

MINUTES OF THE ANNUAL GENERAL MEETING OF MEMBERS OF THE ASSOCIATION OF FRIENDS

Held at Stisted Hall, Braintree on Wednesday 30th November 2016 commencing at 7.30pm.

PRESENT: A. Garner, C. Dunnico, R.L. Bass, J. Oliver, K. Oldacre, N. Oldacre, B. Stedman, J. Finlay, G. Larke, B. Procter, D. May, A. May, J. Smith, T. Skelton, M. Bladen, D. Parrott, C. Cook, E. Broadbent, C. Caine, A. Lister, G. Elvidge, G. Lambeth, C. Lambeth, D. Oakes, K. Brownle, B. Broyd, M. Smith, J. Davies, A. Everard, G. Mayes, J. Reuther, M. Taylor and C. Smith.

1. WELCOME

The President, Alan Garner, thanked all those present, particularly The PGM Rodney Bass, Dr. John Reuther and Chris Caine for attending and outlined the procedure for the Meeting before handing over to the Chairman, Clive Dunnico.

2. APOLOGIES and DECLARATION OF INTEREST

There had been 51 apologies received from Members who were unable to attend. Their names are included with the Minutes. Nobody had made a declaration of Interest.

3. CONFIRMATION OF MINUTES

The Minutes of the Annual General Meeting held on Wednesday 25th November 2015 were confirmed and signed by the Chairman.

4. MATTERS ARISING

There were none.

5. CHAIRMAN'S REPORT

A copy of the Report is filed with the Minutes with a summary below;

- The Chairman thanked his fellow Trustees for their wonderful work and the Home Manager, her staff and other volunteers who give of their time to create a most happy atmosphere in this wonderful Home.
- Since our last AGM we have sadly lost a number of residents but many birthdays have been celebrated.
- We owe a great deal of thanks to Karine and Nigel Oldacre for their care and dedication.

- We welcomed the PGM RW Bro. Rodney Lister Bass to the Residents Christmas Party.
- The PGM also opened the Fete in July, which was also attended by RW Bro. Sir Neil Thorne. Many thanks are due to John Finlay, Nigel Oldacre and their team of volunteers for their immense amount of hard work.
- Our Secretary, Graham Larke, continues with his untiring efforts, as does Jon Oliver who keeps a watchful eye on our finances as well as acting as Membership Secretary. During the year Lloyd Harris, whose company has designed a new database for the Trustees at no cost to the Association was co-opted as a Trustee to become Membership Secretary.
- The Trustees are happy to consider all requests for financial assistance for the residents. Each month we pay around £1300 to an Amenity Fund, which enables them to enjoy outings and events within the Home. We also buy equipment which is beneficial amounting this year to £5469 and seasonal gifts of £1962.
- Publicity is helpful to our cause Barry Stedman our Assistant Secretary expertly looks after our website www.friendsofpedokc.org.uk . There is a link to our website via the CUBE Social Page and the Essex Provincial Grand Mark Lodge's website www.essexmark.co.uk.
- We are most grateful to those Brethren (Ambassadors) who spread the word to Lodges about the wonderful work carried out in the Home and the support the Association needs.
- We are grateful to our neighbours Braintree Golf Club who allow us to hold the Annual Stisted Charity Golf Classic ably organized by Jeff Cripps. Some residents use the social facilities at the Club.
- Mauchline House and Garden continue to be a place of contentment for those residents with dementia.
- Alan Garner and Brian Procter whose hard work founded the Association continue to give much valuable support to our work. To them we owe our grateful thanks.
- The Association maintains a close relationship with the Home Manager, Michelle Bladen and her staff, who do such wonderful work for the benefit of the residents. The next Christmas Party is on 11th December and the Deputy PGM will be in attendance.
- There is no place like Stisted Hall. There is no place like Home.

