



Association of Friends of Prince Edward, Duke of Kent Court

Secretary: David C. Badger
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Minutes of the Annual General Meeting of members of the Association of Friends of PEDoK Court

held on **Wednesday 28th November 2018**

AT STISTED HALL at 7.30pm

In attendance: In attendance: Alan Garner, Clive Dunnico, Nigel Oldacre, David Badger, Graham Elvidge, Karine Oldacre, Barry Stedman, Andrew McLeod and Graham Larke, plus Dennis May (Fete Organiser) and Dr JW Reuther (Grand VP, RMBI) and eight members: George and Claire Lambeth, Dave Parrot, John and Jackie Berry-Richards, Maurice Cobb, Eric Broadbent and MC Black

The President, Alan Garner, welcomed everyone to the meeting. He thanked Andrew McLeod for his work in organising the very successful 2018 Fete. He explained that AM was stepping down as organiser due to a heavy workload with the Provincial Executive and introduced Dennis May, who had taken over the event for 2019. He also advised that John Finlay would be stepping down as a Trustee and thanked him for the time and effort given by him to the home over the years. He also thanked Home Manager Michelle for her work and her co-operation with the Friends.

Apologies: Apologies had been received from Trustees John Finlay and Lloyd Harris and Chris Caine, David Atterbury, John Smoothy, David Branch, Malcolm Taylor, Brian Heasman, David Rose, David Tidman, Laura & David Brown, Graham Sandford-Jones, Alan Clark, John Rowland, Margaret Wheatley, Alan Everard, Gerry Watson, FG Bird, Mick Leggatt, Ron & Iris McMillan, John Gallows, Rob & Anne Humphrey, Peter Ashton, Dennis Saunders, Sir Neil Thorne, David Moore, Don Wood and Margaret Birkin.

Minutes: The minutes of the AGM held on 29th November 2017 were approved and signed by the Chairman.

There were no matters arising. The Chairman suggested that any conflicts of interest be recorded as and when they were declared.

Chairman's Report: The report had been circulated and is appended to the minutes.

The Chairman offered his personal thanks to Friends member MC Black who had qualified as a Life Member and presented him with a certificate.

Treasurer's Report: The accounts had been circulated and are appended to the minutes. The Treasurer briefly summarised the accounts, aologies

for their non-availability online and noted they would be uploaded to the website as soon as possible. MC Black proposed the accounts be approved, with a vote of thanks to the Treasurer. The proposal was seconded by Graham Larke and agreed.

Almoner's Report: The report had been circulated and is appended to the minutes.

Residents' Activities Organiser's Report: The report had been circulated and is appended to the minutes.

The Chairman offered a vote of thanks to Nigel and Karine for the tremendous amount of work and time they put into making the residents' lives happier.

Home Manager's Report: The report had been circulated and is appended to the minutes.

Elections: Alan Garner proposed and MC Black seconded that Clive Dunnico be re-elected Chairman. Agreed.

Clive Dunnico proposed and Graham Elvidge seconded that David Badger be re-elected Secretary and Data Manager. Agreed.

Clive Dunnico proposed and David Badger seconded that Graham Elvidge be re-elected Treasurer. Agreed.

Barry Stedman proposed and Andrew McLeod seconded that Lloyd Harris be re-elected Membership Secretary. Agreed.

Graham Larke proposed and George Lambert seconded that Karine Oldaker be re-elected Almoner. Agreed.

Eric Broadbent proposed and Barry Stedman seconded that Nigel Oldaker be re-elected Residents' Activities Organiser and Representative. Agreed.

Clive Dunnico proposed and David Badger seconded

AGM 2018
continued

that Barry Stedman be re-elected Assistant Secretary and appointed Website Administrator. Agreed.

Clive Dunnico proposed and George Lambeth seconded that Dennis May be elected Fete Organiser. Agreed.

Clive Dunnico proposed and Alan Garner seconded that Graham Larke and Andrew McLeod be re-elected as Trustees. Agreed.

All elected Trustees signed the appropriate Declaration.

