



ASSOCIATION OF FRIENDS OF
PRINCE MICHAEL OF KENT COURT
(WATFORD)



MINUTES OF THE 25th ANNUAL GENERAL MEETING
NOT HELD AT PRINCE MICHAEL OF KENT COURT (Watford)
ON SATURDAY 4th APRIL 2020

Item

Minute

PRESENT

There were no attendees due to Coronavirus Covid-19

1.0 APOLOGIES

Apologies were received from Carole Hamwijk and Graham Hamwijk.

2.0 MINUTES OF THE PREVIOUS MEETING

- 2.1 The Minutes of the Meeting held on Saturday 6th April 2019 (previously distributed) were not discussed.

3.0 MATTERS ARISING

- 3.1 There were no matters arising.

4.0 CHAIRMAN'S REPORT

The full name of the Charity is the Association of Friends of Prince Michael of Kent Court (Watford), also known by its working name of the Association of Friends of PMKC. The Charity's number in the Register of Charities is 1040781 and the principal address is 2 Vicarage Close, St Albans, Hertfordshire, AL1 2PU.

It has been accepted as a charity for tax purposes under Inland Revenue reference XR 27499. The charitable tax exemption can, therefore, be claimed in appropriate cases.

During the financial year the Charity was under the control and management of the following who comprise the Board of Trustees:-

Julien Sampson	Chairman
Ralph Woolhead	Secretary
Terence Beckett	Treasurer
Douglas Brodie	Membership Secretary
Andrew Farleigh	Board Member

The Board of Trustees delegated authority to the Management Committee to act on its behalf. It comprises:-

Julien Sampson:	Chairman
Ralph Woolhead:	Secretary
Terence Beckett:	Treasurer
Douglas Brodie:	Membership Secretary
Hertfordshire Representative:	Jay Patel
Middlesex Representative:	John Briggs
Bedfordshire Representative:	(Ralph Woolhead)
London Representative:	Gus Machado

and the following Qualifying Members:-

Retired Chairman:	Malcolm Andrews
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Events Sub-committee Co-Chairman: Roz Brodie
Debbie Simmons
Almoner Kathy Loveridge
Press Officer (Andrew Farleigh)

and the following Ex-Officio (non-voting) Members:-

The Home Manager: Beverley Roberts
The Deputy Home Manager: Nina Stephens

The Charity's Bankers are:-

National Westminster Bank plc,
Watford Junction Branch,
7 Station Road,
Watford,
Hertfordshire, WD1 1TH

Ian Ferres, of 7 Wildwood, Northwood, Middlesex, HA6 2DB, has acted as the Independent Examiner.

I wish to thank Ian for his continued support and excellent advice. It has made Terry Beckett's life so much easier and we do feel that we are in safe hands with Ian's very close scrutiny of our accounts.

Aims and Organisation

The objects of the Association may be summarised as to relieve and assist, by all charitable means, the residents of Prince Michael of Kent Court, Stratford Road, Watford, Hertfordshire, WD17 4DH, by raising funds for the provision and development of facilities and other amenities not normally provided by the Royal Masonic Benevolent Institution. A programme of events and activities, often in conjunction with fund raising for the Association, is arranged by the Events Sub-committee, which reports regularly to the Management Committee on developments and progress.

There have not been any major changes in the aims or organisation of the Association, but as our sole purpose is to act for the benefit of the residents, we will make alterations as and when deemed necessary.

The Officers and other members of the Committees are elected at the Annual General Meeting of the Association to hold office for a period of one year. Any Officers or Committee members retiring under this rule shall be eligible for re-election.

General

I would like to begin by thanking Ian Ferres, who continues to act as the Independent Examiner of the Association's accounts, for his continued support and advice. He greatly assists Terry in being Treasurer. The significant fund raising over the ten months from October 2018 to July 2019 was managed through the Masonic Relief Chest Scheme, so became an additional element of this year's accounts that had to be collated for the Charity Commission submission.

The Co-Chairmanship of the Events Sub-committee with Roz Brodie and Debbie Simmons has proved very successful, and whilst 2019 saw an increased Events List. The List for 2020 is expanded still further. The Sub-committee works with the Management Team and the Activities staff to avoid diary dates being double booked.

Several Lodges and Chapters sponsored Events during 2019 generating necessary revenue to fund the activities. The same amount of revenue has been pledged again this year, and there are still some Events without a sponsor at this time.

