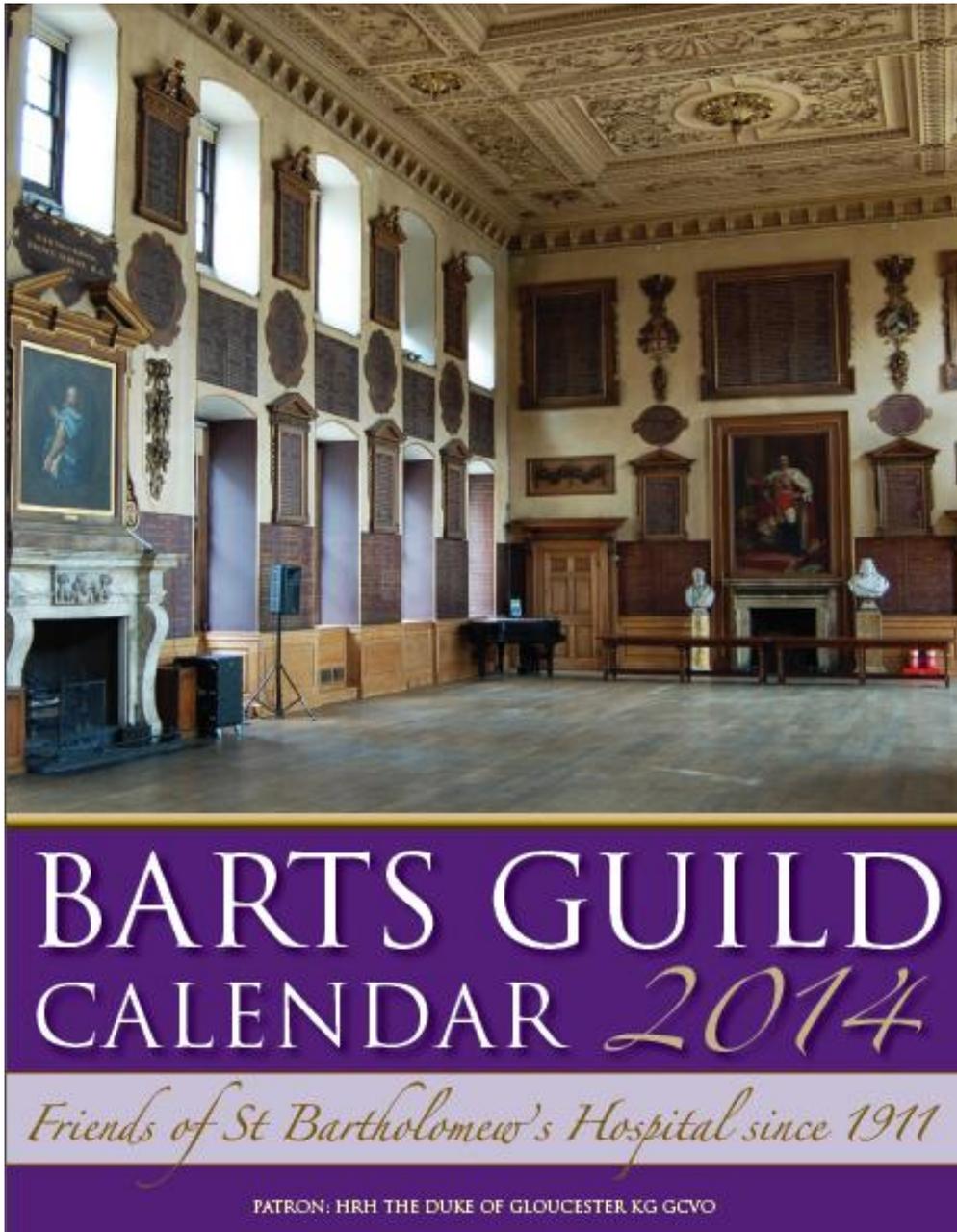




One Hundred and First

Annual Report and Accounts

2012-13



The Barts Guild Calendar 2014

The Guild Calendar 2014 will be on sale in the Guild Shops, Outpatients' Department, from early October 2013; or by post at £5 plus £2 P&P each, or £3 per two, from Barts Guild Souvenir Shop, Outpatients Department, St Bartholomew's Hospital, London EC1A 7BE. Please send cheque with order, payable to 'Barts Guild'



Barts Guild

Friends of St Bartholomew's Hospital since 1911

Annual Report and Accounts 2012-13

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www.bartsguild.org

The Guild wishes to express grateful thanks to Hogan Lovells International LLP for their sponsorship of this Annual Report

THE GUILD OF THE ROYAL HOSPITAL OF ST BARTHOLOMEW

Registered Charity No 251628

Affiliated to ATTEND – Enhancing Health and Social Care. Locally

PATRON

HRH The Duke of Gloucester KG GCVO

PRESIDENT

Mrs Ann Wickham

VICE-PRESIDENTS

The Lady Mayoress

Lady Davis

Mrs Margaret Gillett

Mrs Pauline Hirst

Mrs Daphne Hamilton Fairley

Mrs Mary Kelsey Fry

Mrs Joyce Malpas

Mrs Mary McNab Jones

Mr J P Nichol

Lady Percival

Mrs Alison Shepherd

Dr Audrey Tucker

OFFICERS OF THE GUILD 2012-13

Chairman

Mr Andrew Phillips

Vice-Chairman

Mrs Wendy Mead CC

Honorary Secretary

Mrs Jenny Jeyarajah

Honorary Treasurer

Mr Michael Hayden

Honorary Membership Secretary

Ms Elisabeth Smyth (co-opted)