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

AOB: The Secretary read a letter received from George

Lambeth thanking the staff and Friends of PEDoKC for their kindness and good wishes on the occasion of his mother, resident Mrs Margaret Lambeth, celebrating her 100th birthday with a special birthday tea at the home.

Dr John Reuther gave an update on the activities of the RMBI during the year along with plans for renovation and development of the various homes, including schemes for new residences.

The meeting closed at 8.35pm. The next AGM will be held at Stisted Hall on Wednesday 27th November 2019.

SIGNED DATE

THE ASSOCIATION OF FRIENDS OF PRINCE EDWARD DUKE OF KENT COURT

CHAIRMAN'S REPORT 28th November 2018 - AGM

As Chairman of the Association of Friends of Prince Edward Duke of Kent Court I witness first-hand the dedicated work carried out by my fellow Trustees, the Home Manager, Michelle Bladen, and her staff and other volunteers who give of their time in so many ways to create the most happy atmosphere in this wonderful home here at Stisted.

Regrettably, since our Annual General Meeting last year, we have lost a number of residents who have passed away. On a brighter note, birthdays have been celebrated. Karine Oldacre is our House Adviser, which is an office akin to that of Almoner. She will explain matters affecting the welfare of our residents when giving her report.

Nigel Oldacre, our Vice-Chairman and Residents' Activity Organiser/ Representative, will report on the events held during the year for our residents. We are very fortunate in having Nigel and Karine who know each of the residents personally and spend a great deal of their time at the Home. We owe a great deal of thanks to this dedicated and caring couple.

On 31st December 2017, the Residents' Christmas Party was held. It had to be postponed from 10th December 2017, due to heavy snowfalls preventing travel by car and making access to the Home almost impossible. The residents enjoyed festive fayre and entertainment. Christmas gifts costing £2,500 were given to the residents.

The Trustees are happy to consider all requests for financial assistance for the benefit of the residents and each month we pay, on average, over £1,300 to an Amenity Fund which enables residents to enjoy events within the Home. Another £2,100 has been spent on residents' outings and activities throughout the year.

Publicity is most helpful to our cause and we have the advantage of having Barry Stedman, our Assistant Secretary, who expertly looks after our website, www.friendsofpedokc.org.uk. Barry has spent a lot of time in creating the Archives on our website, which contains numerous photos and a video tour of the Home which he has created.

We are fortunate that some Brethren who spread the word to their Lodges about the wonderful work carried out by the staff at the Home. They seek support for the Association's work in providing extras for the residents. We are most grateful to those Brethren.

Our neighbour, the Braintree Golf Club takes great care of their grounds which provide a magnificent panorama for our residents to view. The entrance road to the Home passes through those grounds giving a most welcome site to residents and visitors alike. The Club kindly allows us to hold the Annual Stisted Hall Charity Golf Classic and the after-proceedings on their premises. Our residents, too, are welcome to use the social facilities provided by the Club. We are very grateful to the Club for their hospitality and generosity.

The Mauchline House Garden continues to be a place of contentment for those residents who enter the twilight of their lives with dementia and it is also a place of beauty where others too are able to enjoy a visit. In conjunction with the RMBI, the Trustees agreed that the special project for the application of the i8-Aid Appeal funds received from the Provincial Grand Lodge of Essex should be applied in the refurbishment of the pond, paths and surrounding area. The work was completed in time for the Summer Fete in July. A bench in the area will provide a pleasant place to sit to view the grounds and, perhaps, to contemplate.

We must never forget that the Association was founded as the result of much hard work and initial financial gifts by our President Alan Garner and our late Vice-President, Brian Procter, who sadly passed away earlier this year. They, with others sowed the seeds and we continue to nurture their growth. Alan Garner continues to give much valuable support to our work. To him we owe our grateful thanks. Prince Edward, Duke of Kent Court was officially opened by HRH Duke of Kent, the Most Worshipful Grand Master, on 20th†January 1999. The 20th January 2019 will celebrate the Home's 20th Anniversary.