The 8-weekly chiropody service for the Resident continues to be funded by the Association of Friends.

Achievements This Year

“The Friends Orangery” opened on Sunday 22nd September. Gary Pritchard (the construction contractor) donated the Ground Works thereby making a considerable contribution at the start of the Project. Sufficient funds were raised that not only did we manage to build the Orangery, it was completely furnished. The adjacent Garden area was turned into an exercise area with specialist equipment for the Resident’s use. There is a sign post in the Garden to recognise major donations.

When you think that the appeal was launched at the ‘Grand Opening’ of the Hinton Garden in September 2018, it is fantastic to see what has been achieved in a year.

Beverley provided a Masonic stained glass window which is fitted inside the Orangery.

Two Yeti Tablets (multi-media entertainment devices) have been provided, one for Jersey Wing, the other for Forrester.

Clearly the main focus has been ‘The Friends Orangery’, although the Association of Friends have also funded the installation of Blinds in the Conservatory which forms part of Jersey Wing.

The awning opposite the Orangery has been replaced.

The Sound System in the Main Lounge has also been simplified.

Future Projects

The next project planned is to provide a Shop, using the area which is inside the Main Lounge, in the corner nearest to the Main Reception. Access will be from the Main Reception. This will be funded by a very generous Legacy from ‘Friend’ Arthur Craddock. With the Home’s permission we hope we will be able to name the facility appropriately.

We will fund some necessary remedial work needed on the Ground Surface of the 1950’s themed Garden on Jersey Wing.

Early days yet, but we may also be involved in some works to be carried out in (the main) Pam’s Garden.

Conclusion

I really do sincerely thank the Trustees, Officers, and Members of the Management and Events Sub-committees, Volunteers and Helpers who all do so much. I am not going to name individuals, but collectively you have done a great job, and it is a sheer pleasure working with you all. The Association of Friends, certainly at this Home, has definitely ‘Made a Difference!’ All made possible by the generosity of so many. I want to thank those Individuals, Lodges, Chapters and other Orders who give so generously and many regularly, in whatever form, one off donations, annual support, sponsoring events. Thank you!

Thank you Beverley, Nina, Elizabeth, the Activities and General Staff at the Home. Thank you Gary Pritchard for building the Orangery, and Rob Murray of the RMBI for Project Managing it.

I further thank Dr John Reuther and the RMBI Care Co. The fantastic support given by the Provinces of Hertfordshire, Middlesex, Bedfordshire and Metropolitan Grand Lodge along with Mark Masonry, OSM, and Chapters.

Julien Sampson

Chairman of the Association of Friends of Prince Michael of Kent Court (Watford)

5.0 TREASURER’S REPORT

5.1 Statement of Accounts for the year ended 31st January, 2020

Review of Financial Activities and Affairs

The following summary highlights the major features of the Unrestricted annual accounts:-

General donations totalled **£15,933** of which **£3,703** came from Individuals, and **£12,218** from Lodges and Chapters.

This is an increase of **£2,197** compared to last year.

Our membership structure gave **£7,735** of which **£2,095** came from Individual Members and **£5,640** from Lodges and Chapters, again this is an increase **£580** compared to last year.

With interest received from the bank of **£68**, the total income for the year was **£23,736**.

Our regular expenditure on goods and services for the benefit of residents amounted to **£14,736** which includes amounts paid by The Association of Friends into the Home's RMBI Amenity Fund to support the home in further outings and events for the residents.

A further **£2,570** was paid by The Association of Friends to fund Special Events and Entertainment and **£6,586** for the Purchase of Equipment for the Home.

Equipment for Association use, upkeep of Pam's Garden, Administration and Sundries came to a total of **£2,065**.

The total expenditure was **£25,551**, an excess in payments over receipts of **£1,815**.

As of the 31st January 2020 our Bank Balance stood at £38,239 and £4,144 in our Restricted Fund for future projects.

These amounts will enable us to continue to make provision for the future needs of residents. The upgrading of equipment will continue to require funds and this will be evident in future years.

Monies in the Restricted Funds column represents monies that came into our account throughout the year as donations for our Orangery Project and then paid into our Orangery Project Relief Chest Fund.