COMMITTEE OF MANAGEMENT 2012-13

Ordinary members

Mr Stephen Bench

Mrs Sue Boswell

Mr Jayesh Devram

Mrs Pearl Doyle

Mrs Sadie Ferris

Mr David Frank

Mr Patrick Jennings

Ms Jakki Mellor-Ellis

Mrs Jan O'Neill

Mr Marcus Setchell CVO

Ex officio members

Miss Tracey Carter, Deputy Chief Nurse

Representative of the NHS Trust

Professor Christopher Hudson

Immediate Past Chairman

Co-opted members

Mrs Sue Bax

Retiring Hon Membership Secretary

Mr Malcolm Crisp

Grants Co-ordinator

Ms Chris Harocopos

Nominated by the League of Barts Nurses

Ms Valeria Locatelli

Co-opted member

Ms Miriam Lewis

Community Relations Manager, Skanska

Professor David Lowe

Representative of the Rahere Association

Mr Stephen Roberts

Assistant Treasurer

Miss Jackie Roe

Princess Alice Garden Co-ordinator

Dr Elizabeth Shaw

Former Trustee

Ms Sarah Yandell

Volunteer Co-ordinator, Barts Health NHS

Trust

Also attending meetings

Miss Christine Ashby

Shop Organiser

Miss Amy Cupitt

Administrative Assistant

Report of the Trustees

The aims of the Guild of the Royal Hospital of St Bartholomew are **to help the hospital by personal service and by the provision from the Guild's funds of such amenities for the patients and staff which would not be available for them under the National Health Service.**

The main activities undertaken by the Guild to carry out these aims for the public benefit are:

- running a general shop and a souvenir shop as amenities for patients, staff and visitors;
- providing a trolley service for inpatients, selling newspapers, toiletries and books;
- making grants for the provision of appropriate facilities on wards for patients and staff.

In order to carry out these activities the Guild collects subscriptions from members, and engages in limited fundraising. We are also pleased to receive occasional donations and legacies.

In relation to all the Guild's activities the Trustees have paid due regard to the guidance published by the Charity Commission concerning public benefit.



The Guild year 2012-13 heralded our one hundred and first Annual General Meeting, held on 2 November 2012, a meeting which saw the stepping down of Professor Chris Hudson as Chairman after five successful years in office, culminating in the memorable Centenary year of events; and the election of Mr Andrew Phillips (left) in his place.



The Shops

The Shops and trolley service play a vital part in the Guild's activities, under the very professional guidance of Ms Christine Ashby, Shop Organiser, to whom we are as ever most grateful; her initiatives add greatly to the effectiveness of the Guild, and to the corporate spirit of our volunteers. In addition to putting on regular table-top sales of donated goods in the Outpatients Department, Ms Ashby has organised visits for volunteers, to the Law Courts, Mansion House, the Hospital's Pathology Museum and to see the Cancer Centre's gamma knife and cyber knife.

Trustee Steve Bench has been instrumental in putting the Souvenir Shop onto a sound footing, by analysing sales and return on outlay, selling off 'dead stock' and bringing in a new range of items. Ms Ashby has now taken on responsibility for this shop too, so that both shops are working more closely together. We have continued to produce a range of Guild Christmas cards (right) which although very reasonably priced contribute to our funds.



Another innovation is a Sunday trolley service, so that now the Guild can 'bring the shop to the bedside' seven days a week. This is made possible by a very welcome increase in the number of volunteers thanks to initiatives by Ms Yandell since taking up her post in mid-2012.

The Guild has suffered for some time from uncertainty about the future location of the Shops; we hope very much that permanent space where both our Shops can be combined may be found ideally in the rebuilt King George V block when it is completed in 2014.

Once again the Guild wishes to express its gratitude to The Voluntary Board of Governors of St Bartholomew's Hospital for its generous contribution to the running costs of the general Shop.



Publications and publicity

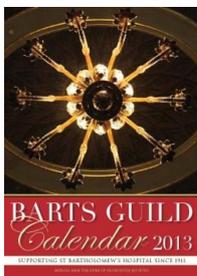
One legacy of our Centenary year's events has been renewed efforts to publicise our activities more widely, within the Trust and elsewhere. Our new Chairman, Andrew Phillips, is working to enhance the Guild's profile, meeting the Patron, HRH The Duke of Gloucester KG GCV, the Chairman and Chief Executive of the Trust, and other senior members of the Trust, accompanied on occasions by former Chairman Professor Hudson. Information about the Guild is to be circulated to all members of the Trust, some 6,600 people, and the Guild's page on the Trust website has been updated.

The Chairman also keeps in touch with our corporate sponsors and friends, in particular Lloyds Banking Group, Hogan Lovells International LLP and Saunderson House Limited, who continue to give friendship and support to the Guild, including by helping with sales of the Calendar.

The President and Mr and Mrs Malcolm Crisp have represented the Guild at meetings of the Friends of London Hospitals, an informal network which can provide some useful ideas.

At the same time, the Guild has taken initiatives in the following areas.

- **Another edition of the Calendar**



The success of the Guild's first Calendar, produced for 2012, encouraged the Management Committee to think in terms of publishing a Calendar annually for the benefit of the Hospital; a 2013 edition was produced, and distributed free of charge to all Barts departments. Copies were sent to local livery companies and businesses and to our corporate sponsors, and were also on sale in the Guild Shops.

- **Posters and display stands**

Raising the Guild's profile, within the Hospital and locally in the City, has been in the forefront of publicity efforts intended to encourage both new members and volunteers; we are conscious that with the recent reorganisations and moves within the Trust this must be an ongoing effort. To this end, we have produced A3 posters and a lightweight easily transportable display stand in a matching design, and featuring a revised, shorter, strapline: Barts Guild, Friends of St Bartholomew's Hospital since 1911 – to emphasise our longevity, and also to make clear, without changing the name, that the Guild is in effect the Friends association of the Hospital. [Photo: Amy Cupitt]



- **Development of the new website**

This year has seen considerable progress with the website, www.bartsguild.org. This was given a firm basis by a commercial company who set up the home page and worked out the design, and has since been built upon by Trustee Steve Bench and the Guild's new administrative assistant, Amy Cupitt. The site includes a link to Virgin Money, through which online donations can be received, and work is continuing to make improvements and keep the site up to date.

- **Guild newsletter**

A very welcome development has been the appearance of a newsletter for Guild members, under the Editorship of Jan O'Neill. The first issue, in November 2012, featured *inter alia* Lloyds Banking Group's refurbishment of the Souvenir Shop, a review of the Centenary Concert and the launch of the new Guild website as well as news of Professor Chris Hudson's retirement as Chairman and the election of Andrew Phillips in his place.



