



The gardens mural wall

# Annual Report

## 2023

The new garden space just outside the Friends Cafe which was finally opened in March 2024. The Friends contributed towards the cost of the landscaping and have purchased all the garden furniture.

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## Annual General Meeting of the League of Worthing Hospitals and Community Friends

Members of the Friends of Worthing Hospitals and public are invited to attend the 73<sup>rd</sup> Annual General Meeting of the Friends of Worthing Hospitals, in the Tennyson Room, Heene Community Centre, 122 Heene Road, Worthing, West Sussex, BN11 4PL on Monday the 10th of June 2024 at 6.00pm for a 6.30pm start.

**Light refreshments will be provided**

### AGENDA

1. Chairman's welcome.
2. Apologies for Absence
3. Minutes of the 72<sup>nd</sup> Annual General Meeting
4. Any matters arising
5. Chairman's Annual Report.
6. Treasurers Statement of Accounts and the adoption of the 2023 Accounts.
7. Election of the General Committee\*
8. Appointment of Auditors and Solicitors
9. Any other business.

\*Members of "The Friends" can be nominated for election. Nomination letters to the Hon Secretary, c/o 11 Rackham Road, Worthing, West Sussex, BN13 1LH.

To arrive no later than the 5th of June 2024



# Chairman's Report 2024

**Dear Members,**

**This year has been one of  
change in the Charity.**

Our previous Chairman, Janet Webber, announced she was retiring at the end of 2023 after a long and illustrious career covering 70 years from starting as a teenage nurse, associated with Worthing Hospitals, and continuing with the Friends Charity after retirement.

Janet, on behalf of the Trustees and Officers and all who know you we wish you a long and Happy Retirement, you will be greatly missed.

I would also like to say thank-you to Georgina Fincher Jones who has retired as a Trustee, and to our

Secretary, Jackie Buss, who will be standing down at this year's AGM, for their valued service to the Charity over many years.

We have also welcomed three new Trustees, Liz Dolby, Jacqui Campbell, and Geoff Lockerbie, we look forward to their input to our Charity and welcome the professional expertise they each bring to the role.

Over the past twelve months we have continued to provide support to the hospital as in previous years. We have funded equipment for the Accident & Emergency department, the Gynaecology Unit, the Breast-Care Unit, plus the Speech and Language Therapy Departments. The patients and staff of the Rowan Ward at Meadowfield Hospital have also benefited as part of our support to the Sussex Partnership Trust.

We also continued our tradition of providing Christmas gifts for those who are in Hospital over the Festive period. The Friends delivered over six hundred gift bags, at Worthing Hospital and supported festive activities held at the local Community Hospitals.

Our shop, under the management of Terry Lawrence and a dedicated staff has continued to provide an excellent service to patients, staff, and visitors on a regular basis. On top of the additional services mentioned in our last report we are now able to provide hot meals and snacks.

I am pleased report that we have been able to resume the ward trolley service for 4 days a week thanks to a team of volunteers who have made this possible.

This has been a very welcome return and much appreciated.

We have also installed vending machine outside the shop to give a welcome 24/7 out of hours service.

I would like to take this opportunity to thank all the Trustees and our President John Bull for the support they have given to both Janet and myself over the last year. Also, thanks to our Treasurer, Sally Jackson and Secretary, Jackie Buss for all the work they do on our behalf.

I would also like to thank all our supporters, members, and everyone who has visited the shop, café or our trolley service, your continued

support is very much appreciated and allows us to continue to provide much needed equipment and services to the patients, visitors, and staff of our local hospitals.

As Jackie Buss is retiring, we are now looking for a new Secretary if anyone is interested in taking up the office, please contact us.

The same applies if anyone is interested in joining us as a Trustee.

The 2024 AGM for the Friends will be held at 6pm on the 12th of June 2024, in the Tennyson Room, at the Heene Community Centre, 122, Heene Rd, Worthing BN11 4PL, all are welcome.

*We look forward to seeing you.*

**Malcolm Roberts**  
**Chairman**

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## Gifts Made to the Hospitals – 2023

Worthing Hospital A & E Department: 2IC100 Tonometers	£5,200
Worthing Hospital, Gynaecological Department: 4 Omniscope	£23,088
Worthing Hospital, Breastcare Unit: 2 LED Light Panels	£3,576
Worthing Hospital, Speech & Language Department: 2 Apple iPads, Cases and Tactus Software (for Stroke Ward)	£769.95
Meadowfield Hospital, Rowan Ward: Sensory Equipment	£3,190.18
Christmas Gifts & Courtesy Packs, Worthing Hospitals:	£8,253
Total:	£44,077

# Legal and administrative information

## REFERENCE AND ADMINISTRATIVE DETAILS

### Trustees

Malcolm Roberts      *Chairman*  
Peter Bandy  
Mrs. Janet Webber      (resigned 31.12.23)  
Georgina Fincher-Jones  
Barbara Aldiss  
Marva Stanbrook  
Valerie Walker      (resigned 17/4/2023)  
Garry Phillips  
Elizabeth Dolby      (appointed 13.11.23)  
Jacqui Campbell      (appointed 13.11.23)  
Geoff Lockerbie      (appointed 8.1.24)