The Home always has a most happy atmosphere and the Association maintains a close relationship with Michelle Bladen, the Home Manager, and her staff who do such wonderful work for the benefit of the residents. Each resident is made to feel that Stisted Hall is their own home and that they are an integral part of one happy family. The residents are looking forward to their Christmas Party which is to take place on 9th†December, where entertainment, fun and a Christmas Lunch will be enjoyed by them. Photographs of this and other events will appear on the Association's website in due course.

There is no place like Stisted Hall. There is no place like Home.

Clive Dunnico
Chairman
28th November 2018



Touching Lives
Caring for the Elderly

ASSOCIATION OF FRIENDS
OF
PRINCE EDWARD, DUKE OF KENT COURT

ACCOUNTS FOR THE YEAR ENDED
30th June 2018

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Association of Friends of Prince Edward, Duke of Kent Court,
Stisted Hall, Stisted, Braintree, Essex CM77 8AG
www.friendsofpedokc.org.uk



Regd. Charity No. 1057867

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

CHARITY INFORMATION

30th JUNE 2018

ELECTED TRUSTEES:	A B Garner	President
	B H Procter	Vice President (Died 1 May 2018)
	C R Dunnico	Chairman
	N Oldacre, MBE	Vice Chairman
	D Badger	Secretary
	G Elvidge	Treasurer
	L Harris	Membership Secretary
	B Stedman	Asst Secretary
	K A Oldacre (Mrs.)	House Advisor
	N Oldacre, MBE	Residents' Activity Organiser
	A McLeod	Summer Fete Organiser (Elected 29 Nov 2017)
	J G Oliver	(Resigned 29 Nov 2017)
	J Finlay	
	G S Latke	

PRINCIPAL OFFICER: A B Garner
C/o Registered Address (below)

REGISTERED ADDRESS: Stisted Hall
Stisted
Braintree
Essex
CM77 8AG

REGISTERED CHARITY NUMBER: 1057867

BANKERS: Barclays Bank PLC
Leicester
LE87 2BBB

INDEPENDENT EXAMINERS: Wilkins Kennedy
1 Nelson Street
Southend-on-Sea
Essex
SS1 1EG

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED

30th June 2018

The Trustees of the Charity present their report with the Financial Statements of the Charity for the year ended 30th June 2018.

GOVERNING DOCUMENT: The Charity was established on 31st July 1996 and is governed by its Constitution.

PRINCIPAL ACTIVITY: The principal activity of the Charity is to relieve and assist, by all charitable means, the Residents of Prince Edward Duke of Kent Court, currently situated at Stisted Hall, Braintree, Essex.

The Trustees can confirm that they have paid due regard to the guidance of the Charity Commission in respect of public benefit.

FINANCIAL POSITION The Charity's financial position continues to be healthy. The charity has sufficient net assets to fulfill its objectives.

RESERVES POLICY: The Charity's policy is to build up reserves in order to provide flexibility to cover shortages of funds in the short-term from donations and other forms of income.

The Trustees consider that the Charity holds satisfactory levels of reserves to allow it to fulfill this policy.

RISK MANAGEMENT: The Trustees can confirm that they have considered major risks which may arise and in their opinion, none are foreseen at the date of this report.

ORGANISATION: The Trustees are elected and appointed annually at the Annual General Meeting. The current serving Trustees are named on the Charity Information page of these Accounts.

TRUSTEES: The Trustees who held office throughout the year are detailed at the front of the Accounts.

TRUSTEES' RESPONSIBILITIES STATEMENT

The trustees are responsible for preparing the 'Report of the Trustees' and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England & Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Board of Trustees:

Clive R. Dunnico (Chairman)

Approved by the Board on 23rd November 2018

Association of Friends of Prince Edward, Duke of Kent Court
Statement of Financial Activities for the Year Ended 30th June 2018

