



Association of Friends of Prince Edward, Duke of Kent Court

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Minutes of a meeting of Trustees

Wednesday, 18th September 2024
at Saxon Hall at 3.30pm

**Present: Barry Stedman, Rob Whittingham, David Badger, Graham Elvidge, Nigel & Karine Oldacre,
and Graham Larke**

The Chairman welcomed all to the meeting.

Apologies had been received from Clive Dunnico and Lloyd Harris.

The minutes of the ad-hoc post-fete meeting of Trustees held on 7th August 2024 had been circulated. They were approved by the Trustees and were signed by the Chairman.

Matters arising

It was agreed that the tea party had been badly attended and had had more relevance last year. It was agreed the tea party had served its purpose, ie to serve as a summer event for the residents and their families in the absence of the fete, it was felt it had proved expensive and that it had impinged on the preparations for the fete the following day. It was agreed not to hold a tea party in 2025.

It was suggested that:

an extra meeting, with Rob Vine, be held to discuss the organisation of next year's event;
we should ensure we are on top of all the organisation and not delegate so much;
after this year's donation of £230 from the bar, there could be a better deal available.

It was agreed that the extra meeting suggested should be held shortly after the AGM.

President's Report

BS said he had not got very much to report and thanked the trustees for their good wishes during his recent illness.

Chairman's Report

firstly I wish to say how well the Summer Picnic and the Fete went, bearing in mind the not being able to hold one for three or so years due to the pandemic. The success is due to the hard work of many people, but I do feel the Bob Vine needs to be singled out for taking it on and making them both a success. I have several other thoughts, which I shall bring to the meeting.

We learnt several things along way, namely, to take no one's word that they will facilitate various things to be carried out. I'm thinking of the bar situation, which by the skin of our teeth was resolved by our President at the last minute. Things could have been very different without it.

We also need to stocktake our equipment and facilities, making sure equipment works and we have the right mix of that equipment. This is in no way a criticism of any individual. But once a year usage of said equipment requires careful planning, and in some cases testing.

We need to start planning almost immediately for next year. I do feel that we can dispense with the Tea Party, whilst a success, not hugely attended. Not doing the party, will give us an extra day for setting up the fete, which is our main venture. Regarding this, we need to sort out the cream tea situation, as I believe the present suppliers are not wishing to continue supplying us.

At the fete, I was in conversation with pitch next to ours, where one of the ladies was a Lady Mason, she expressed a desire to be involved next year and I said that we would welcome their input and stand. Also, as a thought, do we need or indeed want more commercial stands? I feel we need to discuss this. If

so, do we work on a donation or a stand fee ?

Finally, I have spoken to the PGM, asking if he can promote our coffee mornings amongst the Provincial Executive. I said that years ago APGMs and APGPs attended on a regular basis, and they promoted the coffee mornings in their festive board speeches.

RW added that he had been disappointed that the home manager had not been present at the coffee morning and felt that there was no real commitment to the event from the home staff.

Treasurer's report (figures attached)

GE added that, since the fete, he had received donations of £1,000 from Essex Mason, and £1,000 from Essex Masters Lodge. He noted that the Tea Party had cost £1,300.

There was some £93k still available for distribution.

Almoner's Report

I have very little to report. There have been six birthdays since our June meeting, the oldest of whom, Rosina Kent, was 93 on the 20th August. Birthday cards and presents were given to each person from 'The Friends'. Sadly there has been one death in August, namely Charles Daly. Messages of sympathy and a card were sent to his next of kin.

I have been advised of three new residents who, I am sure, will be made to feel very welcome and will be happy and well looked after at Stisted Hall.

Residents' Activities Organiser's Report

Having previously sent my report on the Residents' Tea Party & Summer Fete there is little else to report. Alan Reynolds continues to sing at coffee mornings which the residents really enjoy but, very seldom do we see families etc. attend.

On 1st September, Nicky & Neil of Clearer Productions entertained the residents with the theme of 'Travel' which, as usual, the residents join in singing some of the more well known songs.

The photo album is now complete, starting with the opening of the RMBI Home to the present year. John Plunkett was the compiler as well as making the album itself. He spent a large amount of hours on this project including the need to get professional quality pictures from the originals, which required several trips to a specialist in Bishop's Stortford. The total cost is £415.90. Finally, I call in regularly to see a resident, Peter Cable, and spend some time rehearsing the various Craft rituals. He is currently WM of my mother Lodge, St Mary, no. 1312. He will soon be 95 and getting ready to install his successor in November.

Home Manager's Report

Staffing:

Staffing levels are very positive. We are advertising for Bank staff only. Sponsorship – no sponsors. Agency – Zero for 1 year

Residents / Occupancy:

We currently have 36 residents, including 2-x respite. We currently have 12 empty rooms. We have respites booked to come in right up until Christmas.

Property / Environment:

We have four active Beehives, which coincided with National Bee week in May 2024. All four hives have remained very active; they are to be checked end of September to see if honey has been made.

Boilers – we are currently 2/3rds of the way through a complete boiler replacement and refurbishment.

Entertainment:

FANS (Friends And Neighbours Society) ran by ECC, bring all care homes and the local community together. So far, we have: Held a garden party at PEDOCK and invited four other homes, 87 people attended; a concert in Colchester Park, two of our residents attended, to listen to orchestras and enjoy food and a cheeky beer; a walk in the park – Braintree Public Gardens – where several homes attend once a month to come together for tea, coffee and cake; Bake-Off – at the New Deanery care home – we came second with our cake-making skills; Maldon Promenade – funded by FANS – several homes attended for a walk around the Prom, ice cream and fish and chips; a country music evening in Witham attended by seven of our residents.