### Bankers

HSBC plc  
1 Warwick Street  
Worthing  
West Sussex BN11 3DE

### Solicitors

A.R Brown & Co.  
37 Goring Road, Worthing, BN12 4AR

<i>President:</i>	Dr John Bull
<i>Hon. Treasurer</i>	Sally Jackson
<i>Hon. Secretary</i>	Jackie Buss
<i>Shop Manager</i>	Terry Lawrence

### Independent examiner

MastersFuller  
Chartered Certified Accountants  
38 Salisbury Road Worthing  
West Sussex BN11 1RD

Approved by order of the board of trustees on 14th March 2024 and signed on its behalf by:

Malcolm Roberts – Chairman

The gardens mural wall.



## Trustees report

The trustees present their report with the financial statements of the charity for the year ended 31st December 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2019).

### OBJECTIVES AND ACTIVITIES

The object of the League is to relieve patients of the Worthing Hospitals who are sick, convalescent, disabled, handicapped, infirm and, generally to support the charitable work of the said Hospitals.

#### Significant activities

The League runs a shop for the benefit of patients and staff as part of its objects.

#### Grant making

The grants committee usually meets every month to consider bids for funding from the local NHS trust supported by the League. Requests for funding are considered primarily for their benefit to patients, staff and visitors.

#### Volunteers

During 2023 there were four active volunteers.

### ACHIEVEMENT AND PERFORMANCE

#### Charitable activities

The League aims to support the local hospitals by the provision of medical equipment and facilities, amenities such as emergency toilet packs and Christmas presents, and a shop for the benefit of patients, visitors and staff. The League runs the shop as part of its primary charitable activities.

### Internal and external factors

The League is reliant on the University Sussex Hospitals NHS Foundation Trust to house its operations. The Trust provides shop space, office and storage facilities within Worthing Hospital.

### FINANCIAL REVIEW

#### Financial position

The shop/cafe had a 25% increase in turnover in the year, with a surplus of £53,075 compared with £31,594 in the previous year. It remained open throughout the year to provide food and drink to patients, visitors and staff.

The League spent £44,077 on gifts to local hospitals.

#### Principal funding sources

The League usually makes a surplus on its trading activities which helps to fund its activities. The League also receives donations and legacies from the general public.

#### Reserves policy

The League's reserves (unrestricted funds that have not been designated, excluding tangible fixed assets, stock, debtors and an estimate of the following years expenditure) amount to approximately £146,000. Restricted funds total £14,710 and a further £51,447 have been designated for requests that have already been agreed. The remainder of the League's reserves have been set aside in pursuance of the League's objectives when required.

#### Going concern

There are no material uncertainties which would affect the charity's ability to continue as a going concern.

#### Funds

The unrestricted fund has been divided into a general fund, and a designated fund. The designated fund represents spending on local hospitals that has been approved by



the committee, but has not been invoiced to the League at the balance sheet date. At the year end, the designated fund stood at £51,447. The committee approved spending of £48,565 during the year.

## **FUTURE PLANS**

The League will continue to run the shop/café at the North wing site.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

The charity's governing document is its constitution dated January 1949, as amended June 1959, June 1969, June 1993 and 16th December 2002. The charity is an unincorporated charity.

### **Recruitment and appointment of new trustees**

We are constantly identifying ways to attract new trustees and anybody interested in becoming a trustee should contact the Chair.

### **Organisational structure**

The committee of the League by whom the business of the League is conducted and managed are its trustees and are throughout this report referred to as the committee. The constitution requires that the committee shall consist of not less than nine persons, no more than seventeen persons: such persons shall be either delegates or elected members. Normally there would be a maximum of nine elected members, with a third retiring each year. Two new Trustees were appointed in November 2023, with a further new Trustee appointed in January 2024. The committee normally meets monthly to administer the charity and there is a sub-committee to manage the shop.

### **Induction and training of new trustees**

Any new trustee receives a documentation pack produced by ATTEND that states their duties and responsibilities. ATTEND training is available to all trustees.

### **Main activities undertaken for the public benefit**

The trustees have considered the Charities Commission general guidance on public benefit when reviewing the aims, objectives and planned activities of the charity.

### **Related parties**

The League is a member of ATTEND, formerly known as The National Association of Hospital & Community Friends, and has benefited from advice from the organisation. Throughout the year the committee has been pleased to have the help of representatives of local health providers at its meetings.

### **Risk management**

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. Risks to the League are managed by the production of monthly accounts to the trustees and adherence to the constitution, rules and regulations relating to the charity and prudent management of the League including obtaining professional advice when thought fit.