	<u>Total Funds</u>	<u>Total Funds</u>
	<u>Unrestricted</u>	<u>Unrestricted</u>
<u>Incoming Resources</u>	<u>2018</u>	<u>2017</u>
	£	£
Donations - Notes 1 & 9	2,455	2,763
Legacy - Note 10	600	5,000
Membership Fees:		
Annual Subscriptions	5,489	5,190
Grand, Vice Patron and Life	1,036	1,036
Tax Recoverable	1,000	1,074
Bank Interest Received	259	344
Events: Coffee Mornings	447	247
Garden Fête Income - Note 1	17,305	12,962
Golf Day	300	900
Sales: Books	30	125
Badges and Ties	--	--
Total Income (A):	28,921	29,641
<u>Operating Expenditure</u>		
<u>Charitable Activities:</u>		
Donations		400
Garden Fête Expenses -Note 1	7,195	7,197
<u>Management and Administration:</u>		
Postage & Stationery		298
Sundry Expenses	372	202
<u>Governance Costs:</u>		
Professional Fees & Audit Fee	1,668	1,670
Total Operating Expenditure (B):	9,235	9,767
Net Operating Incoming/(Outgoing) Resources (= A-B):	19,686	19,874
Fund Balances Brought Forward:	111,403	109,902
Add Net Incoming Resources for Year	19,686	19,874
<u>Total Funds Available for Distribution:</u>	131,089	129,776
<u>Less: Distribution of Funds for Charitable Purposes:</u>		
Equipment/Facilities Provided - Note 8	11,068	728
Social Events	3,005	1,037
Residents Amenity Fund	16,314	14,603
Residents Seasonal Gifts	2,500	2,005
Total Charitable Expenditure (C):	32,887	18,373
Net Incoming/(Outgoing) Resources (=A-B-C):	(13,201)	1,501
Fund Balances Carried Forward at 30th June 2018:	£98,202	£111,403

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT

BALANCE SHEET as at 30th JUNE 2018

	<u>General Fund</u> <u>All Unrestricted</u> <u>2018</u>	<u>Total Funds</u> <u>2017</u>
<u>Current Assets</u>		
Bank Current Account - Main	12,810	8,253
Bank Current A/c - Garden Fête	7,484	3,556
COIF Charities Fund Deposit	84,333	104,074
Tax Recoverable	2,120	1,120
Home Advisor	500	500
Garden Fête - Prepayments	997	1,480
	108,244	118,983
<u>Less Liabilities</u>		
Creditors and Accruals	Note 4 4,776	2,315
Garden Fête - Advanced Ticket Sales	5,265	5,265
<u>Net Assets</u>	<u>98,202</u>	<u>111,403</u>
<u>Funds</u>		
Unrestricted	Note 6 46,560	90,153
Specially Designated	Note 9 51,642	21,250
Total Funds	<u>98,202</u>	<u>111,403</u>

On behalf of the Board of Trustees:

Approved by:

C R Dunnico (Chairman).....

D Badger (Secretary).....

Date.....23rd November 2018.....

The notes on pages 5 and 6 form part of these accounts.

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30th June 2018

1. GENERAL INFORMATION & ACCOUNTING POLICIES

Association of Friends of Prince Edward, Duke of Kent Court is an unincorporated charity registered in England. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are shown in the Report of the Trustees.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016), the Charities Act 2011 and UK Generally Accepted Accounting Practice.

The charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

Income

Gifts, donations and other forms of voluntary income have been included within the Financial Statements as and when they are received. No permanent endowments have been received during this year.

Garden Fête Income

The net 2017 Garden Fête surplus amounted to £10,110.

Tangible Fixed Assets

Tangible Fixed Assets are stated at cost or valuation less depreciation. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value over their expected useful lives on the following base: Fixtures & Fittings - 15% straight line method.

The Association does not hold any fixed assets at the present time.

Resources Expended

All Charitable Expenditure is included in the Statement of Financial Activities on the accruals basis. Garden Fête expenditure has been shown separately from the relevant income for the current year.

Unrestricted Funds

Unrestricted Funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.

