

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

Held at Stisted Hall, Braintree on Wednesday 25th November 2015 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, M. Bladen, D. Parrott, C. Cook, E. Broadbent, R. McMillan, I. McMillan, J. Reuther, M. Taylor. P. Deighton, M. Jervis, G. Rayner and C. Smith.

## **1. WELCOME**

The President, Alan Garner, thanked all those present, particularly Dr. John Reuther, 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 40 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 26th November 2014 were confirmed and signed by the Chairman.

## **4. MATTERS ARISING**

There were none.

## **5. CHAIRMAN'S REPORT (Clive Dunnico)**

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

- Clive Dunnico thanked Michelle Bladen and her staff, the Trustees and other volunteers for the work they carry out to create the wonderful atmosphere in the Home.
- Since our last AGM sadly we have lost a number of residents who have passed away. On a brighter note many birthdays have been celebrated.
- Nigel Oldacre our Vice-Chairman and Resident's Activity Organiser will report on the events held during the year. We owe a great debt to Nigel and Karine and are fortunate to

have this dedicated and caring couple that spend so much time at the Home.

- We have a good relationship with the RMBI and John Reuther is with us at the AGM. During the year the Association purchased a new minibus at a cost of £46500.
- Our Secretary, Graham Larke and the Treasurer Jon Oliver deserve our thanks for their untiring efforts. Jon also continues to act as Membership Secretary because the position remains vacant but we are looking forward to a new database, which will improve communication.
- We had another successful Fete in July and many thanks are owed to John Finlay and his team of helpers for the immense amount of hard work they undertook. At the fete tributes were paid to RW. Bro. John Webb, who was to retire as PGM at the end of August and to Diane Webb for the most valuable support they had given to the Home.
- Barry Stedman, our Assistant Secretary, expertly looks after our website and has created an Archive containing numerous photos and a video tour of the Home.
- We are most grateful to the Brethren who act as our Ambassadors spreading the word to Lodges about the Home and the work of the Association.
- We are grateful to our neighbours Braintree Golf Club for maintaining the magnificent panorama of the surrounding grounds and hosting the Annual Golf Classic organized by Jeff Cripps, which raises magnificent funds for our work.
- Clive paid tribute to the PGM, John Michael Webb, and his wife Diane for the tremendous support they give to the Home.
- The Mauchline House Garden continues to be a place of beauty and contentment.
- We owe our grateful thanks to the Founders of the Association Alan Garner and Brian Procter, who continue to give much valuable support to the Association.
- This year Louise Baxter our previous Home Manager went to pastures new. She made an immense contribution to the quality of care our residents receive and we wish her well. Michelle Bladen the new Home Manager has already exhibited her skills and caring nature; each resident is made to feel that Stisted is their own home.
- I am happy to say that our new Provincial Grand Master, RW. Bro. Rodney Lister Bass has shown great interest in the

work of the Association and we look forward to welcoming him at this years Resident's Christmas Party.

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

## **6. FINANCIAL REPORT and PRESENTATION OF THE ACCOUNTS for the year ending 30th June 2015**

The Treasurer, Jon Oliver, Presented the Accounts for the year ending 30th June 2015, 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. All those present unanimously agreed this proposal and the Treasurer was warmly thanked for his hard work on our behalf.

The Treasurer reported that we had received last year a bequest from Mr. Leslie Tilt of £8200 and this year £7300 from Mrs. Linda Manning.

Also £16250 had been received from the Provincial "8-Aid Appeal. The Garden Fete income has remained buoyant and by diligence costs have remained constant. £5000 was raised at the Fete and we must thank John Finlay and his team for their tremendous efforts in the planning over the year, as well as on the special day. We had a surplus of Income of £39704 over operating costs but during the year a new mini-bus was purchased (£46720) and £14009 provided for the Residents' Amenity Fund.

## **7. ALMONERS REPORT (Karine Oldacre)**

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

- The Home is currently has 30 in the main house and 17 in Mauchline House.
- Since the last AGM there have been 40 birthdays, 22 of which were over 90 including George Argent at 102 and Eileen Brown celebrated her 101 on 19th November. All were given carefully chosen gifts and cards from the Association.
- Sadly there have been 17 deaths. As is usual cards of sympathy and flower or a donation to a charity were sent to the next of kin.
- On Valentine's Day a box of chocolates or a plant and on Easter Sunday a pack of Lindt Easter eggs were given to each Resident. Nigel and I were called on to judge the Easter bonnets and award the prizes.

- During the year there have been 16 new residents, 10 ladies and 6 gentlemen, who all received a message of welcome and a flower arrangement.
- Nigel and I attend the Resident's monthly meetings, which give ideas of how the Association can to make their lives happier and more comfortable.
- Last December the Association hosted the Christmas Party with entertainment provided by Nicky and Neil of Clearer Productions and each Resident received a Christmas card with a £35.00 payment to their account. The PGM and the Trustees then acted as waiters at the special Christmas lunch.
- Plans are now being made for this Christmas and we will be visiting on Christmas morning.