6. FINANCIAL REPORT and PRESENTATION OF THE ACCOUNTS for the year ending 30th June 2016

The Treasurer, Jon Oliver, Presented the Accounts for the year ending 30th June 2016, which were available, filed with the Minutes and posted on the website. Wilkins Kennedy LLP had audited them. Graham Larke proposed their acceptance, which was seconded by Clive Dunnico and all those present unanimously agreed this proposal and the Treasurer was warmly thanked for his hard work on our behalf over many years.

7. ALMONERS REPORT

A Copy of the Report is filed with the Minutes with a summary below;

- There are currently 47 residents, 30 in the Main House and 17 in Mauchline House.
- Since our last AGM there has been birthdays including George Argent the oldest resident at 104, Eileen Brown 102, and Richard McMillan who celebrated his 100th on 16th May. On their birthdays each person is given a card and gift from the Friends.
- Sadly there have been 12 deaths. Messages of sympathy and cards were sent to next of kin with flowers or a charity donation. There have been 9 new residents including a married couple who all receive messages of welcome and flowers for their room.
- On Valentine's Day a box of chocolates was given and on Easter Sunday a pack of Lindt small Easter Eggs was also given to each resident from the Friends. With the help of Audrey Brown, Nigel and I judged the Easter Bonnets.
- Nigel and I attend the residents' monthly meetings, which help to identify items, which the Association can help to buy to improve the residents' quality of life.
- The residents asked for Nicky and Neil of Clearer Productions to again provide the entertainment at last years Christmas Party, hosted by the Association. They sang carols and seasonal songs interspersed with seasonal poems and readings. Each person given a card, which advised them that £35 had been paid into their residents' account. This was followed by a special lunch with wine.
- Nigel and I called into the Home on Christmas morning to wish everyone a happy Christmas.
- I am now writing the Christmas cards for this year.

8. RESIDENTS' ACTIVITIES ORGANISER/REPRESENTATIVE REPORT

A copy of the Report is filed with the Minutes with a summary below;

- The Association of Friends has paid for entertainments, talks, activities and excursions during the year. There were a number of tea parties and special lunches which Paul Rush, the Catering Manager, lays on. The Association pays for these 'Specials' including the Christmas Lunch after the Party.
- I hold a monthly men's meeting when virtually no subject is off limits.
- Coffee Mornings continue to be poorly attended, so we would like to encourage other members and their families to come, as the residents are pleased to see new faces. There was a good attendance in August when we hold the BBQ in Mauchline House garden. Alan Reynolds comes in nearly every month to sing, which is appreciated by all.
- George Lambeth, Dennis and Ann May are the mainstay volunteer drivers for the minibuses and do a stalwart job. Terry Brewer and myself drive the VW Caddy Max.
- Garden working parties continue from time to time, with a loyal band of stalwarts and the practical encouragement from Diane Webb.
- The Stisted Golf Classic, organized by Jeff Cripps, goes from success to success, so we owe him a debt of gratitude. Myself, Graham Larke, Andrew Cuthbertson and Brian Procter who presented the prizes, helped him. Jeff presented a cheque for £900 to the Association.
- I felt almost redundant in the lead up to the Summer Fete as John Finlay coped admirably with the various problems that beset him. I did help on the days preceding the event.
- John and Sandra continue to keep a close eye on the Library. Once again our thanks go out to them.
- A number of brief articles have been written for the 'House Newsletter', which is proving popular. Any ideas for the next editions would be welcome.
- The Association has purchased a number of items for the Home, including indoor putting mats, a Karaoke machine, an 'Easi Lift device and a new chiming clock
- The annual gift of 2 Christmas Trees donated by the Friends arrived on the 28th November.