Specially Designated Funds

Specially Designated Funds are allocations from the Unrestricted Funds which have been assigned to specific requests from the Home and approved by the Trustees. A Specially Designated Fund of £16,250 was created on receipt of donations from the Provincial "8-Aid Appeal". In addition, a further S.D. Fund following receipt of a legacy of stands at £392. (Note 10). In addition, a further S.D. Fund was created to provide for replacement of mini-buses at the end of their life, which stands at £35,000.

Restricted Funds

Restricted Funds can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

Fundamental Accounting Concept

The trustees are currently pursuing options to raise donations and to cover the Charity's operating costs for the 12 months from the date of approval of these accounts. It is the Trustee's opinion that the Charity will be able to raise the suitable finance necessary to continue as a going concern and the accounts of the Charity have therefore been prepared on a 'going concern' basis.

2. EMOLUMENTS

No remuneration was paid to any Trustee of the charity.

3. TAXATION

Agreement has been reached with HM Revenue & Customs Claims Branch for Trusts and Charities that there will be no liability to income tax.

4. CREDITORS AND ACCRUALS

	<u>2018</u>	<u>2017</u>
Sundry Creditors	--	765
Accrued Expenses	4,776	1,550
Total	<u>£4,776</u>	<u>£2,315</u>

THESE NOTES FORM AN INTEGRAL PART OF THE ACCOUNTS

ASSOCIATION OF FRIENDS OF PRINCE EDWARD, DUKE OF KENT COURT
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED
30th June 2018

5. RELATED PARTY TRANSACTIONS

There is no remuneration paid to Trustees and the only expenses paid to Trustees are done so in order to reimburse them for amounts already paid on behalf of the Charity towards the achievement of its objects.

In the event of the Charity being dissolved any assets remaining after the satisfaction of all debts and liabilities shall be paid or transferred as set out in the Constitution.

No one person ultimately controls the Charity.

6. MOVEMENT IN FUNDS

	<u>As at 1st July 2017</u>	<u>Net Movement in Funds *</u>	<u>As at 30th June 2018</u>
Unrestricted Funds	90,153	(43,593)	46,560
Specially Designated 1	16,250	0	16,250
Specially Designated 2	5,000	(4,608)	392
Specially Designated 3	0	35,000	35,000
Restricted Fund	0	0	0
	111,403	(13,201)	98,202

* Net movement in funds, included in the above are as follows:

	<u>Incoming</u>	<u>Resources</u>	<u>Movement</u>		<u>Net Movement</u>
	<u>Resources</u>	<u>Expended</u>	<u>in Funds</u>	<u>Transfers</u>	<u>in Funds</u>
Unrestricted General Fund	28,921	(37,514)	0	(35,000)	(43,593)
Specially Designated	0	(4,608)	0	35,000	30,392
Restricted Fund	0	0	0	0	0
	28,921	(42,122)	0	0	(13,201)

7. REVENUE RESERVE

	2018	2017
	£	£
Opening Balance 1 st July 2017	111,403	109,902
Surplus/(Deficit) for the year	(13,201)	1,501
Closing Balance 30 th June 2018	<u>98,202</u>	<u>111,403</u>

8. EQUIPMENT AND FACILITIES PROVIDED

During the year the Charity provided the following Equipment and Facilities for the Home:

6 Profile Beds	4,608
Renew Christmas Decorations	805
Residents Bicycle	5,655
	<u>£11,068</u>

9. SPECIALLY DESIGNATED FUND

In conjunction with the RMBI, the Trustees have agreed that the special project for the application of the "8-Aid Appeal" funds is to be the refurbishment of the pond, paths and surrounding area. Permission was received and work was undertaken after the year end. In consequence, the funds of £16,250 received from Province continue to be held as a restricted Fund.

10. LEGACY

A legacy was held by the Charity during the current financial year in the amount of £5,000 from a deceased member of the Edward Alleyn Lodge No.186. The Trustees have agreed to designate these funds to the purchase of Profile Beds and Equipment for use of the Residents. So far £4,608 has been spent and £392 remains for this purpose.

THESE NOTES FORM AN INTEGRAL PART OF THE ACCOUNTS

Independent Examiner's Report to the Trustees of Association of Friends of Prince Edward, Duke of Kent Court

I report on the accounts of the charity for the year ended 30th June 2018 which are set out on pages three to six.