Events

- **Christmas Bazaar**

This enjoyable fundraising day was another initiative of Christine Ashby, Shop Organiser, arranged together with Sarah Yandell, Barts' Volunteer Co-ordinator. It was held on 13 December and was made possible by the energy and creativity of the Guild's volunteers with the involvement, too, of several other Barts-related charities. Volunteers from Lloyds Banking Group also helped us on the day. The event made £1,200 for the Guild.



- **The Lord Mayor's Show**

Thanks to Mrs Wendy Mead CC, the Guild's Vice-Chairman, Guild volunteers once again took part in the Lord Mayor's Show in 2012 [Photo: Joe Batson-Moore]

- **Helpers' Meeting**



'Army Nursing in Iraq: reflections ten years on' was the title of a fascinating talk given at a well-attended Helpers' Meeting and tea on 12 June 2013 by Colonel Jane Carey-Harris TD QHM (left), a Barts-trained nurse and former theatre nurse now in charge of the Army Medical Services Territorial Army 306 Hospital Support Regiment (Volunteers). She spoke very movingly of her time in the desert, a 'very fulfilling and challenging time' where everyone worked together and people were trusted to 'get on with it'.



Legacies and donations

Once again donations and legacies from former members have made an important contribution to the Guild's finances – almost £33,000 received in the year under review. We are especially grateful to those who remember us in their bequests, who included this year Mrs E M ('Molly') Fyfe, a former Barts radiographer and long-standing Guild member; Mrs Barbara Mavis Thacker, who trained at Barts and was an ardent supporter of the Hospital thereafter; and Mrs Margaret Ethel Beardon.

Last year's Trustees' Report celebrated the considerable success of the Guild's Centenary Concert of October 2012. That success was due in no small part to the generosity of the occasion's leading sponsors Saunderson House Ltd and Hogan Lovells International LLP. We thank them again most sincerely and for their continued interest in the Guild.



Grants

We made a number of small grants to Hospital departments during the year including pedometers, CD players, freeview TV boxes, and radios. However a significant tranche of money was also committed in 2012-13 to be fulfilled in 2013-14 at times most suited to departments. Within this category are larger grants. They include: £7,000 for a platelet functional analyser for the Department of Cardiothoracic Surgery and Anaesthesia, to identify patients who are at risk of bleeding because of platelet malfunction; for the King George V Theatre £9,700 for two pairs of stirrups for very heavy patients which will bear weights of up to 365kgs, whereas standard stirrups will support only up to 159kgs; and £3,000 for self-propelling wheelchairs.



About £1200 was spent on Christmas parcels for inpatients, for which Hogan Lovells also provided presents. Guild volunteer Anthea Finn wrote in December:

'The Christmas gift bags were delivered to the wards yesterday, along with the beautifully wrapped presents from Hogan Lovells, and I think we proved to be the most popular visitors to all the wards! The staff were appreciative that the Guild should continue to do this for their patients.'

However, we are concerned that the terms of our objectives, last revised in the 1970s, do limit to some extent the kind of 'amenities' we are able to provide, and hence the review of our Constitution which is ongoing.

We are also conscious that following the organisational changes which have taken place in the Trust in recent years Barts staff may have lost sight of the availability of the help which the Guild can – and wishes to – provide to them. Thus our publicity efforts have included ways to bring our financial grants to the awareness of a wider section of the Hospital community, including information on our website about grants we have made, and guidance on applying for them, and we are also working with Trust staff to find effective ways of communicating this message.



Congratulations ...

... are due to Pauline Hirst, a Guild volunteer, Vice-President and former Chairman (1980-83), on her award of the Order of Mercy by the League of Mercy, joining another active Guild member, Malcolm Crisp, and former Souvenir Shop organiser, Elsie Halsey, as a recipient of this recognition for distinguished voluntary service.



Obituaries

Mrs Jill Linnett, a Vice-President and Chairman of the Guild 1983-86, died on 6 June 2013. It was through her initiative that the Guild's first Shop had been started in 1972 – known as 'the Shop in the Basement' – and she ran the Shop and Trolley Service for nineteen years until she retired in 1994. Her life was celebrated in a memorial service at the Church of St Bartholomew the Less.

Miss Joy Cross, a Vice-President and former Honorary Secretary of the Guild, died in January 2013; at the age of 95 she had been able to attend the Guild's Centenary AGM in 2011. For over thirty years she had organised the Christmas party for up to ninety elderly outpatients of Barts. The Guild was represented at her funeral by the President.



Committee of Management

A feature of the year under review has been the growing activities of the sub-committees of the Committee of Management, both those established on a more or less permanent basis and those who met occasionally as more informal groups. In addition to the 'Futures Group' convened by the Chairman to consider future direction and strategy of the Guild, sub-committees have worked in the areas of Publicity and Publications; Shop and Business management; Financial and Legal; Events planning; and Membership and Volunteering. A small group has been set up to consider grant applications, with the authority to approve small grants up to £5,000 in order to streamline the process of dealing with applications. The possibility of a Fundraising sub-committee has also been considered.

These small groups are able to consider matters in detail, taking action as appropriate in advance of the main Committee meeting, so that Guild business can be carried forward in a more dynamic way. This leaves the Committee of Management with more time for major initiatives and strategic planning, including ongoing consideration of a revision to the Guild constitution, last revised in the 1970s and ready to be updated!

The Guild was delighted to welcome a new Honorary Membership Secretary this year, Elisabeth Smyth, taking over this fairly onerous responsibility from Sue Bax, who kindly agreed to remain for the time being as a co-opted member of the Management Committee, as did Elizabeth Shaw who completed her two terms of office on the Committee. Former Honorary Secretary Jackie Roe also remained as a co-opted member, with special responsibility for the Princess Alice Garden, which is flourishing with the help of Noel Shiels, a retired gardener from the City of London Parks Department, and volunteer waterers during the summer months.

Jay Devram from Lloyds Banking Group, whose dynamism was much in evidence in running a stall with colleagues at the Christmas Fair, has joined as a Trustee, whilst Valeria Locatelli, who played a leading part in refurbishing our Souvenir Shop, became a co-opted member. The experience and input of both have been very valuable.

