

**The Norfolk & Norwich University Hospital Nurses League.**

**Charity registration number 290546.**

**Minutes of Trustees meeting held at The Willow Centre. Cringleford.**

**Friday 8<sup>th</sup> August 2025 @ 12 midday**

**Present** – Mike Surkitt-Parr (President) Hilary Barker (Treasurer) Ann Copsey (Membership Secretary) Tess Holmes (Secretary) Margaret Allcock. Jan Beart. Mary Dolding. Chris Parfitt. Doreen Betts. Elizabeth Blaxell. Sondra Gorick. Gavin Shiers. Mary Clarke.

**Minutes of last meeting** – 8<sup>th</sup> May 2025.

With the correction of Pauline Burckitt's name, these were accepted as a true and accurate record.

**Matters arising from the Minutes** –

MSP reported a meeting with the Dean of the School for Health Sciences is planned for 4<sup>th</sup> September. MD, JB and GS expressed interest and will also attend.

Repair of Leaf Sculpture in East Atrium as nothing more has been heard from Emma Jarvis and it was decided by Trustees to close this issue.

Feedback from stall at Royal Norfolk Show – MSP reported this had gone well, thanks to the efforts of the attending Trustees and that the tombola had raised a total of £138 for League Funds. A letter of thanks has been sent to the CEO of CES Norwich.

Increase in subscriptions – It was agreed at the AGM that subscriptions would be raised, and a discussion took place on how best to inform members. AC suggested that the blue slip insert in the Journal is amended and highlighted to alert members to the increase. It was agreed that an email be composed by MSP and sent out to the membership to enable time to change standing orders. This will be sent out by AC late January 2026. TH to send over the file for the insert to SG who will amend wording.

**Review of 95<sup>th</sup> AGM & Reunion held on Saturday 10<sup>th</sup> May 2025** –

MSP reported that the event went very well, and it was agreed by all that with the volunteers present to serve the refreshments an enjoyable time was able to be had by all. The standard of the catering provided by Serco was excellent. The invoice of £120 has been paid. CP had been able to negotiate a substantial reduction, with the costs of the teas and coffees being removed from the original quote. Thanks to **SP** for her work arranging the assistance of the volunteers for this. Flowers were given to the volunteers on the day and a gift to Linda, manager from Serco for corporate events and her small granddaughter who also helped on the day. MSP has written a letter of thanks to Linda and to Caroline Stephens, End of Life Volunteer Project Co-ordinator.

**96<sup>th</sup> AGM and Reunion.**

MSP reported that the Benjamin Gooch Hall had been booked for May 9<sup>th</sup> 2026. It was agreed that Serco would be approached to provide the catering again for the event, with tea, coffee and sweet and savoury scones. A potential speaker who has undergone a heart transplant was agreed as a suitable speaker. GS to contact. A speaker also to be sought from the Organ Donation team.



### **Christmas seniors.**

DB circulated the list of seniors to be added for Christmas 2025, these total 11 be added, noting that Pauline Burkitt has passed away and that Jane Reynolds has resigned. AC has forwarded the obituary for Pauline Burkitt to SG ready for inclusion in the Journal. Christmas 2024 was a cost of £429.20, DB advised that there may be an increase in cost from last year. Allocations were requested from the following trustees – AC -Mrs Anne Hayden, EB – Mrs Monica A Frost and DB – Mrs Jill Greengrass. DB has already purchased 5 packs of Christmas cards from the RSPB to be used for seniors this year. All trustees were in support of the new seniors being added. MSP asked DB to ask if she requires any assistance with this task to contact him. DB advised that she is now using a memory stick to hold all information for a future successor.

### **Time out Agenda**

The Heritage Sub-group will look at the agenda for the day but are keen to include and gather ideas from all trustees on the future of the Heritage held. The day will start at 10.30am with a normal agenda to be compiled by MSP and then the focus for the rest of the day will be 'Heritage'. MA will write a brief report on the History of the Heritage of the Nurses League. Parking is free and JB circulated directions on a slip to all present.

### **Financial Reports**

HB delivered her report, (see attached). HB reported the receipt of a cheque for £210.00 from CAF, HB has written a letter of thanks. The raffle at the AGM raised £144 for League funds and a total of £276.00 from the chapel collection has been sent to Myeloma UK. A letter of thanks has been received by JB this was passed to HB for retention. HB is waiting to hear back from Chris Rengert regarding investments; this quarter a total of £186 was received in interest. The printing of the Journal 2025 was reduced due to fewer pages. Postage was also reduced. The current account has £3196.59 and the Business account £2258.58. MSP thanks HB for her continued work as treasurer.

EB passed details of another bookable venue with car parking which could be used for Trustee meetings, St George's Catholic Church Hall on Sprowston Road. TH to retain booking form but agreed this coming year to use the Willow Centre.

### **Heritage Update**

JB delivered this report on behalf of the Sub-Group – MA, MD, and EB. Report attached. The focus of the Time Away Day being held at Reymerston Hall on Friday November 7<sup>th</sup> will be how to secure the future of the Heritage of the Nurses League.

### **Membership update**

AC reported that membership currently stands at 279. There are 37 subscriptions outstanding, and these will be sent reminders in October by AC. A letter has been received by AC from a past member wishing to donate books, this was passed to MA to respond. Letters received by AC from Christmas were passed to DB.

### **Social Media Group**

TH reported back on behalf of MD, CP, JB, GS and SG. The group continues to meet regularly and attended the Royal Norfolk Show on day one to represent the Nurses League. This was a good opportunity to interact with the public. A total of £138 was raised running a Tombola;



thanks to all trustees who donated prizes for that day. The group meets again at the end of August when work will begin on the Journal for next year. SG will be assisting GS with this.

### **Forthcoming Newly Qualified Nurses Induction sessions**

JB reported that the latest session was attended by 29 newly qualified nurses, all of whom had secured jobs. They were lively and engaging. JB reported to the group the concern raised by their nurse tutor that with the changes to education funding they are seeing reduced numbers of nurses being trained. Further presentations are planned for September and November this year.

**Betty Lee Lecture 2025** – MSP reported that this is booked for the afternoon of Saturday 25<sup>th</sup> October in the Benjamin Gooch Hall. It has been moved from an evening event to a Saturday afternoon in order to hopefully increase attendance. Refreshments will be cold drinks and biscuits. MSP advised that Dr Lucy Aurora had suggested a speaker Adam Read who is Respiratory Nurse in a joint research role. Advertising was discussed. A small number of posters will be produced along with advertising online with BEAT and an email to all League members by the end of September 2025. MSP will liaise with the family of Betty Lee.

### **Any other business**

DB advised that there is an afternoon event in the Cathedral following the Edith Cavell Wreath Laying ceremony on October 11<sup>th</sup> this year to mark the 110 years. Admission is free of charge but is by ticket only.

CP reported to the meeting that she had noted nurses sitting on the grass in the hot weather at the back of the hospital and wondered if fellow trustees would be in support of sponsoring a bench in this area. This would be a good promotion for the Nurses League. This suggestion was unanimously supported and CP will make further enquiries on how to progress this.

MA reported the death of Janet Pennington-Smith (nee Almond) although not a League member she was well known at NNUH as a Specialist nurse in diabetes.

TH raised the question as to whether name badges should be looked at for trustees particularly when representing the League at public events, TH to look into costs and this can be discussed again. Lanyards are currently in use.

A lunch with donations from all was enjoyed during the meeting, the meeting closed at 2pm.

The next meeting is on **Friday November 7<sup>th</sup> at 10.30 at Reymmerston Hall** and will be followed by the Time out session on Heritage issues.

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