

The Norfolk and Norwich University Hospital Nurses League
Charity registration number 290546

Executive meeting held on **Thursday 8th August 2013**
Room 12 at the Norfolk & Norwich University Hospital.

Present: Lavinia Gordon-Gray (President), Margaret Allcock, Vivien Aldridge,
Hilary Barker, Elizabeth Blaxell & Doreen Betts (Joint Editors),
Ann Copsey (Membership Secretary), Mary Dolding (Treasurer), Wendy Hobbs,
Betty Lee, Pat LeGrice & Ruth McNamara (Secretary)

1. **Apologies:** All Trustees present
2. **Minutes from the last meeting:** Agreed by all present and signed as correct
3. **Matters arising:** None
4. **Financial Reports:**

Mary Dolding, Treasurer, distributed to Trustees the latest financial update, reporting the annual return had been sent on line to the Charity Commission who had already acknowledged it. Income from investments totalled £173.12 making a deficit of £121.98 in this accounting period 2012-13. Other accounts remain unchanged with donations and subscriptions slightly up. Gift Aid tax will be reclaimed again in August with the help of Ruth McNamara. A gift voucher had been sent to Brian Allerton thanking him for his help with our accounts.

The Internal Financial Controls policy was reviewed and will remain unchanged for 2013-14.

Ann Copsey reported that there were 36 Members with outstanding subscriptions unpaid. After discussion it was agreed that no further correspondence should take place and if not traced personally their names should be removed from the register.

5. Reinvestment of Gilts:

Mary Dolding reported that the Gilts investments matured later this month to a value of £2100. After much discussion it was agreed with the poor return from investments at the current time we should take Chris Rengert's advice and re-invest as he recommends to give us an income to support our League activities. Mrs Dolding will write to Mr Rengert to confirm his recommendation for re-investment.

Proposed: Vivien Aldridge Seconded: Margaret Allcock

6. Progress on League's Objectives:

Lavinia Gordon-Gray had been in contact with Clapham & Collinge solicitors to amend and enlarge the Nurses League Objectives in our Trust deed with extra charitable objects. These will have to be agreed with the Charity Commission. After a long and detailed discussion the following proposal was agreed with a majority vote but with Doreen Betts abstaining over the first section.

Proposal – to add to the League's objects:

To advance the education of the public and to raise awareness in the history and practice of nursing in hospitals in the Norwich area.

To advance the education of nurses and other health workers and health professionals in the history of nursing.

Proposed: Elizabeth Blaxell Seconded: Pat LeGrice

Before the solicitors contact the Charity Commission the League records will be tidied up with Trustees' full names recorded for uniformity in all documentation. A list taken from past Minutes already exists in the Minutes book of Trustees and Honorary Officers with dates of their appointments and resignations from 1964 to the present day. A list of these appointments from the date of the Supplemental Deed (2004) to the present day will be sent to the solicitor at his request.

For future reference the original copy of our Deed of Declaration of Trust 1984 has not been found but the solicitors (Clapham & Collinge Norwich) have the copy of the Supplemental Deed of Trust drawn up in 2004 in their safe keeping.

The costs for this work will be met from the League's Saver Fund. The changes and costs were supported by all present with a show of hands.

7. 2013 AGM and Reunion review

Good reports had been received on a very successful and interesting day.

Mrs Gordon-Gray told the Trustees that there had been a misunderstanding with Emma McKay, Director of Nursing Norfolk and Norwich University Hospital, about the costs of the Reunion tea but the Trust had eventually agreed to meet the bill in full. In future we have been asked to consider using the 'Trust Treats' charity (Julie Cave) to supply our refreshments.

A bill for £48 was paid to retune the piano. The need for this will be reviewed in 2014.

Trustees were asked to think of a speaker and collection charity for the 2014 AGM by the next meeting in November to allow time for Members to be notified in the Journal 2014.

8. Heritage progress

There had been no further meetings but document storage folders and vinyl gloves had been purchased as requested by the Record Office. Inserts for these folders were £48/100 box. Betty Lee's knowledge will be invaluable when documenting and indexing the memorabilia. Each folder can be delivered to the Record Office and recorded as a deposit as a section is completed.

7. Any other business

a. **Wendy Hobbs**, reported that Kathleen Lewis will be 100 on Boxing Day 2013. Trustees visited Barbara Waterson at Beston Regis Norfolk (90 in November) who had her stories recorded for a future Journal article.

b. **Betty Lee** reminded Trustees of Edith Cavell's service at her graveside behind the Norwich Cathedral on Saturday 11th October 2013 11am where she will be laying a wreath with Ann Copsey.

Trustees were joining Betty at the funeral of Brenda Copsey in Norwich on August 13th.

c. **Pat LeGrice** visited Bea Taylor, just after her 101st birthday, she was well cared for. Meetings had continued with the hospital for joining in the Edith Cavell celebrations 2015.

d. **Lavinia Gordon-Gray** proposed committee members should provide biscuits for our meetings in rotation. Agreed by all present.

e. **Ruth McNamara** will book accommodation for future meetings in 2014 and AGM 2016.

8. Date of next Executive Committee: Thursday 8th November 2012

Signed:

Date:

Future Dates: Thursday 14th August **2014** - Room 12 Education Centre
Thursday 6th November **2014** - Room 9 Education Centre
Thursday 12th February **2015** - Room 12 Education Centre
2015 AGM & Reunion **16th May** all accommodation booked BG/12& East Atrium
2016 AGM & Reunion **14th May** all accommodation booked BG/12 & East Atrium