Resident / Family / Staff BBQ

57 people came including residents.

Caddy

as we have new volunteers and staff available we have been using the Caddy at least twice a week going to garden centres, Freeport, Tesco shopping.

We continue to provide an array of entertainment from singers, children groups, coffee mornings and trips out.

Visions / Moving Forward

We have completed our 'Memory Loss Floor' upstairs in Mauchline. Four residents have moved from main house to newly refurbished bedrooms and they also have a new lounge area. They still have access to the conservatory and communal areas if they choose to do so. All residents have settled well and appear happy and content. Once the refurbishment is completed in the New Year, we will have an environment that is suitable and enchanting to enhance the wellbeing of each resident. Main house will remain as a residential area, for those who have capacity and who wish to remain as independent as possible.

Michelle added that the residents had loved the fete, the local community had supported the event and feedback had been very positive.

She noted that a request had been made for a subscription for the Yeti table. It was agreed more detail was needed on the costs involved.

Any Other Business

BS reported he had been investigating a hybrid vehicle capable of transporting a wheelchair(s) and equipped with a lift for that.

Meeting closed at 5.20pm.

SIGNED

DATE

Friends of PEDoKC Income and Expenditure
01/07/2024 to 16/09/2024

INCOME

	2024-25	2023-24
Events		
Coffee Mornings	-	-
Garden Fete Income	6,367.70	1,135.87
Garden Fete Expenditure	<u>9,186.84</u>	<u>4,121.65</u>
Garden Fete Surplus	- 2,819.14	- 2,985.78
Golf Day	300.00	-
Total Events	<u>- 2,519.14</u>	<u>- 2,985.78</u>
Sales		
Books	-	-
Total Sales	<u>-</u>	<u>-</u>
Subscriptions		
Donations		
Lodges etc	2,100.00	7,010.00
Grand, Vice Patron		
Membership Fees	353.00	4,290.10
Gift Aid Claim		
Interest	-	3,008.77
Designated Donation	-	-
Legacy	-	-
Total Subs	<u>2,453.00</u>	<u>14,308.87</u>
TOTAL INCOME	<u>- 66.14</u>	<u>11,323.09</u>

EXPENSES

Audit Fee	-	2,160.00
Sundry Exs		
Post Printing and Admin Zoom	-	176.28
Equipment and Facilities		
Beds		
Re Pond	-	-
Equipment	-	8,616.96
Candy Card		
Residents Amenity Fund	-	12,054.80
Xmas Decorations	-	-
Residents Xmas Gift	-	1,023.50
Residents Social Events	-	2,273.90
TOTAL EXPENSES	<u>-</u>	<u>26,305.44</u>

NET IN / OUT

<u>- 66.14</u>	<u>- 14,982.35</u>
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	2024-25	2023-24
BANK ACCOUNTS		
Barclays Garden Fete	4,686.58	4,363.74
Barclays Main Account	8,848.28	30,852.18
CCLA Account	80,261.02	77,316.18
TOTAL BANK ACCOUNTS	<u>93,795.88</u>	<u>112,532.10</u>
CASH	<u>-</u>	<u>-</u>
ASSETS		
Garden Fete Prepayments	- 2,873.49	674.27
House Adviser Fund	500.00	500.00
Tax Recoverable	- 15.41	1,078.95
	<u>- 2,388.90</u>	<u>2,253.22</u>
LIABILITIES		
Garden Fete Ticket Sales	-	0
Accruals (Amenity Fund)	3,490.34	- 4,839.51
Sundry Creditors	- 1,870.00	- 1,870.00
	<u>1,620.34</u>	<u>- 6,709.51</u>
NET CURRENT ASSETS	<u>93,027.32</u>	<u>108,075.81</u>
FUNDS		
Reserves Unrestricted B/F	66,701.46	
Transfer from Spec Reserves	-	
Transfer from Spec Reserves	-	
Transfer to Spec Reserves	-	
This year to date	- <u>66.14</u>	
	66,635.32	81,683.81
Reserves Designated		
Mauchline House	1,000.00	1,000.00
Beds / Equipment	392.00	392.00
To Date Large Mini-Bus 7yrs 10%pa	-	-
To Date Small Mini-Bus 10yrs 10%pa	25,000.00	25,000.00
NET ASSETS	<u>93,027.32</u>	<u>108,075.81</u>

We have reversed the charge for the large mini bus accrual.
We now have a full accrual for the small mini-bus

Summary of large payments		2022-23
Amenity Payments to the home		
July	1,077.90	1,172.53
August		-
September		1,274.23
October		4,027.75 *
November		
December		1,506.70
January		1,225.62
February		-
March		2,652.04 **
April		813.07
May		1,229.66
June		872.93
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	1,077.90	14,774.53

SMWT	100.00
Carendo Chair	3,977.10
* incl 2 TVs & 2 uplift seats	
** inc Duxford trip	
Accora Chair	2447
Oak Tree	641.98
Silent Disco	641.85

1,077.90

Items for discussion

LH Miles Ltd / Trust more this year ?

£1000 for Mauchline Ho Residents from Imperial Cadet Lodge

Claiming Expenses