In the office we were very pleased to have Amy Cupitt as a part-time administrative assistant, relieving to some extent the very heavy workload of the Honorary Secretary. She joined Stephen Roberts whose appointment as a part-time book-keeper was reported last year. Amy has been instrumental particularly in the development of the Guild website. We are most grateful to the Smyrk Trust for their contribution to the cost of this part-time assistance.

Finally, the Trustees and other members of the Committee of Management wish to thank all the volunteers who make the Guild what it is. At the end of our first century we are in good shape, thanks to their efforts, and we expect to go on supporting the patients and staff of St Bartholomew's Hospital for a very long time to come.



Jenny Jeyarajah
Honorary Secretary



Jan O'Neill
Newsletter Editor



Jackie Roe
Princess Alice Garden
Co-ordinator



Sue Bax, Retiring Honorary
Membership Secretary

Amy Cupitt
Administrative
Assistant



Voluntary Services

Report on activities 2012-13

“On a daily basis I am inspired by the dedication, enthusiasm and passion of our volunteers.”



This has been my first full year in the post of Volunteer Co-ordinator for Barts Hospital and I have been very warmly welcomed by all involved with the Guild. The initial focus was on recruitment for the Shop and since I started in May 2012 the Guild has thirty-one new volunteers. We are fully staffed in the general Shop and for the weekday trolley service. The Souvenir Shop also has some new volunteers and this is continuing to improve. We were full for the Saturday trolley round as well, but that now the trolley is running on Sundays too I am focusing on recruiting some extra volunteers. The total number of volunteers for Barts, the London Chest and Mile End Hospitals currently stands at just over 200 (an increase of over 61% since I started) with almost half volunteering for the Guild, which has a total of ninety-four volunteers (including the Management Committee). In the last year Guild volunteers have contributed over 5,000 hours of their time to Barts hospital.

It has been a period of transition due to the merger with Whipps Cross and Newham and this has made a big impact on the way Voluntary Services operates. In Voluntary Services there is now a team of four: I cover Barts, the London Chest and now Mile End; Ann Norcott (Royal London), Jackie O'Sullivan (Newham) and Chandra Vansadia (Whipps Cross). Chandra is the Voluntary Services lead and she oversees the team. We have been working together to ensure the service is consistent across the sites.

One of the biggest pieces of work had been streamlining the recruitment processes to try and make it easier and quicker to volunteer. We have revised the forms and documents we use to make sure they are easy to use, relevant and as short as possible. I have been conducting group interviews of approximately ten people each session, which works well. Ann Norcott and I deliver volunteer induction mandatory training days (two per quarter) and we have several trainers from across the Trust delivering sessions. We are working with Occupational Health to get the health checks completed in a timely and efficient way. All of this means I am able to spend a bit more time in supporting current volunteers.

Christine Ashby, the Shop Organiser, and I planned a successful Christmas Fair in December 2012. The idea was to work with all the charities that support Barts and the London Chest Hospitals, raise a bit of money and spread some Christmas cheer. We had over twenty stalls, including ten which Christine oversaw for the Guild, saw over 400 people attend and raised over £1,500 for Barts charities; this has now become an annual event.

“In the last year Guild volunteers have contributed over 5,000 hours of their time to Barts hospital”

In February, Christine, Sally Lyons (the manager of the MacMillan Cancer Information Centre) and I organised a party for the Barts and the London Chest volunteers as a thank you for all their hard work. Christine organised a free raffle and each volunteer had goodie bags to go home with – this seemed to go down as well as the wine!

Most recently, I have moved offices from Gloucester House to the Nursing office on the ground floor of the North Wing. This has proved to be very beneficial as the central location means that I am much more accessible to the volunteers.

In short, it's been a fantastic year and for this I would like to say a huge thank you to the Guild Volunteers, the Management Committee and Christine Ashby. On a daily basis I am inspired by the dedication, enthusiasm and passion of our volunteers. It's been an absolute pleasure to work with you all and I am looking forward to the coming year.

