



**Fibromyalgia Friends Together Annual General Meeting (AGM)
calling notice and agenda**

Thursday 16th November 2023 at 1.15pm at The Manor, Shuttlewood Clarke Foundation The Manor, Shuttlewood Clarke Foundation. Priory Lane. Ulverscroft. Markfield. Leicestershire. LE67 9PH.

For directions use this Google Maps link:

<https://www.google.co.uk/maps/place/Shuttlewood+Clarke+The+Manor+and+Activity+Centre/@52.6962633,-1.285726,15z/data=!4m5!3m4!1s0x48775f59ad951c85:0xb8ae18bea60cebef!8m2!3d52.6956924!4d-1.2737688>

If you are unable to find us, then please call the Chair on: 07741 538773

Refreshments, including hot and cold food and drinks are available for purchase before the meeting at the Manor.

If you are unable to make this meeting in person, you can join us online through this link: (Please use Microsoft Teams)

[Join the conversation \(microsoft.com\)](#)

Item number	Item topic	Led by
1	Welcome and introductions	Chair
2	Apologies	Secretary
3	Approval of the minutes of the last meeting	Secretary
4	Officer reports on activity of the last year a) Chair b) Secretary c) Treasurer d) Membership officer e) Activities and Fundraising Co-ordinator f) Moderator (Social media) g) Social Media and Website Officer	All officers of the Steering Group
5	Self-nomination and appointment to the following roles a) Chair b) Vice-Chair c) Secretary d) Treasurer e) Membership Officer f) Activities and Fundraising Co-ordinators g) Moderator (Social media) h) Social Media and Website Officer i) Publicity Officer	Secretary
6	Group review of the last year	Chair
7	Planning for 2024	Chair
8	Any other business	Chair
9	Using the Easyfundraising	Chair

	platform	
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Meeting papers

Item 1

Welcome and introductions

Item 2

Apologies

Item 3

Approval of the minutes from last year's Annual General Meeting (AGM)

Fibromyalgia Friends Together

Annual General Meeting

Date 15 December 2022

Place – The Manor, Shuttlewood Clarke Foundation, Priory Lane, Ulverscroft,
Leics, LE67 9PH

Present

Chair – Mark Farmer

Secretary – Janet Hall

Treasurer – Sandra Webster

Events/Fund– raising – Trevor and Patricia Jordan

Membership Officer – Gill Youngs

Moderator (Social Media) – Diane Stephens

Group Members

Pete McGlendon

Sarah Hughes

Ruth Heighton

Joanne Furze

Apologies

Diane

Jo Richardson

Linda White

Welcome

The Chairman thanked everyone for their attendance. He reported that sadly he

had to report the death of our member Roger.

Chairman's Report

The Chairman's Report had been circulated to Steering Group members.

The report was read to the meeting.

In particular he wished to draw to the attention of all the sterling work Patricia and

Trevor Jordan have achieved organising our events and raising funds.

The Chairman's Report was agreed.

Secretary Report

The secretary had little to report.

No progress had been made with Dr Vasu, which was a great shame.

Looking forward it was hoped a breakthrough would be made with Dr Vasu.

The report was agreed.

Treasurer's Report

The treasurer's report had been circulated to Steering Group members prior to the

AGM.

The report was agreed.

Looking forward the treasurer considered that we would need an annual income of a £1000 to cover expenses. The running expenses had increased as Shuttlewood Clarke was requiring a rent from the group of £24 per month.

Events and Fundraising

Full details of the events and fund raising had been circulated prior to the AGM.

Everyone was very grateful for the hard work that Patricia and Trevor had put into the events and fundraising.

The report was agreed.

Membership Officer Report

The report was circulated prior to the AGM .

The report was agreed.

Facebook Moderator

The report was circulated prior to the AGM

The report was agreed.

Nominations For Roles

All postholders agreed to continue, all were nominated and seconded.

Other Business

The group looked forward to the next year being a back to normality following all the disruption of COVID-19 and slowly returning to normality.