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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 includes 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 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Acthave 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.

Mark Norton
Wilkins Kennedy
1-5 Nelson Street
Southend on Sea
Essex
SS1 1EG

23rd November 2018

Annual Report for 2018 from Karine Oldacre, Almoner

There are currently 47 residents in Stisted Hall, 27 of whom are in the main house and 20 in Mauchline House. Since our last AGM there have been 45 birthdays and 21 were residents aged 90 or over. The oldest person there now is Margaret Lambeth who celebrated her 100th birthday on October 24th. I understand that she had a nice tea party with family and friends, at the Home, to mark her special day. Margaret is closely followed by Ethel McMillan whose 99th birthday was on November 24th. On their birthdays each person is given a birthday card and present from 'The Friends'.

On behalf of the Association of Friends I shop for birthday cards and gifts and am always looking out for suitable and attractive presents wherever I go. Sadly there have been 14 deaths, the oldest person being Richard McMillan at the great age of 101. Messages of sympathy and cards were sent to the next of kin and flowers or a donation in their memory was given to their chosen charity. The charities include Cancer Research, Herts and Essex Air Ambulance, Parkinsons UK, Alzheimers UK and PEDoKC Stisted Hall. During the year there have been 13 new residents, 7 ladies and 6 gentlemen. A flower arrangement or an attractive plant together with a message of welcome to their new home was given to each person shortly after their arrival.

Last year's residents' Christmas Party, planned for December 10th, was cancelled on the day due to snow and ice and general dangerous road conditions. However it was rearranged for New Year's Eve when Nicky and Neil came to entertain in their usual friendly and professional manner. Nigel and I did call in on Christmas morning to wish everyone a happy Christmas and to hand out Christmas cards to each resident enclosing a letter advising them that £50 from the Association of Friends had been paid into their residents' account to spend on something that they would like. We also, of course, enjoyed a warm mince pie and celebratory glass of wine with them all.

On St Valentine's Day a box of chocolates was given to each person to make the day a bit special. On Easter Sunday an attractive pack of small Easter eggs was given to each resident from 'The Friends' to wish them a happy Easter.

On Easter Saturday Nicky and Neil, from Clearer Productions came to entertain the residents in the Essex Lounge, Their musical theme and songs this time were all about food and drink. However, somehow they worked it that Nigel and I, together with 2 visitors and 2 lady residents were called upon to stand at the front and do actions to 'Roll out the barrel' followed by 'The Lambeth Walk' which caused some fun and laughter and was thoroughly enjoyed by all.

At the end of August we said farewell to Audrey Brown who has done a splendid job as Activities Organiser and with whom we liaised closely. She will be sadly missed.

In early September Clearer Productions came again to entertain the residents at the Home with songs associated with flowers. Suffice it to say that their repertoire included songs that they all knew and could sing along to.

This year's Christmas Party will be held on December 9th. Christmas cards have already been purchased ready to be given with a gift of £50 on the day.

27. 11. 2018.

Annual Report for 2018 from Nigel Oldacre, Residents' Activities Organiser /Representative

Coffee mornings continue to be poorly attended with fewer residents as well as visitors (except for a few stalwarts). With respect to the former, old age and/ or infirmity are the causes for the drop in numbers in the Essex Lounge. Alan Reynolds is a staunch supporter and the residents enjoy his singing. Unfortunately, Linda his wife is not at all well so he has been unable to come for the last few months. Karine sent a bouquet of flowers to her on behalf of 'The Friends'. At the September coffee morning Jeff Cripps presented a cheque for £900 to the Association of Friends as the proceeds from the annual Stisted Hall Golf Classic.

George Lambeth together with Dennis and Anne May are the principal volunteer drivers of the Home's vehicles and that is proving most useful as the Home would find it difficult to regularly take out residents on outings.

