.
Proposer: Brent Murray Seconder: Ron Harmon

In view of SF retiring next year we would like to add the position of Vice Chairman to the Committee for the coming year.

- SF would like to propose Guadalupe (Lu) Molina as Vice Chairman.
Proposer: Sue Fenwick Seconder: Steve Coker
- The position of Treasurer - Bob Fenwick is willing to stand again.
Proposer: Lu Molina Seconder: Nick Smith
- The position of Secretary - Vicky Kipling is standing down as Secretary this year and we have a volunteer of Clare White.
Proposer: Sue Fenwick Seconder: Karen Jenkins
- Transplant Games Manager - Tina Sandum is standing down this year as Team Manager - we are currently looking for a replacement.

Current Committee members who are standing for re-election:

Proposed: Sue Fenwick & Secondered: Bob Fenwick

Karen Jenkins
Michael Southern
Nick Smith
Brent Murray
SteveCoker
Amanda Bevin/Sharon Byrne (Renal Counsellors share this position)
Tina Sandum
Vicky Kipling
Ryan Brett

SF thanked the Committee for all their support and work in the past year.

Any Other Business

LM informed everyone how much the Kent Kidney Patients Social Support Group meetup.com fees are costing. It is usually \$15 per month but CW managed to find a special offer of 6 months for \$29.99 (approximately £22). The success of the group will be reviewed before renewal is due on 25 September 2018. KKPA kindly funds the group.

LM also disclosed the cost of doing bingo at the units. Prizes for the Medway unit cost around £15, Ashford around £20-£25 and Maidstone around £30-£35.

SF mentioned that the new KKPA website is up and running – kentkidneypatients.co.uk. SF said to let her know if anybody has any information or things they would like advertised on the website, such as photographs or events. It was also established that any photos posted will need the consent from everybody that is them before being posted. This will also apply to meetup.com and also the Support Group.

KJ thanked the KKPA for providing the pop-up posters for the NHS events.

Ron Harmon thanked the Committee for all the work they've done over the past year.

GDPR Consent

A form is to be sent out to every member on our database requesting consent in line with the new regulations coming into force on Data Protection from 25th May 2018. CW to action this. The Association will not share any members information with any other parties. The current Database has 62 members. Anyone who is new at Patient Support Groups, Patient Education Sessions and in the units will be given a form to complete as well.

The date of the next AGM will be set at a future Committee meeting.

SF thanked all for their attendance and closed the meeting at 21:00.

TREASURER'S REPORT FOR KKPA AGM - WEDNESDAY 16 MAY 2018

The accounts are currently at Beresfords Accountants in their Draft Form - a copy of the Income & Expenditure Account for year ending 28 February 2018 is available tonight and the full accounts can be emailed to you on completion if you request.

INCOME for the year March 2017 to February 2018 was **£27,695.00**

We had General Donations of £9,233 for the year and our thanks go to the following for their generous support.

Lea Burnett who ran the London Marathon in 2017
Lloyds Bank Foundation
Ashford Renal Unit Easter and Xmas Raffles
Winkle Club
Lydd Golf Club Captain Richard Crispin
The Masonic Charitable Foundation
Tim & Laura Arlington
The Blue Knights/Brent Murray

In Memory Donations of £2,552 were received and we would like to acknowledge the passing of

Christine Feeney
Bernard Arlington
Dennis Cosgee
William Huntley
Margaret Thompson
Paula Evan
Brian Cunningham (a special thank you to Nigel Brown for setting up a Just Giving page and raising over £1,000 in memory of Brian)

and our heartfelt thanks to their family and friends for thinking of the Association at this sad time.

Caravan Donations and Expenses The Alan Squirrel Trust continue to support the running costs for our two caravans at Combe Haven with their donation of £10,000 and we received donations from

David & Marina Kesby
Louise Smith
Ron & Pat Harman

Roy & Cindy Mills
Alec Rollo
Colln & Heather Clark

in appreciation for their use of the caravans taking the total to £10,720.00. Caravan Expenses this year were £14,690. A new boiler was needed for 11 Valley Way at a cost of £943.55.

Twenty eight members used the Caravans in 2017.

Collection Boxes - we raised £301.00 this year through our boxes with the Maidstone Unit contributing £126.80 to this total.

Transplant Games - we supported the team's entry to the games in Lanarckshire in 2017 at a cost of £2507.00. The team held a couple of events to raise money towards the cost of the games with a Bat & Trap Event organised by Tina Sandum and a Darts Tournament organised by Ryan Brett.

EXPENDITURE for the year **£27,149.00**

Welfare Payments We have made payments to the total of £513.00 in support of our members upon request from Renal Social Services.

Hospital & Patient Support We spent a total of £603.00 in supporting our units at Xmas with presents and with Bingo Sessions whilst they are on dialysis.