### **Reference and Administrative Details**

Registered Charity number  
208291

### **Principal Address**

Worthing Hospital, Lyndhurst Road  
Worthing, West Sussex BN11 2DH

## Independent examiner's report

I report to the charity trustees on my examination of the accounts of League of Worthing Hospitals & Community Friends (the Trust) for the year ended 31st December 2023

## Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

## Independent Examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Ian Walker FCCA  
Masters Fuller  
Chartered Certified Accountants  
38 Salisbury Road  
Worthing  
West Sussex  
BN11 1RD

Date: 14th March 2024



# Statement of Financial Activities

## Statement of Financial Activities for the Year Ended 31st December 2023

	Unrestricted funds £	Designated funds £	2023 Restricted funds £	2022 Total funds £	Total funds £
<b>INCOMING &amp; ENDOWMENTS</b>					
Donations and legacies	19,775	–	913	20,688	29,796
Other trading activities	527,130	–	–	527,130	419,083
Investment income	4,801	–	–	4,801	618
<b>Total</b>	<b>551,706</b>	<b>–</b>	<b>913</b>	<b>552,619</b>	<b>449,497</b>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Other trading activities	475,055	–	–	475,055	387,489
	475,055	–	–	475,055	387,489
<b>Charitable activities</b>					
Fundraising	597	–	–	597	979
Gifts to Hospitals	6,563	35,824	1,690	44,077	17,162
Other	16,349	–	–	16,349	14,903
<b>Total</b>	<b>497,564</b>	<b>35,824</b>	<b>1,690</b>	<b>535,078</b>	<b>420,533</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>54,142</b>	<b>(35,824)</b>	<b>(777)</b>	<b>17,541</b>	<b>28,964</b>
<b>Transfer between funds</b>	<b>(58,565)</b>	<b>58,565</b>	<b>–</b>	<b>–</b>	<b>–</b>
Net movement in funds	(4,423)	22,741	(777)	17,541	28,964
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>	<b>333,236</b>	<b>28,706</b>	<b>15,487</b>	<b>377,429</b>	<b>348,465</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b>328,813</b>	<b>51,447</b>	<b>14,710</b>	<b>394,970</b>	<b>377,429</b>

## Balance Sheet at 31st December 2023

	Unrestricted funds £	Designated funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	30,387	–	–	30,387	34,324
<b>CURRENT ASSETS</b>					
Stocks	7,029	–	–	7,029	7,409
Cash at bank and in hand	325,427	51,447	14,710	391,584	372,988
	332,456	51,447	14,710	398,613	380,397
<b>CREDITORS</b>					
Amounts falling due within one year	(34,030)	–	–	(34,030)	(37,292)
<b>NET CURRENT ASSETS</b>	298,426	51,447	14,710	364,583	343,105
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>	328,813	51,447	14,710	394,970	377,429
<b>NET ASSETS</b>	328,813	51,447	14,710	394,970	377,429
<b>FUNDS</b>					
Unrestricted funds				380,260	361,942
Restricted funds				14,710	15,487
<b>TOTAL FUNDS</b>				394,970	377,429

The financial statements were approved by the Board of Trustees on 14th March 2024 and were signed on its behalf by:



Malcolm Roberts – Chairman



Gary Phillips – Trustee



## Become a Supporter of your local Worthing Hospitals charity

Everything you buy in our North Wing cafe & shop directly contributes to the Charity's funds. We use the money to help patients, staff and visitors.

The cafe & shop are open: Mon to Fri 7am - 5pm & Sat 9am - 4pm

You can support us in other ways by volunteering, raising funds, sponsoring activities or becoming a trustee of the charity. To contact us, send this completed form to our Secretary or email the Secretary at: [secretary@friendsw.org.uk](mailto:secretary@friendsw.org.uk)

My details are:

Full Name: Mr/Mrs/Miss/ Mrs .....

Address: .....

Postcode: ..... Email: .....

### Data Protection Act 1998

Please note that the charity uses computer systems to record membership information. Under the Data Protection Act 1998, it is necessary for you to be informed of this. Further details can be found on our website [www.friendsw.org.uk](http://www.friendsw.org.uk)



**YES** I would like to become a REGULAR supporter of the Friends of Worthing Hospitals. Please add my name and email address to the annual membership list which is compiled in June each year. The annual subscription is £10.00 per year.

**YES** I would like to make a **ONE OFF** donation and support the Friends of Worthing Hospitals. We thank you for your help.



*Please tick as appropriate:*

- ☐ An easy payment by bank transfer to:  
Friends of Worthing Hospitals  
Sort Code: 40-47-25  
Account No: 71829467  
(including a reference name if appropriate)
- ☐ **OR** make a donation through our Just Giving page
- ☐ **OR** send a cheque to 'Friends of Worthing Hospitals'.

**GIFT AID DECLARATION:** Boost your donation by 25p of Gift Aid for every £1 you donate. Gift Aid is reclaimed by the charity from the tax you pay for the current year. Your address is needed to identify you as a current UK taxpayer.

*I confirm that I would like my donation to THE FRIENDS OF WORTHING HOSPITALS (Charity Number 208291) to be treated as a Gift Aid donation. I am a UL taxpayer and understand that if I pay less income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.*

Signature: ..... Date: .....  
(Please print all information clearly)

Please post to: Friends of Worthing Hospitals, Worthing Hospital, Lyndhurst Road,  
Worthing BN11 2DH or email the Secretary at: [secretary@friendswh.org.uk](mailto:secretary@friendswh.org.uk)