

The Norfolk and Norwich University Hospital Nurses League

Charity Registration Number 290546

Executive meeting held on **Thursday 6th November 2014**
in Room 9 at the Norfolk & Norwich University Hospital.

Present: Mary Dolding (President), Margaret Allcock, Hilary Barker (Treasurer), Doreen Betts, Elizabeth Blaxell (Joint Editors), Ann Copsey (Membership Secretary), Wendy Hobbs, Vivien Aldridge, Pat LeGrice, Michael Surkitt-Parr & Ruth McNamara (Secretary).

1. **Apologies:** afterwards: Dawn Collins – work commitments

2. **Minutes from the last meeting:** Agreed by all present and signed as correct.

3. **Matters arising from the last meeting:**

4. Following *further communications with HM Revenue & Customs*. Ann Copsey said persons signing the declaration for Gift Aid tax must be known to them. Mary Dolding, Ruth McNamara and Hilary Barker all signed a declaration at the meeting which will be forwarded with a covering letter to the tax office.

7a A *certificate of attendance* at the AGM lecture was approved showing the hospital badge as a heading. Thanks were sent to Peter McNamara for his work with examples.

c. A *letter of introduction* to the Nurses League has been inserted into the qualifying and new position packs for nurses at the NNUH.

d. Portable *League advertising screen* quote was £115+vat from the printers. This would show name, badge, and our registered charity number with a background of the old and new hospitals in a faded image. **Elizabeth Blaxell** to liaise with printer. Agreed by all.

3a. *League's objectives* are now complete with a copy in the Minutes book and bill paid. It has been registered and accepted by the Charity Commission.

3b. **Vivien Aldridge** contacted Carrie Wingfield who had started at the NNUH as a Health Care Assistant and is now a Dermatology Nurse Consultant to speak on her path to her new position to Members at the 2015 AGM. She was delighted to accept. Vivien will liaise with her. Approved by all present.

3c. It was agreed that the 2015 chapel collection be given to a charity in the dermatology department at the NNUH.

4. **Financial reports**

a. **Hilary Barker** was thanked for distributing via e-mail her first financial reports of income and expenditure to the Trustees. Unfortunately subscriptions were down this year. A legal fee of £735 had been paid for work done in changing the League Objectives but our other bank accounts had remained unchanged.

b. **The NNUHNL Internal Financial Controls Policy** has been updated with name changes and the banks and Charity Commission informed. Next due August 2015.

5. Membership and Gift Aid

- a. Ann Copsey informed the Trustees that we now had 385 Members - 220 of these are life membership whose membership fee is often given as a donation.
- b. After inspection it was found that only 93 Members signed the book of attendance at the 2014 AGM. In order to get a more accurate figure of attendance in 2015 it is planned that the book be passed between Members during the meeting.
- c. Work for Gift Aid tax relief was proving more difficult this year with more information required and claiming only available on-line. Ann Copsey has taken on the lead role as she has available the up-to-date information on Members on her computer programme.
- d. There had been one new Member *Jenny Bacon 1971-73* since the AGM. Two Members had died *Mrs Ann Appleyard (Butcher) 1944-47* and *Mrs Ann Dickinson (Gibbs) 1942-45*. Three Members had been removed as no subscriptions had been received for two years following reminders - Mrs Amanda Bargewell, Mrs M Dunlop and Mrs Jill Keatinge.

6. Senior Gifts 2014

It was agreed that the Senior Christmas Gifts should be extended to those who trained in 1951. **Ruth McNamara** would co-ordinate with Trustees contacting 55 Senior Members to offer them a gift to the value of £10. One Member will receive a cheque for £30. These will be dispatched in early December.

7. Heritage committee update

- a. **Vivien Aldridge** reported that the key to the Alexandra House was safe at the NNUH and a photograph will be added to our collection. A folder on Orthopaedics had been completed with the guidance of Betty Lee. The committee have responded to a request for references/remedies involving mustard for a third party.
- b. 2015 NNUH will be having a display featuring uniforms. We have offered our support.
- c. A folder/record of collaborations has started for the loan or interest in our collections.
- d. The League has been asked for their involvement in the Edith Cavell Memorial at Norwich Forum October 5th-18th 2015. Details later.

8. 2015 Journal

Elizabeth Blaxell reported that material for the 2015 Journal was coming together. She asked for articles to be included possibly one on Edith Cavell?

9. Any other business

- a. **Ruth McNamara** was asked to send flowers to a Member who had undergone a big operation.
- b. Trustees were informed of a Dementia Friends Workshop held by Charlotte Kippon in early 2015 for three months.
- c. **Wendy Hobbs** visited Mary Nixon (Gay) 1935-38 taking flowers for her 100th birthday.
- d. **Ruth McNamara** reminded Trustees that the present Education Department at the NNUH was moving into a new purpose built building across the road near out-patient car parks. Accommodation had been booked in room DOO.11 for the February 2015 meeting.

10. Date of next Executive meeting: Thursday 12th February 2015 9.30 am 10am start.
Room 9 New Education Centre

Signed.

Date