9. HOME MANAGER'S REPORT

A copy of the Report is filed with the Minutes with a summary below;

- Over the last year there has been an application made to Essex Council to request permission to create a path up to the pond. As this was initially declined the new Facilities Manager has made arrangements to resubmit this with professional drawings.
- The Association has purchased a raiser chair for which the staff have been trained and residents who need its use are assessed. The Karaoke machine has proved to be very popular as is the new clock in the Stone Hall. We thank the Association for these generous purchases.
- We were pleased to welcome Carl Hewitt our new Facilities Manager and Jade Gibson as Business Administrator.
- PEDoKC has experienced a winning streak of RMBI OSKAR Awards this year Fabian in March, Carla Dean in July, Jade Gibson in August and Oriel in September. This is a wonderful achievement and recognizes the dedication and the high calibre of the staff at PEDoKC.
- A few new residents have joined us some on respite and others staying permanently. There are three vacancies in Mauchline but have two prospective clients.
- The home has benefitted from a vast array of entertainment over the year, including musicians, reminiscence talks, quizzes, race nights and visits from a range of animals. There has been a range of outings including trips to local war museums, museum of power, trips for lunch, to Clacton at the beach huts, shopping trips and garden centres.
- The activities programme is now looking more active with the inclusion of indoor putting, table tennis and a new game devised by Mr. Harman all of which are proving very popular.
- The Choir continues to go from strength to strength performing at Bradwell Village Hall, Stisted Golf Club and Cornwallis Court as well as the Summer Fete.
- The Christmas Trees have arrived and await decoration. The residents are looking forward to the Christmas Party on 11th December. Last year the staff of PEDoKC and some of the relatives hosted a Christmas show on the morning of Christmas Eve. This year it will be held on 23rd at 11.00am.

Audrey and Anne are currently working on a Pantomime for January.

- The Home had very positive relative and resident surveys at the end of 2015 and we await the results from the 2016 surveys. Peter Montgomery visited on 7th June for an internal inspection, which was very positive only making recommendations on care plans. He revisited on 23rd November and though we have not had the report yet he remarked on the significant improvement in care plans. The home celebrated achieving the Kite Mark Level One in October 2015 but in 2016 we were awarded a Level Two.
- This was a disappointment as the only remarks concerned the environment, where nothing has changed since the previous visit.

10. ELECTION OF OFFICERS

- Chairman; Nigel Oldacre proposed Clive Dunnico, which was seconded by Jon Oliver and agreed by the Members.
- Vice Chairman; Graham Larke proposed Nigel Oldacre, which was seconded by Clive Dunnico and agreed by the Members.
- Secretary; Alan Garner proposed Graham Larke, which was seconded by Karine Oldacre and agreed by the Members.
- Treasurer; Clive Dunnico proposed Jon Oliver, which was seconded by Barry Stedman and agreed by the Members.
- Membership Secretary; This was left vacant.
- Almoner; Jon Oliver proposed Karine Oldacre, which was seconded by Graham Larke and agreed by the Members.
- Residents' Activities Organiser/Representative; Alan Garner proposed Nigel Oldacre, which was seconded by Clive Dunnico and agreed by the Members.
- Assistant Secretary; Graham Larke proposed Barry Stedman, which was seconded by Jon Oliver and agreed by the Members.
- Fete Organiser; Graham Larke proposed John Finlay, which was seconded by Nigel Oldacre and agreed by the Members.

11. SIGNING OF DECLARATION OF ACCEPTANCE BY THE TRUSTEES

This was duly done.

12. APPOINTMENT OF AUDITORS

Alan Garner proposed Wilkins Kennedy LLP of 1 Nelson Street, Southend-on-Sea to act as the Auditors of our accounts for the next financial year. This was seconded by Clive Dunnico and agreed by the Members.

13. ANY OTHER BUSINESS RELEVANT TO THE MEETING

Dr. John Reuther Deputy President of the RMBI addressed the Members.

14. DATE OF THE NEXT ANNUAL GENERAL MEETING

The next AGM will be on 29th November 2017 at 7.30pm, at Stisted Hall.

SIGNED _____

DATE _____