Sarah Yandell

Guild Members and Volunteers 2013

Miss Syeda Ahmed
Miss Gulistan Aksahin
Mrs Caroline Allington
Mrs G M Anderson
Miss Alex Angeloudes
Miss Mary Armstrong
Mr & Mrs J R Aspinall
Ms Hanna Ayele
Mrs Marjorie Ayers
Mr Alexander Badenoch
Miss Sheelagh Bailey
Mr Rodger Ball
Miss Anna Barnfield
Miss M M Bates
Miss Rosalind Bax
Mrs Sue Bax
Mr Stephen Bench
Mr Leslie Berry
Mrs Valerie Besser
Dr David Best
Mrs Louise Biggs
Mrs Ann Blackledge
Mrs Sue Boswell
Mrs Helen Boulton
Mrs Pat Bourne
Mrs Margaret Brazier
Mr Garry Brooks
Mrs Janet Brown
Dr Andrew Burnett
Mrs Rita Buttigieg
Mr Lawrence Carter
Ms Jane Carey-Harris
Lady Aileen Chalstrey
Mrs M L Clark
Mrs Elizabeth Cleaver
Mrs Cynthia Cobley
Mrs Janet Coldstream
Mr Patrick Coldstream
Ms Judith Cook
Miss Madeleine J Craggs
Mrs Elizabeth Crisp
Mr Malcolm Crisp
Mrs Saima D'Adam
Mrs Catherine Davies
Ms Claire Davies
Lady A P Davis
Mrs Kate Dawson
Miss Juliana Delmi
Mrs Muguette Demanuele
Mr Jay Devram
Mrs Elizabeth Dickinson
Mrs Pearl Doyle
Mrs Jenny Edmonds
Mrs E M Escombe
Mrs Gillian Evansky
Mrs Hilda Fazzani
Mr John Fell
Miss Alison Fenwick
Mrs Sadie Ferris
Mrs Anthea Finn
Mr Geoffrey Finn
Mr David Frank
Miss Sandra Gann
Mrs Patricia Gardner
Miss Jennifer Gaze
Ms Patricia Gillen
Mrs Margaret Gillett
Miss Lorna Glace
Mrs Rosemary Glover
Mrs Josephine Gough
Mr Michael Gough
Mrs Jane Graham
Miss Dee Grandison
Miss Barbara Griffiths
Mrs Lorna Habart
Mrs Elsie Halsey
Mrs Eileen Hamer
Mrs Daphne Hamilton-Fairley
Mrs Sylvia Hampton
Mrs Amanda Handley
Ms Chris Harocopos
Miss Zahira Hassan
Mr Michael Hayden
Miss Margaret Hazard
Mrs Margaret Henry
Mrs Pauline Hirst
Miss Hilary Hiscocks
Sir Deian Hopkin
Professor Chris Hudson
Mrs Mary Hunter
Mrs Sifa Igilima
Miss Farzana Irani
Miss Chris Jacques
Miss Olive James
Mr Patrick Jennings
Mrs Jayne Jennings
Mrs Jenny Jeyarajah
Mr Arjun Jeyarajah
Mrs Joan Johnson
Miss Gloria Jones
Dr Ian Kelsey Fry
Mrs Mary Kelsey Fry
Ms Stephanie Kerstein
Mrs Jane Keyes
Miss Alison Knapp
Mrs Patricia Kraft
Ms Eleonora Kupryte
Mrs Janice Laird
Mrs Elaine Law
Miss Lesley Lawson
Miss M A Lennon
Mrs Patricia Lettin
Mrs Jill Linnett
Mrs Sarah Lister
Miss Jane Lloyd
Mrs Wendy Lloyd-Bailey
Miss Valeria Locatelli
Mrs Sybil Love
Mrs Dorothy Lovell
Miss Valerie Luxton
Mr Daniel McFall
Miss Frances McHugh
Mrs Pat McHugh
Mrs Mary McNab Jones
Mrs Debbie Mac Ho
Mrs Joyce Malpas
Mrs Susan Mason
Mrs Wendy Mead CC
Ms Jakki Mellor-Ellis
Miss Sally Mears
Mrs Elizabeth Morgan
Miss Jean Morris
Mrs Pamela Nash
Mrs Jean Nathan
Mrs J P Nichol
Ms Emilis Nikroo
Mr Luke Oates
Mrs Margaret Oates
Miss Elizabeth Oliver
Ms Jan O'Neill
Mrs Barbara Pare
Miss Sabeeha Patel
Mr Sufiyan Patel
Mrs Saroj Patel
Dr A and Dr J Pembroke
Lady Judy Percival
Mrs Jeanette Petrushkin
Mr Andrew Phillips
Mr Edward Phillips
Mrs Piera Piazza
Ms Janina Pogorzelski
Miss Molly Price-Smith
Miss Margaret Prior
Miss Kate Quinn
Mrs Norah Reed
Mrs Sylvia Reed
Lady Ann Riches
Mrs Angela Ringer
Mrs Jean Ritchie
Mr Stephen Roberts
Miss Jackie Roe
Miss Margaret Roles
Miss Ann Rose
Mrs Margaret Rumsey
Ms Deborah Russell
Mrs Jacqueline Sanderson
Mr Marcus Setchell CVO
Mr William Shand

Dr Elizabeth Shaw
Mrs Alison Shepherd
Mrs Carol Shepherd
Dr Paul Simmons
Mrs Pat Simmons
Mr Andrew Skeggs
Ms Elisabeth Smyth
Dr Elizabeth Sparrow
Ms Jackline Staats
Mrs Avril Stewart
Mrs Janet Stinton

Mr Robert Stinton
Mrs Gisela Stone
Miss Ausura Suchodolskyte
Mrs Ann Sweatman
Mrs Ann Toms
Mrs Cynthia Thompson
Dr Audrey Tucker
Mrs Marjorie Twydell
Miss Liuda Vaus
Miss Mary Walker
Mrs Peggy Walsh

Dr Judith Webb
Dr Veronica White
Mrs Ann Wickham
Mr John Wickham
Mr Daniel Williams
Miss Jean Wilson
Mr Alan Wiseman
Mrs M H Wyatt
Mr and Mrs M J Wyatt
Mrs Millie Wybourn
Miss Ayesha Younis
Miss Cecelia Yu

Annual General Meeting 2012

Photos by Joe Batson-Moore



The Guild of the Royal Hospital of St Bartholomew



ANNUAL GENERAL MEETING 2012

Minutes

of the 100th Annual General Meeting of the Guild of the Royal Hospital of St Bartholomew held on 2nd November 2012 in the Great Hall, St Bartholomew's Hospital

1 **President's welcome**

Mrs Ann Wickham welcomed members and guests to the meeting, including The Lady Mayoress, Mrs Elizabeth Wootton; the Sheriffs' wives, The Honourable Mrs Juliet Evans and Ms Elizabeth Truesdale; Sheriff Wendy Mead CC, Vice-Chairman and Guest Speaker; Ms Maggie Nicol, President, League of Barts Nurses; Mr Marcus Setchell, Chairman, Voluntary Board; Ms Chandra Vansadia, Voluntary Services Lead, Barts Health NHS Trust; Mr Hussein Syed, Chairman, Friends of St Mary's Hospital; and approximately 50 Guild members, and volunteers.

Apologies for absence had been received from: Mr Peter Morris, Chief Executive, Barts Health; Mr (now Sir) Stephen O'Brien, Chairman Barts Health; Rev'd David Rushton, Trust Chaplain; Dr Kay Riley, Chief Nurse; Ms Tracey Carter, Deputy Chief Nurse; Mr Alastair Chesser, Chairman, Barts Choir; Mr Fred Starling, Chairman, Friends of the London Chest Hospital; Dr Anthea McEwan, Chairman, Friends of the Royal London Hospital; Mr Michael Smith, Chairman, Barts and the London Charity; Mr Andrew Douglas, Chief Executive, Barts and The London Charity; Ms Rowena Hughes, Chairman, Friends of King's College Hospital; Mr David Rixon, Guild Auditor; Mr David Lovell, Director, Saunderson House; Mr Michael O'Brien, Chairman, Friends of Guy's Hospital; Ms Pat Percival, Chairman, Friends of St Thomas' Hospital; Ms Rachel Wilcox, Chairman, Friends of University College Hospital; and a number of Guild members and volunteers.