Prepared by Janet Hall Secretary

Item 4

Officer's reports on the activity of the last year

Chair's report

Mark Farmer

2023 has been another busy year for the group.

As well as chairing the group, I also chair the officer group, that manages the group's business, called the Steering Group. The reports of Steering Group Officers, follow this report.

Janet, our group Secretary and I, continue to support people with their PIP applications, with us over the last few years securing ten of thousands of pounds in yearly income to the people we help.

The Treasurer and I, on behalf of the group successfully bid for Shire Grants funding from Leicestershire County Council. We secured £3,000 to help with promotion of the group, to fund first aid training renewal sessions for three group officers, to pay for welcome packs and to have mental health and finance facilitated sessions. The bulk of the funding will be utilised in the first half 2024.

I have also been focused on getting resources from other sources, including signing us up to the shopping platform.

We are currently looking at the pros and cons of the group becoming registered with the charity commission. We will be taking a decision as a Steering Group on this early in the new year. My current recommendation to the Steering Group is that we do, as the pros outweigh the cons. We will let the wider group know next year what has been decided.

We continue to offer Mental Health First Aid to anyone who requires it. Janet, Trevor and I are all qualified mental health first aiders. We are trained to help with immediate mental health issues and can help connect you with the right people. You can contact us through: chair@fibro.org.uk or call or text us using the numbers, call on 0116 2988007 and 07741 538773.

Our new Website and Social Media Officer has been developing and improving the group's website with me. I have been working to promote our presence on social media. Here are some statistics:

Total website views this year to date:

25,877

Total all time website views to date:

66,354

Our Facebook group membership now stands at 2,788 members, this is an increase of circa 200 members since the start of December 2021.

On Instagram and our Facebook page we have 14,237 followers. This compares to last year- where we had circa 14,060 followers as of December 7th 2022. This has been achieved through organic growth, rather than paid advertisements driving traffic to us.

Our Charnwood Lottery tickets continue to generate income for the group. We would encourage everyone to purchase a ticket, as we receive 50 per of the ticket value. As a reminder, there is a top prize of £25,000 and one ticket only costs £1. We have had many winners over the years of the £250 prize and many other prizes have been won. Thanks to all who are able to purchase tickets.

I am sorry to report that Chloe Farmer, who was writing our newsletters for us and was reviewing our information packs has had to stand down from her position for health reasons. We are grateful for all the work Chloe did to design our newsletters for us.

Thank you to the officer team for delivering on another amazing year in the group's journey and for providing support to group members. They have been working so hard to grow and develop the group. I am very grateful to them for this.

Secretary's report

Janet Hall

A verbal update will be given.

Treasurer's report

Sandra Webster

Introduction

The accounts are for the financial year to 31 st March 2023.The year before is shown for comparison.

Income 2022-23

The Charnwood lottery provided a regular monthly income totaling £498. There was a generous donation of £500 from Oaks Working Men's club and £100 from Next PLC. In addition, there were some regular individual donations.

There was no new grant income.

Expenditure 2022-23

The main expenditure last year was related to Website & IT licenses and support costs

£329. For example, within this figure, IONOS contract was £190.

There was no Facebook advertising.

The annual learning premium subscription for Linked in was £180.

We have now agreed room hire charges for use of Ulverscroft Manor for our support group and steering group meetings. This cost is £24 per quarter. Last years invoices paid for room hire came to £216.

Cash Reserves

At 31 st March the group had £5294 left in cash reserves. This is an increase of £190 on

the previous year. Included within this balance was the unspent LCFC grant of £2100.

There are some running costs which are recurrent in nature e.g., website and software packages. In total these amount to around £500. In addition room hire costs are £288 annually.

The group therefore has sufficient cash reserves at 31 st March 2023 for the time being.

In the longer term however, there is a need to generate regular sources of income. At the present time, an annual income target of £1000 would cover annual recurrent running costs.