6.0 HOME MANAGER'S REPORT

- 6.1 Thank you, as The Association of Friends, for funding the Orangery on Forestry Wing last year, and enabling its construction - a really superb achievement. An absolute essential addition to the Home, we would now be struggling to cope with our Residents in that unit had it not been built and commissioned last year. Had construction been delayed we would now be experiencing severe difficulties knowing that the small lounge that was 'off limits' due to access requirements meant even less recreational space.
- 6.2 There are currently seven empty rooms at the Home all on Jersey Wing. Permission has been given to convert four bedrooms (along the corridor where the Sensory Bathroom is) into Residential Rooms. This will improve utilisation of the Home.
- 6.3 There have been no inspections at the Home apart from the annual one carried out by Hertfordshire County Council. The Home remains 'Outstanding' under the Care Quality Commission (CQC) rating in their last inspection.
- 6.4 Staffing levels remain good with an excellent work force in place. Beverley will 'flex down' staffing levels when there are vacancies at the Home. The Home is not using agency staff at present, not only because of the vacancies but, because of the need to mitigate for coronavirus as much as possible.
- 6.5 Everything remains 'steady' at the Home in these unusual times.
- 6.6 The Ducks are good and when the covid-19 virus has eased the Home are looking to get a couple of cats.
- 6.7 One of the other best things to have happened at the Home in the past year is the provision of the two Yeti Tablets by the Association of Friends. With so few Residents on Jersey Wing one has been moved into the Main Lounge. Residents 'Skyped' their families on Mother's Day, and on the afternoon of March 31st they tuned into 'Zoo Watch Live'.

- 6.8 Finally a Covid Committee has been established with Management and eight Residents (Representatives) to discuss what is being reported in the Media, and to communicate what the staff at the Home are doing to continue to keep the Home a safe place to live.

7.0 MEMBERSHIP SECRETARY'S REPORT

At last year's AGM, I reported that our records showed 106 Supporting Lodges and 74 personal memberships, which translated to 105 individual members on our records.

This year I have taken a more pragmatic approach to our membership. Instead of keeping 'dormant' members on our list, after having contacted them three or four times without response or payment, I delete them. Of course, this has a negative effect on the statistics, but I get a more realistic picture of who our supporters are.

At today's date our records show 118 Supporting Lodges, and 80 individual memberships. This figure counts 'joint members' as a single membership, so there are actually 115 personal members on our records.

A question has been raised with regard to changing the lodge supporting membership fees to encompass various levels of membership, thus encouraging lodges to give a higher annual subscription. I am aware that the membership fee is not a large income generator, but it is my opinion that the £60 pa flat rate membership fee performs a particular function. Our 'supporting lodge membership' scheme is really a vehicle to keep lodges involved and informed, to maintain the profile of The Association of Friends and, more importantly, to provide a database of 'live' lodge contacts, to whom we can promote our events, and encourage donations and sponsorship.

Over the past couple of years this formula has worked well, resulting in significantly increased funding and consequently the ability to provide a greater range of activities and events for the residents as well as more capital investment and additional therapy equipment.

However, I don't want to become complacent and I think we should keep our membership policy under review. As an example, perhaps in future we should state our supporting lodge membership fee as "a *minimum* of £60". I'm sure many lodges will perhaps round it up to £100.

One way to boost our membership numbers as well as have a more realistic view and recognition of our supporters, is to include the many lodges who give us sponsorships and donations. Right now we don't include them on our membership register, although some of them give far more than those on an annual membership. I am proposing to work with Terry, our Treasurer, to identify these unsung heroes and any lodge, chapter or other organisation that gives a donation or sponsorship will be added to the membership register, suitably notated with their donation date and amount. In this way, we not only increase our membership numbers, but also tap into that additional database of active supporters.

The Association's leaflet is working well, although I think in the not-too-distant future, I'd like to reprint it as there are some tweaks and updates I'd like to include.

With regard to recruitment drives over the year, we had a promotional stand at the Middlesex Families day in July last year, but this was just to show our support for Middlesex Province. We spoke to a lot of people and gave out our literature, but I don't think that we had any new members as a direct result.

We had the Lodges Open Day on Sunday 13th October, at which a total of only 10 lodges turned up, three of which were already supporting members.

Unfortunately, our upcoming Lodges Open Day, which was due to take place on 26th April, has been postponed. This is a shame, because, thanks to a great effort from Julien, Andrew and myself, we were expecting a bumper turnout, with support and promotion from the Provinces as well as individual lodges. Hopefully we can revive that enthusiasm later in the year.

