Digestive Disorders Foundation Suffolk Reg. Charity: 1195352

Minutes of the Annual General Meeting 18/11/2025

Present: Dr Hemant Laxaman, Chair (HL); Dr Yin Miao, Vice -Chair (YMM); Marjorie Thompson, Secretary (MT); Judith Steward, Treasurer (JS); Karen Hubert (KH); Enid Nyamauh (EN); Wendy Webb (WW); Dawn Bromley (DB)

The AGM was opened by the Chair, Hemant Laxaman who welcomed all to the meeting.

1 **Apologies**: Glynis Stansfield; Sue Agar; Dr John Wyke

2 **The Minutes of the last AGM** held on 10/12/24 were agreed and signed as a true record.

3 **Matters Arising:** Audit of the DDF books which will be discussed later under Treasurer's report. Quorums for meetings

4 **Trustees:** It was agreed to re-appoint the currently serving Trustees, HL, YMM, MT, JS, WW who are all willing to continue and to check that Dr Abdul Mohsen, who is not present, is also happy to continue

Proposed: DB Seconded: EN

5 **Chairman's Report**

The DDF Quiz and the Indian Meal were both very successful events during the year. CIO return to be completed

6 **Treasurer's Report**

Current account: £10,887.51

35-day savings account: £149,800.51 (including interest)

Income: Hamper: £205 Quiz: £ 811.33 Anonymous Donations £25 per month.

Outgoings: Insurance: £196. Raffle tickets: £8.97

Audit: The Treasurer has made enquiries re Audit of DDF books to Stretton and Bland Accountants. Charge would be £650+ £200 if extra for CIO approval

It was agreed to go ahead with this and to see if it could be done every 3 years rather than every year

Proposed HL Seconded YMM

7 **Indemnity Insurance**

It was agreed to continue indemnity insurance with PolicyBee. The Premium has remained the same this year at £196

8 **Charity Aims** –

Short term aim – to buy at least 2 bedside blood clotting monitoring machines – subject to approval from Haematology dept

Long term aim :- if and when the existing Endoscopy unit can be moved to a place with a bigger departmental space. To fit out a room to be used as a training/teaching room with multimedia audiovisual links to endoscopy procedure rooms for teaching purposes

9 **Charity Website** – to discuss a change of website designer. Albert Penales showed us a wonderful website on our WhatsApp Group but would charge £100 per month which is rather expensive as currently we only set aside £100 per year for Marcel Kok to manage it. The old website is currently still running. Yin will liaise with Albert to see whether he will take over managing it. For just self-guarding it and uploading a few documents per year the DDF will offer Albert an annual stipend of £100

DDF Minutes and Newsletter need to be uploaded

Action MT/HL/YMM

10 **Gastroenterology/Endoscopy shopping list**

Explore digital noticeboards for refurbished Endoscopy

£2000 Nurse training agreed and this would include anyone working with GI patients

Proposed YMM: Seconded HL:

To purchase DDF Laptop for Treasurer

INR Bedside clotting machines and training. Needs to be agreed with IH and validated

Consider buying one for Endoscopy and one for Rushmere Ward – Agreement needed from Haematology

Action HL

11 **Future fund-raising events**

Proposed meal at the Maharani Restaurant possibly in March

Proposed Quiz in the Autumn TBA

12 **AOB**.

Quorums: - as agreed at the last ordinary meeting

Trustees' meetings: - one third of the total number of Trustees

CIO accounts must be approved at a quorate Trustees' meeting

Ordinary meetings: One third of members and two thirds of officers

It was also agreed that retiring officers were required to give at least six months notice of leaving to enable succession planning

The meeting ended at 19.30pm

13 **DONM -** TBA at ordinary meeting.

Next ordinary meeting March 17th at 18.30 in Endoscopy

Signed…… Dated ……