Membership Officer's report

Gill Youngs

Along with all members of the steering group, I continue to welcome new members to the meetings. There are currently 201 contacts, an increase of 57 in the last year.

The Facebook group continues to grow, currently at 2,900 and is an increase of 200 people compared to last year . The page is still popular and if benefit to the members.

Activities and Fundraising Coordinator's report

Trevor and Pat Jordan

Fibromyalgia Friends Together

AGM November 2023

Activities and Fundraising

Introduction

This is a report for the past year 2023 outlining the activities and fundraising events the group has taken part in. This report is compiled by Trev and Pat Jordan joint Activities and Fundraising Co-Ordinator's for Fibromyalgia Friends Together.

Events

This year we have organized the following events: -

A Manor Day Visit which included a relaxing day at Ulverscroft Manor with a chance to meet and socialize with others and a two-course hot lunch provided by the volunteers at the Manor.

A Charity Coffee Morning at The Charles Booth Centre in Thringstone.

Outdoor awareness displays at the Ibstock Country Fair and the Shepshed Lions Carnival.

A Sponsored Walk from Ibstock Town Cricket Club to Sence Valley Forest Park.

A relaxing day out on the canal and river. Starting from Loughborough then onto Mountsorrel where we had lunch at the Waterside Inn. This event was organized through the Peter Le Marchant Trust.

Fundraising

In addition to the yearly schemes we have in place, the Charnwood Lottery, recycling empty ink cartridges, grants, and donations. This year we have managed to raise funds at the Ibstock Country Fair and Shepshed Lions Carnival. The Charles Booth Centre coffee morning. Selling your donations to friends, on Facebook and at a car boot. Through sponsorship at our sponsored walk. The total for this was £644.90.

In the second half of this year Mark and I have been trying out an online shopping cash back app called easyfundraising. Basically, every time you shop online using this app, they donate money to your chosen charity. We have asked family and friends to help try it out and for no extra cost to ourselves we have raised £98.18 between us up to the beginning of November. At a later meeting we are hoping to open this scheme out to more people in the group.

To finish off this report I would like to thank everyone that have helped us make this such a rewarding year Thank

You

Trev & Pat Jordan, Activities and Fundraising Co-ordinators for Fibromyalgia Friends Together

Don't forget to check out our website.

www.fibro.org.uk



Moderators Report

Diane Stephens

Verbal

Social Media and Website Officer's Report

Cara

Fibromyalgia Friends Together Website Update 2023

1. Page content reviewed and updated, links checked and shortened
2. Content works better on mobile now.
3. Make loading speed faster: upload photos in WEBEP format
Uploaded custom font files to improve speed loading
4. Implemented Search Engine Optimisation, setup with Google:

the homepage now has breadcrumbs for SEO ('home' at bottom of the page so please do not remove)

to improve -posts: needs to include details Tags and Categories – (included on recent posts), also need to have comments enabled

-pages: internal links to other group webpages on website, especially on homepage also link to external websites

Date pages on bottom (e.g. 'reviewed September 2023')

5. Privacy statement setup -May need to expand in future

6. Newsletter form made for newsletter sign-ups

7. Icons for the homepage made to link to different webpages, need to load to homepage.

8. Donate button made with link to fundraising page of website

9. Successful ad for 2023 on Facebook need to spend at least £140

10. Spoonie Quiz – either need to pay for premium forms/quiz e.g. formidable forms (at least \$40 dollars Black Friday offer) or code own quiz

Moving forward work more on SEO on pages, regular post updates, and more on mobile content functionality and include social media updates including Instagram

Item 5 Self-nomination and appointment to the following roles

- a) Chair
- b) Vice-Chair
- c) Secretary
- d) Treasurer
- e) Membership Officer
- f) Activities and Fundraising Co-ordinators
- g) Moderator (Social media)
- h) Social Media and Website Officer
- i) Publicity Officer

Item 6 Group review of the last year

Item 7 Planning for 2024

Item 8 Any other business

Item 9 Using the Easyfundraising platform