Several working parties have taken place in the grounds, with a number of regulars including John Adlam, Terry Brewer, John Pike, Jim and Boo Wheeler and I. Bacon rolls and coffee/tea seem to be a suitable bribe and an opportunity to engage in some light hearted banter. The Mauchline House garden was stocked up with bulbs, geraniums, pansies, sweet peas and a number of perennials donated largely by 'The Friends' as well as some material from my garden. The produce from tomato and courgette plants also found a good home in the kitchen. A late Autumn working party had a 'blitzing' session (in the Mauchline garden) to trim or remove straggly shrubs and generally tidy up the area before the onset of Winter.

The path extension to and around the pond was completed just in time for the Summer Fete, largely thanks to John Finlay.

The walled garden is still awaiting final approval from the RMBI despite the Essex Wildlife Trust completing 2 environmental assessments for the presence of great Crested Newts and Reptiles which have proved negative.

Karine and I were invited to the wedding of one of the residents, Derek Harman at Stisted Hall. He married Vicky exactly 25 years to the day after they first met. It was the first wedding at the Hall for many a long year, possibly since the early 19th century. All in all it was a most happy occasion.

Karine and I have attended residents' meetings whenever we can and this proves a useful forum to exchange news and views.

Finally, the 2 Christmas trees, donated by 'The Friends', were delivered at the beginning of this week and will shortly be decorated.

Home Manager Report AGM November 2018

Environment, equipment & projects

Thanks to the generosity of the Association of Friends, considerable work has taken place to get a pathway up to and around the pond to make this a more accessible space for our residents and one which is well enjoyed and used on daily walks with our residents.

In early 2018 we were delighted to be able to open the family room, which means that relatives with loved ones who are particularly unwell or approaching end of life can remain close by but still have a private space to rest when needed.

We were fortunate enough to be involved in a pilot project for the RMBI around Virtual Reality equipment, which was used on a small group of residents living in our dementia service- we saw some real benefits for the residents it was used on, although challenges around the Wi-Fi made using the equipment to its full potential somewhat difficult.

Over the last few months the home has seen a number of redecoration projects including exterior paintwork, work to sash windows, internal painting, refurbishment of communal bathrooms and some en suites and new carpets- all which help keep the home looking its very best for our residents.

Staffing

We have welcomed some new members to the team over the last year, but also said goodbye to some others too. In August we saw Audrey Brown, the homes Activities Co-ordinator retire after almost thirteen years loyal service. We welcomed Lucy Stock in October as Audrey's replacement who continues to settle into her new role.

I am also saddened to inform you that Jacqui Hayden, our Dementia Lead has taken the decision to leave us due to changes in her personal circumstances, with her final day with us being the 4th December. Recruitment is currently underway for this key role in the home.

At the start of the year Paul Rush, our Catering Manager moved onto pastures new and was replaced in April by Julie. Unfortunately she has decided this was not the right position for her, and we are currently recruiting for her replacement.

Occupancy

I am pleased to be able to report that the home currently is fully booked with a waiting list for both the residential and dementia side of the house and enquiries continuing to arrive weekly. Over the last year we have said farewell to some very long standing and well-loved residents which was very sad- however we were pleased and privileged to be able to support them to be able to remain at the home in their last few weeks and days as was their wish.

Activities

The home has been fortunate enough to have benefitted from a vast array of entertainment over the year which would not have been possible without the ongoing support of the Association of Friends.

Last year due to some bad timing on the part of the weather, the annual Christmas Party hosted by the Association of Friends needed to be postponed and took place on New Year's Eve instead- but was enjoyed all the same by the residents.

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This was followed by our Christmas show by the staff on the 22nd December to celebrate together, which was finished off wonderfully by fish and chips purchased locally thanks to the Association of Friends who kindly agreed to fund this extra treat- Many residents enjoyed eating their meal from the wrapper rather than on a plate; I think it brought back many happy memories for some of our residents, and I know the kitchen were pleased with the limited amount of washing up that was needed as a result!!

The home celebrated National Hydration week in March which was marked by an array of relevant activities including an afternoon of Mocktails in 'Stisted Crown' with our admin team ably performing the role of barmaids.