Support Groups We have held six support group meetings throughout Kent in 2017. The meeting room hire and refreshment costs came to £219.00.

Gift cards were given by the Association to Patient Representatives to thank them for giving up their time throughout the year to attend Patient Education Sessions in Maidstone and Faversham at a cost of £245,00

Website costs for maintaining the site were £78.72 The new site is up and running www.kentkidneypatients.co.uk

Printing, Postage and Stationery included two new banners for the Association to use at events and to move around the Reception areas of the six Renal Units.

CASH IN BANK £42,986.98 as at 28 February 2018

Kent Kidney Patients Association

Unaudited Accounts

for the Year Ended 28 February 2018

Beresfords
Chartered Accountants
Castle House
Castle Hill Avenue
Folkestone
Kent
CT20 2TQ

**Kent Kidney Patients Association
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**Chartered Accountants' Report to the Proprietor on the Preparation of the Unaudited
Financial Information of
Kent Kidney Patients Association
for the Year Ended 28 February 2018**

In accordance with the engagement letter we have prepared for your approval the financial information of Kent Kidney Patients Association for the year ended 28 February 2018 which comprises the Income and Expenditure Account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed at icaew.com/membershandbook.

This report is made solely to you, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of Kent Kidney Patients Association and state those matters that we have agreed to state to you in this report in accordance with ICAEW Technical release TECH08/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than for our work or for this report.

You have approved the financial information for the year ended 28 February 2018 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.



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Beresfords
Chartered Accountants

Castle House
Castle Hill Avenue
Folkestone
Kent
CT20 2TQ

Date :19/11/18.....

Kent Kidney Patients Association
Approval of Financial Information for the Year Ended 28 February 2018

In accordance with the engagement letter, I approve the financial information which comprises the Income and Expenditure Account, the Balance Sheet and the related notes.

I acknowledge my responsibility for the financial information, including the appropriateness of the applicable financial reporting framework as set out in note 1, and for providing Beresfords with all information and explanations necessary for its compilation.

The financial information was approved by the chairman on19/11/2018.....



Chairman

Kent Kidney Patients Association
Income and Expenditure Account for the Year Ended 28 February 2018

	2018	2017
	£	£
Income		
General Donations	11,797	11,821
In memory	2,553	2,672
Caravan	10,720	11,050
Boxes donations	301	155
Transplant games	1,791	2,801
Fundraising	531	690
	<u>27,693</u>	<u>29,189</u>
Expenditure		
Insurance	43	99
Printing, postage and stationery	255	139
Transplant games	4,297	4,996
Welfare payments	513	380
Sundry expenses	69	160
AGM costs	-	214
Caravan expenses	14,690	12,408
Hospital donations	603	887
Just Giving	216	216
Research and development	219	580
Promotional expenses	-	375
Accountancy fees	277	264
Bank charges	60	20
Depreciation of motor vehicles	5,022	5,879
	<u>26,264</u>	<u>26,617</u>
Interest receivable		
Bank interest receivable	19	60
	<u>1,448</u>	<u>2,632</u>
Income over expenditure		

**Kent Kidney Patients Association
Balance Sheet as at 28 February 2018**

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	2	13,349	18,371
Current assets			
Debtors	3	160	160
Cash at bank and in hand		<u>42,991</u>	<u>36,400</u>
		43,151	36,560
Current liabilities			
Accruals		<u>384</u>	<u>263</u>
Net current assets		<u>42,767</u>	<u>36,297</u>
Net assets		<u>56,116</u>	<u>54,668</u>
 Financed by:			
Current accounts	4	<u>56,116</u>	<u>54,668</u>

These financial statements were approved on

I approve the accounts and confirm that I have made available all relevant records and information for their preparation.

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Chairman

Kent Kidney Patients Association
Notes to the Financial Statements for the Year Ended 28 February 2018

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention.

Turnover

Turnover represents amounts chargeable in respect of the sale of goods and services to customers.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Motor vehicles	10% straight line

2 Tangible fixed assets

	Motor vehicles	Total
	£	£
Cost		
At 1 March 2017	50,219	50,219
At 28 February 2018	50,219	50,219
Depreciation		
At 1 March 2017	31,848	31,848
Charge for the year	5,022	5,022
At 28 February 2018	36,870	36,870
Net Book Value		
At 28 February 2018	13,349	13,349
At 28 February 2017	18,371	18,371

3 Debtors

	2018	2017
	£	£
Other debtors	160	160
	160	160

Kent Kidney Patients Association
Notes to the Financial Statements for the Year Ended 28 February 2018

4 Current account

	£
At 1 March 2017	54,668
Surplus	<u>1,448</u>
At 28 February 2018	<u>56,116</u>

Kent Kidney Patients Association

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Kent Kidney Patients Association
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