The President thanked the Chairman, Professor Christopher Hudson, for his five successful years in office. During this time he had raised the profile of the Guild within the Hospital, ensuring that we were buoyant and thriving despite the recent far-reaching changes and re-structuring within the Trust. His vision had led to a memorable centenary year of exciting events, including the Guildhall Reception, the Centenary Fair and the Centenary Concert at City Temple – the concert being attended by the Guild Patron, HRH The Duke of Gloucester, and over 400 people, a fitting end to a distinguished Chairmanship.

The President also thanked Mrs Sue Bax for her commitment to membership services through her work as Honorary Membership Secretary and to Dr Elizabeth Shaw for her role in many aspects of the Guild's work, but particularly for the Christmas Concerts and website production. She was pleased that both had agreed to be co-opted to the Committee of Management.



2 **Minutes**

The Minutes of the AGM held on 20th October 2011 were approved as a correct record.

3 **Annual Report, Accounts and Treasurer's Report 2011-12**

The Annual Report and Accounts 2011-12 had been circulated and were adopted.

Treasurer's Report

The Honorary Treasurer, Mr Michael Hayden, reported as follows for the year ended 31st March 2012:

This had been a successful year for the Guild particularly in terms of the increased levels of income that had been generated.

Sales in the Guild's shops had grown by twenty-five per cent compared with the previous year, reflecting a full year's trading in its new location. This growth had been delivered through the continued efforts of Christine Ashby, the Guild's Shop Manager, and her team of volunteers who ensured patients and staff continued to receive a high level of service throughout the year.

The biggest driver of the Guild's financial results for the year had been the increase in donations and legacies from supporters. Legacies contributed over £200,000 with the largest legacy of £192,221 being received towards the end of the financial year. The scale of that legacy had helped transform the overall results for the Guild in 2011-12 and would have a positive impact for years to come. The Centenary Fair and Christmas carol concert had been successful events both in raising the Guild's profile and in generating surplus funds for the Guild.

The Guild's administration expenses for the year were held at the same level as the previous year's, reflecting the fact that most of the Guild's work was achieved through the commitment of its volunteers.

Grants of £34,173 had been made which reflected the results of the Guild for most of the year. The large legacy received in the fourth quarter was received too late to have a direct impact on grants in the current year but would clearly have an impact on the potential size and number of grants that the Guild could award in the future.

Total assets of the Guild at the end of the year were £410,381.

The Honorary Treasurer expressed the Guild's thanks to Mr David Rixon, who had carried out the independent examination of the accounts, as required by the Charity Commission.

4 Election of Officers and Committee Members

4.1 Officers

The resignation of Professor Christopher Hudson as Chairman was reported.

On the nomination of the President, the meeting approved the appointment of:
Mr Andrew Phillips as Chairman for an initial term of three years

On the nomination of the Committee of Management, the meeting approved the appointment of:
Mr Marcus Setchell for a further term of three years

4.2 Members of the Committee of Management

The meeting noted the retirement from the Committee of Mrs Sue Bax, Dr Elizabeth Shaw and Professor John Gribben and approved the appointment of the following as Trustee on the recommendation of the Chairman/Committee of Management:

Mr Jay Devram for an initial term of three years

Mrs Bax and Dr Shaw had agreed to continue as Co-opted members of the Committee of Management.

5 Chairman's Report

The Chairman extended a warm welcome to the new Committee members, especially Mr Andrew Phillips as Chairman, and thanked those retiring. He went on to report that:

The Guild continued to enjoy good support from the Trust, which had grown to become the largest in the country. The Guild still needed to work to secure a new shop space, which together with the trolley rounds was an essential part of its activities. The Guild was lucky to have Mrs Christine Ashby as Shop Organiser, who took a lead in running the shops and trolleys and who had a wealth of experience to offer beyond basic retail service.

The Guild's grant-giving remained important and thanks were due to Mr Malcolm Crisp for his work in this area. Encouragement of further grant applications, publication of an annual calendar and agreed changes to the constitution would help to broaden the Guild's objectives, contributing to its ability to reach out to more varied groups within the Hospital.

The Chairman expressed the Guild's indebtedness to the volunteers who continued to work regularly and consistently in sometimes difficult areas such as the new wards that are arranged in small rooms unlike the old, spacious Florence Nightingale wards.

The Guild was also very grateful to Lloyds Banking Group for the refurbishment of the Souvenir Shop that was completed in the spring.

The Chairman announced the sad news of the death of Molly Fyfe.

He highlighted the following matters:

- that the Guild had received a reply from Her Majesty The Queen's office following their receipt of a card sent from the Guild to celebrate her Diamond Jubilee;
- that the Chairman of the Trust, Mr Stephen O'Brien, wished to convey his thanks to all Volunteers and Members for the important work they did for the hospital;
- that the Guild was proud to support the Hospital with grants and encouraged further applications from all Hospital departments; Malcolm Crisp's role in co-ordinating grant-making for the committee was much appreciated;
- that the Guild Calendar was now in its second edition; it was hoped to make it an annual production for the benefit of the Hospital.

The Chairman then thanked the following:

- The President, Mrs Ann Wickham, and the Vice-Chairman, Mrs Wendy Mead CC, who had given valuable advice and support over his tenure;
- Mrs Wendy Mead CC for her help in arranging for the Guild to be represented in the annual Lord Mayor's Show;
- All committee members, especially the retiring Membership Secretary, Mrs Sue Bax, and Dr Elizabeth Shaw;
- Mr Andrew Phillips and Mrs Jenny Jeyarajah, Honorary Secretary, for their support;
- Mrs Anthea Finn and Mrs Margaret Henry for organising Christmas parcels for inpatients;
- Mrs Christine Ashby for all her hard work in the Shop;
- The Guild's financial supporters, the Voluntary Board, Skanska and the Smyrk Trust;
- Miss Sarah Yandell, Trust Volunteer Co-ordinator, for supporting volunteering;
- The Barts and The London Students' Association for helping with the Centenary Concert and to the Barts and The London Rugby Club for attending with the trophies they had won this season.