## **8. RESIDENTS' ACTIVITIES ORGANISER/REPRESENTATIVE REPORT (Nigel Oldacre)**

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

- The Association of Friends has paid for a whole range of entertainments, talks, activities and excursions during the year.
- I hold men's meeting once a month when virtually no subject is off limits.
- The Association has funded a number of purchases this year including garden furniture, footstalls, cushions and a new minibus. This finally arrived in December for the PGM, John Webb to hand it over to Louise Baxter, on behalf of the RMBI. George Lambeth and Dennis May were eventually cleared by the RMBI to drive it and since then they have enabled residents to go out on several excursions. Terry Brewer and myself use the VW Caddy Maxi to take residents to town for various appointments.
- Paul Rush the Catering Manager does his best to cater for all tastes at special events funded by the Association.
- Modifications were made to the raised flowerbeds to make them more accessible, thanks to John Finlay with his mechanical equipment and a team from his company.
- The Association funded a new non-slip floor in the Limes Hair Salon.
- Coffee Mornings continue to be patchy in visitor attendance. We would like to encourage other Members and their

families to attend, as the residents are always pleased to see new faces. Alan Reynolds comes in nearly every month to sing on these mornings, which is greatly appreciated. There were good numbers at the August Coffee Morning as a BBQ was held in Mauchline House Garden.

- Karine and I continue to attend resident's meetings, which is instructive for future assistance we can give.
- Garden working parties continue on a regular basis with a loyal band of stalwarts and practical encouragement from Diane Webb.
- The Stisted Hall Golf Classic organized primarily by Jeff Cripps was a great success with nearly 60 entrants. Our Vice-President, Brian Procter, presented the Prizes; I dealt with checking the scorecards and Graham Larke acted as starter. Jeff Cripps presented a cheque for £700 to the Association, at the August Coffee Morning.
- In May the Trustees invited the previous manager, Louise, to a farewell lunch where she was presented with an ornamental tree and an item of Ladro porcelain
- I felt almost redundant in the lead up to the Summer Fete as John Finlay coped admirably, with only my help on the 2 days leading up to the event.
- John and Sandra Adlam continue to keep a close eye on the Library and we thank them for their devotion.
- A brief article was written about the Association for a 'House Newsletter'.
- The annual gift of 2 Christmas Trees from the Association were erected in November.

## **9. HOME MANAGER'S REPORT (Michelle Bladen)**

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

- The project to improve Stone Hall and redecorate the Miles Lounge was completed and formally opened in July.
- Thanks to the Association for replacing the flooring in the salon and making the raised bed more accessible
- The Essex Lounge is currently out of action while maintenance work is carried out on the windows.
- We have plans in progress for a pathway to be built up to and around the pond and converting a room in Mauchline House to create a multi-sensory room.

- We continue to be fully staffed for our day team but are looking for an additional night member of staff. Three existing members of staff have been promoted up to level 3 meaning they are expected to assist Shift Leaders in overseeing the quality of delivered service.
- Over the last year Niki and Lee have been awarded RMBI Oskar awards in recognition for their hard work and support. Lee and Carla have got to the finalist stage of the Great British Care Awards recognizing the dedication and very high caliber of the staff at PEDoKC.
- The Home has recently had 2 new residents, we have 3 vacancies but we continue to have enquiries.
- The Choir has brought residents, staff, families and the community together being such a rewarding activity and continues to go on tour.
- It has been a busy and exciting year with regards to activities such as exercise classes, dog therapy, cookery club, a whole range of entertainers, quiz nights, race nights and trips to the beach hut, Ceramic Centre, Maldon Military Centre, garden centre, local pub lunches and the Staycation Week.
- Audrey is looking at setting up regular shopping trips, monthly visits to a local Church and more male activities.
- The Choir has a busy December, performing at Bradwell Village Hall, Stisted Golf Club, and the RMBI Home in Bury St. Edmunds. The Staff will be holding a Christmas event for the Residents on Christmas Eve.
- The first edition of the Newsletter went out to residents, families and friends.
- The Home received their inspection from Dementia Care Matters on 14th October 2015. After very complimentary comments Mauchline House received Kite Mark Level One. The highest grading, which is only achieved by a small numbers of providers. We still await an inspection from CQC.
- A Christmas Bazaar was held in November, which was a great success raising £488 to be used for planting out the raised bed.
- On behalf of all the Residents, Staff and myself thanks are due to Karine and Nigel and the Association of Friends for all you do, your kindness and support.

## **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.

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**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 30th November 2015 at 7.30pm, at Stisted Hall.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_