In May, the residents were cordially invited to watch the Royal Wedding at Stisted Hall which included a celebratory buffet lunch. Residents were supported to plan their outfits, as invitations had asked all to dress to impress! The event included a champagne reception and was a really lovely and somewhat busy event.

August's Staycation week was a great success despite the heat wave meaning that our dog show and sports day needed to be changed. Never the less we soldiered on including a health and relaxation afternoon, 50's party and the highlight of the week- turkey and tinsel day which included the staff pantomime... this year it was our rendition of snow white and the seven dwarves- I am confident in saying that we get better year on year and I know that plans are well underway for the next panto in January- a big thanks to Ann May who ably manages a somewhat unruly rabble and pulls it all together in time.

We also had the obligatory seaside day at the end of the week, and once again, weather was not on our side- this time rain- but we didn't let it dampen our spirits and had an indoor beach day including beach volleyball. This afternoon was completed by a visit from an ice cream van- where staff bravely got a little wet fetching and carrying the ice creams to everyone- but it was well worth it. Fortunately the weather seemed to improve just in time for the annual BBQ which was well enjoyed by all, and having Alan Reynolds sing to us all was a real treat as always.

In August we also had the home's first wedding, with one of our residents getting married to his long term partner in the home's library in the company of their friends, family and the staff at the home- it was a truly wonderful event and a real privilege to be able to support them both.

In another home's first- we had visiting ponies that came into both sides of the home to meet the residents- and although I was a little anxious about the whole event, the residents and our visiting families were delighted.

Recently the home has been working with a local mother and baby group called 'jo jingles' which is song and movement group- they have kindly agreed to do a session with our residents once a fortnight at the home which is going down a storm with the residents and provides untold benefits to our residents.

Last weekend we held our Christmas Bazaar which once again was a real success- with the home managing to raise just over £500.00- but more importantly it was a lovely opportunity

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to get together with the residents, families and our friends before Christmas. A special thanks to Nigel and Kay for their help once again manning the raffle which is quite a task!

Exercise and fresh air has continued to be encouraged among the residents with the help of the tricycle kindly purchased by the Association of Friends and also our daily walking groups which gets residents outside twice a day if they wish.

In addition to those listed there has been a wealth of trips out for lunch, visits to Maldon, visits to garden centres, shopping trips, outing to a local coffee afternoons in Stisted, a variety of entertainers, race nights and cheese and wine evenings. All in all, I truly believe our residents have a better social life than most of us at the home- just as it should be.

Forthcoming events

The 9th December marks the annual Christmas Party from the Association of Friends, which once again I know the residents are looking forward to and will most certainly enjoy.

On the 6th December the Stisted Primary School visit the home to perform Christmas carols and present Christmas cards they have made to the residents.

On the 16th the choir is back by popular demand once again singing at the Golf Club.

On Christmas Eve we will once again be asking the staff to perform in the annual Christmas Show for our residents and families which we feel is a wonderful way to start off the festivities.

Lastly as I said early, in January the staff pantomime will take place again- this time it's the turn of Wizard of Oz... which I am sure will be bigger and better than this years, as the staff seem to be growing into professionals!

Inspection & Quality surveys

We have received internal inspections three times in the last year from the RMBI compliance team- on all occasions these visits have been positive with very few recommendations for improvement- just as it should be.

Our annual survey from our residents and relatives was once again very positive and demonstrated the high standards of care that the home continues to strive to deliver.

I was presented with an award at our annual conference this month which acknowledged that according to 2017's relative's survey Prince Edward Duke of Kent Court had the highest percentage of relatives that would recommend their home- which was once again a proud moment for the team and I. This award sits proudly next to the award we won last year which was for the highest percentage of residents among the RMBI that would recommend the home.

Lastly, on behalf of all of the residents and staff at Prince Edward Duke of Kent Court, I would like to thank you for all of your hard work and support which makes so many things possible for the residents to enhance their quality of life and wellbeing. I am looking forward to continuing to work closely with you in the coming year to further improve and develop the service we provide.