Further thanks were noted to those associated with the successful Centenary celebrations, three of which were attended by Guild Patron, HRH The Duke of Gloucester:

- *The Guildhall Reception* – to Mrs Wendy Mead for assistance in arranging the reception attended by HRH The Duke of Gloucester and the Lord Mayor Locum Tenens;
- *The Christmas Concert* in the Great Hall with the Covent Garden Singers attended by HRH The Duke of Gloucester;
- *The Centenary Fair* : the commercial stallholders in the Great Hall
- *The Centenary Concert* at City Temple given by the Barts Chamber Choir and the Trafalgar Sinfonia directed by Ivor Setterfield and compered by Henry Kelly, and attended by our patron and 400 people: the corporate sponsors, Hogan Lovells International PLP, Saunderson House Ltd, and others

6 Guild Constitution

Approval was given to the progress of changes to the constitution as follows:

- a) by adding the following sentence to section 1: 'Special General Meetings may also be convened on not less than 21 days' notice at the direction of the Committee of Management to consider any matter which the Committee of Management has determined to lay before the meeting';
- b) by adding the words 'or a Special General Meeting' to the end of section 5; this would be in addition to the words 'at the AGM'

7 Forthcoming events

Lord Mayor's Show: Saturday 10th November 2012

Guild Christmas Bazaar: Thursday 13th December 2012

AGM 2013: Thursday 10th October 2013

8 Presentation of certificates

The Guild was delighted to welcome The Lady Mayoress, Mrs Elizabeth Wootton, to present Long Service Awards to the following volunteers: Mr Daniel Williams, Miss Valerie Luxton, Ms Patricia Gillen

9 Future events

Notice was given that there would not be a Carol Concert in 2012; however the Trust would hold its usual concert at Barts the Great. The Guild would hold a Christmas Bazaar in December



Guest Speaker – Mrs Wendy Mead cc

The Guild was honoured to have as guest speaker Mrs Wendy Mead CC to talk about her year as a Sheriff of the City of London.

Mrs Mead presented a series of excellent photographs chronicling her very busy and varied diary as Sheriff. She spoke of the ceremonial attire required for her duties, each robe personally measured and appropriate to the event. Following the elections, the Shrievel Investiture was an important ceremony – Mr Alan Yarrow also became a Sheriff.

The one-year role of the Sheriff is to support the Lord Mayor and also to stand in during the ninety days that he is away. Mrs Mead attended many events, including pre-Games events at the 2012 Olympic Stadium, the River Pageant to celebrate the Queen's Diamond Jubilee, The Lord Mayor's Banquet, a viewing from the top of the Shard, the lighting of the Leadenhall Market Christmas lights, an early start at 7am to Smithfield Meat Market, and many 'meeting and greeting' occasions at the Mansion House. Several well-known people had attended official functions and Mrs Mead had been lucky enough to meet many, including J K Rowling, Colin Firth and Joanna Lumley. Less well-known people have just as much consideration from Mansion House and form the basis of many a happy event such as supporting children's gardening and growing at St Paul's Cathedral and the Cross Country Championships at Hampstead Heath.

The President thanked Mrs Mead for an interesting talk that gave a fascinating insight into the life of a Sheriff of the City of London.



The President then invited members and guests to proceed to the Bring and Buy stall and to enjoy the drawing of the raffle tickets. She thanked all those who had been involved in arrangements for what had been an excellent meeting, in particular Mr Patrick Jennings for the raffle, Mr Steve Bench for running the souvenir stall, Miss Jean Morris and Mrs Sadie Ferris for the flowers, Miss Christine Ashby and other organisers of the Bring and Buy sale, Ms Patricia Gillen for her piano playing, and the Great Hall Banqueting Manager, Ms Josephine Wellington, and her staff Valius and Mariella.

The Meeting concluded at 4pm.

Report of the Honorary Treasurer

“Donations and Legacies ... are a key contributor to funding the Guild’s activities”

Report of the Honorary Treasurer for the year ended 31 March 2013.



The Guild continued to successfully generate income from a variety of sources during the year.

Sales in the Guild's shops of £62,274 were down thirteen per cent compared with the previous year, mainly due to the continued on-site disruption caused by hospital building works. The level of sales achieved would have been lower but for the initiatives developed by Christine Ashby, our Shop Organiser, and her team of volunteers to attract shop visitors; they ensured that patients and staff continued to receive a high level of service throughout the year. The Shops experienced a total loss of £4,048 during the year.

Donations and Legacies totalled £32,680 and are a key contributor to funding the Guild's activities.

Fundraising and activities generated total revenue of £20,534 and contributed to the Guild's overall surplus during the year. Particularly noteworthy was the success of the Centenary Concert which generated a surplus of over £5,000. The Guild calendar was also used to generate funds and to increase the profile of the Guild, as well as providing a benefit to Barts' wards, patients and departments.

Administration expenses for the year were £35,145, an increase of £9,303 over the previous year. The increase is primarily due to the cost of developing the Guild's website; the special commemorative Centenary Annual Report; fee to former Volunteer Co-ordinator for work on the membership database; and costs associated with supporting an increased number of Guild volunteers.

Grants totalling £3,657 were paid during the year. As explained in the Trustees' Report the Guild made significant grant forward commitments during the year which were not actually completed by the year end and these will appear in next year's accounts when they are finally paid.

Total assets of the Guild at the end of the year were £432,881.

Our thanks go to David Rixon who has carried out the independent examination of the accounts, as required by the Charity Commission.

Michael Hayden

Independent examiner's report to the trustees of the Guild of the Royal Hospital of St Bartholomew

I report on the accounts of the Guild for the year ended 31 March 2013.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 43 of the 1993 Act
- follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
- to keep accounting records in accordance with section 41 of the 1993 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 1993 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



David Rixon
90 Lucas Avenue
Chelmsford
CM2 9JW

23 July 2013

The Guild of the Royal Hospital of St. Bartholomew
Detailed Statement of Financial Activity
All Funds Year Ending 31 March 2013

	Notes	Unrestricted Funds £	2012/13 Restricted Funds £	Total £	Unrestricted Funds £	2011/12 Restricted Funds £	Total £
Income and Expenditure							
Incoming resources							
Donations and Legacies	1	32,679.72		32,679.72	221,583.16		221,583.16
Subscriptions		2,170.50		2,170.50	2,626.50		2,626.50
Shop Sales	2	62,274.40		62,274.40	71,353.17		71,353.17
Gift Aid		643.23		643.23			-
Events and Functions	3	2,929.43		2,929.43	586.08		586.08
Other income	4	2,801.11		2,801.11	1,310.03		1,310.03
Total Incoming Resources		103,498.39	-	103,498.39	297,458.94	-	297,458.94
Resources Expended							
Grants paid to St Bartholomew's Hospital							
Grants paid to St Bartholomew's Hospital	5	3,657.18		3,657.18	34,173.21		34,173.21
Stock Purchased	6	42,196.23		42,196.23	56,610.28		56,610.28
Administration	7	35,145.45		35,145.45	25,841.55		25,841.55
Total Resources Expended		80,998.86	-	80,998.86	116,625.04	-	116,625.04
Net incoming (outgoing) resources		22,499.53	-	22,499.53	180,833.90	-	180,833.90
Fund Balances as at 1st April 2012		390,189.36	20,191.88	410,381.24	209,355.46	20,191.88	229,547.34
Fund Balances as at 31st March 2013		412,688.89	20,191.88	432,880.77	390,189.36	20,191.88	410,381.24

Balance Sheet as at 31 March 2013

	Notes	31st March 2013		31st March 2012	
		£	£	£	£
Fixed Assets					
3.5% War Stock at introduction value			105.00		105.00
Current Assets					
Shop stock	8		11,222.06		15,917.01
Cash at bank and in hand	9		434,826.88		406,278.12
			446,048.94		422,195.13
Less: Current liabilities	10		13,273.17		11,918.89
Net Current Assets			432,775.77		410,276.24
Total Fixed and Net Current Assets			432,880.77		410,381.24
Fund of the Guild of the Royal Hospital of St. Barthomew					
Restricted			20,191.88		20,191.88
Unrestricted			412,688.89		390,189.36
			432,880.77		410,381.24

Approved by the Trustees on 23 July and signed on their behalf:

A. B. Phillips

Andrew Phillips
Trustee

Michael Hayden

Michael Hayden
Trustee

NOTES TO ACCOUNTS

1. Donations and Legacies

	£	£
Legacies:		
Miss D. Lungley	522.17	
Mrs. E. M. Fyfe	2,000.00	
Mrs. B. M. Thacker	500.00	
Mrs. E. F. Russell	20,753.96	
Mrs. M. E. Beardon	5,000.00	
	<u>28,776.13</u>	
Donations:		28,776.13
		<u>3,903.59</u>
		<u>32,679.72</u>

2. Shop Sales

Guild Shop		57,292.66
Souvenir Shop		8,091.88
		<u>65,384.54</u>
Less: VAT payments		3,110.14
		<u>62,274.40</u>

3. Events and Functions

Revenue from events and other fundraising initiatives		20,533.95
Less: Cost of fundraising activities (including Calendar production)		17,604.52
		<u>2,929.43</u>

4. Other Income

Income on War Stock		10.50
Bank Interest		2,790.61
		<u>2,801.11</u>

5. Grants paid to St Bartholomew's Hospital

Support for Patients' Needs	1,328.49
Gift Bags & Christmas Gifts	1,168.69
Cancer Services Fund	500.00
Barts Great Hall	500.00
Princess Alice Garden	160.00
	<u>3,657.18</u>

6. Stock purchased

Opening stock 01/04/2012	15,917.01
Stock purchased	<u>37,501.28</u>
	53,418.29
Less: Closing stock 31/03/2013	<u>11,222.06</u>
	<u>42,196.23</u>

7. Administration

AGM and Centenary Annual Report	3,334.32
Travel	1,497.03
Postage, Printing and Stationery	1,030.29
Salaries	24,126.58
Volunteer Co-ordination	2,808.23
Website	1,914.00
Insurance	435.00
	<u>35,145.45</u>

[continued overleaf]

8. Shop stock

Guild Shop	6,907.69
Souvenir Shop	4,314.37
	<u>11,222.06</u>

Stock is valued at 67% of retail value

9. Cash at bank and in hand

Nat West	76,535.28
COIF deposit account	334,742.49
COIF life membership account	1,792.71
HSBC - Guild Shop account	11,329.29
HSBC - Souvenir Shop account	10,117.01
Shops cash floats	310.10
	<u>434,826.88</u>

10. Current Liabilities

Barts Health NHS Trust	11,801.22
Shop creditors	897.88
VAT	574.07
	<u>13,273.17</u>

2014

BARTS GUILD *Calendar*



JANUARY



THE POOL OF BETHESDA

FEBRUARY



19TH CENTURY INNOVATIONS

MARCH



THE SQUARE IN EARLY SPRING c.1900

APRIL



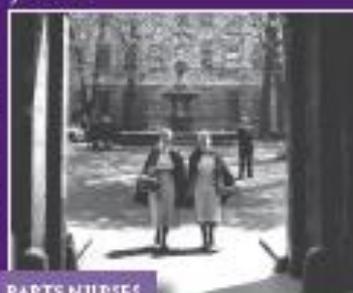
WARTIME EGGS FOR THE PATIENTS

MAY



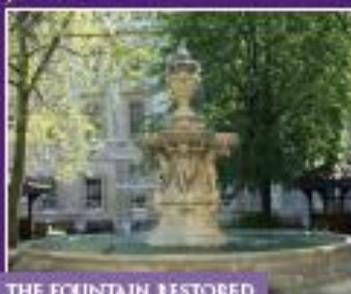
THE CANCER CENTRE AT BARTS

JUNE



BARTS NURSES

JULY



THE FOUNTAIN RESTORED

AUGUST



WHEN THE LAMPS WENT OUT...

SEPTEMBER



FLOODIT FOR A SPECIAL OCCASION

OCTOBER



CELEBRATING THE GUILD'S CENTENARY

NOVEMBER



WATCHING OVER THE CHILDREN

DECEMBER



HENRY VIII



BARTS GUILD

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Organiser 020 346 56382/07948 538612

Souvenir Shop 020 346 56844

Volunteer Services 020 346 55819

Co-ordinator

www.bartsguild.org