I continue to send regular emails to all our members and supporting lodges either to do with their membership, or with event flyers, updates of the events list or seeking sponsorships. I'm hoping this will keep us in their minds and maybe even permeate the word to other lodges.

I would also like to work with Andrew and maybe the RMBI, to put together a proper presentation, with a script and images that we can use to give lectures to lodges. Again, this will help to promote the work of the RMBI, Prince Michael of Kent Court and the Association of Friends.

Doug Brodie
Membership Secretary
26 March 2020

8.0 ALMONER'S REPORT

8.1 Kathy reported that in general everyone is well at present. Kathy was pleased to report that Terry's recent scan showed an unchanged situation which is good news, and further treatment can be planned for the end of the summer.

9.0 PRESS OFFICER'S REPORT

Very much in line with previous reports, I can state that local newspapers, advertising sheets and other media are not really interested in the goings-on at P.M.K.C. I had hoped that a visit by HRH Duke of Kent would have stimulated a little interest (after the event), but alas, that was not to be. Masonic publications seem to be the only media that show any interest whatsoever. Arena Magazine, in particular, ran several articles during the past year connected to our "Orangery Appeal" including a full-page spread in colour!

Certain AoFPMKC events were highlighted on Provincial websites and online newsletters during the year, and thanks goes to Middlesex and Hertfordshire and London in particular. Unfortunately, we have "run out of road" at the moment (for obvious reasons), but this presents us with an opportunity once the current crisis is past and we relaunch our activities and efforts.

One of the big difficulties that I have found in trying to promote our work is that without some major project "on the go", the Masonic publications do not find our standard programme interesting enough to feature on their pages. The "Lodge Days" provides a good platform to promote, but how often can we proffer the same message and announcements?

To maintain the interest of Masonic media, we need to excite and motivate, otherwise our news will simply not be considered significant enough to warrant their space.

Andrew Farleigh
26th March 2020

10.0 RETIREMENTS AND RESIGNATIONS

10.1 There were no retirements or resignations.

11.0 ELECTION OF OFFICERS

11.1 The Officers of the Board of Trustees and Management Committee are unchanged as Doug Brodie, Terry Beckett, Andrew Farleigh, Julien Sampson and Ralph Woolhead.

12.0 APPOINTMENT OF COMMITTEE MEMBERS

12.1 The Members of the Management Committee are the Representatives from Bedfordshire, Hertfordshire, London and Middlesex. Qualifying Members are the Retiring Chairman, Events Sub-Committee Co-Chairman, Almoner, and Press Officer. Ex-Officio Members (non-voting) are the Home Manager and the Deputy Home Manager.

13.0 APPOINTMENT OF INDEPENDENT EXAMINER

13.1 The role of Ian Ferres as Independent Examiner is unchanged.

14.0 ANY OTHER BUSINESS

14.1 There was no any other business.

**The next Annual General Meeting will be held on
Saturday 3rd April 2021 at 12.00 noon**

Approved by Chairman:

Signed _____

Dated: _____ Day _____ Month _____ Year



CHARITY COMMISSION FOR ENGLAND AND WALES

CC16a

Association of Friends of Prince Michael of Kent Court, Watford No 1040781

Receipts and payments accounts

For the period from	Period start date 01/02/2024	To	Period end date 31/01/2025
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Donations	29,278	-	-	29,278	23,774
Gift Aid	-	-	-	-	303
Membership and Renewals	8,220	-	-	8,220	8,365
Bank Interest	396	-	-	396	134
Dividends	-	-	2,799	2,799	1,893
Sub total (Gross income for AR)	37,894	-	2,799	40,693	34,469
A2 Asset and investment sales, (see table).					
Sale of investment fund units	-	-	-	-	600
	-	-	-	-	-
Sub total	-	-	-	-	600
Total receipts	37,894	-	2,799	40,693	35,069
A3 Payments					
Goods/Services to Beneficiaries	10,389	-	-	10,389	13,251
Entertainment/Special Events	4,384	-	-	4,384	4,749
Purchase Equipment for Home	4,773	-	-	4,773	-
Forrester Garden Improvement	5,572	-	-	5,572	-
Elgood Garden Improvement	12,730	-	-	12,730	-
Administration	77	-	-	77	189
Investment Management Fees	-	-	594	594	544
Sub total	37,925	-	594	38,519	18,733
A4 Asset and investment purchases. (see table)					
	-	-	2,799	2,799	1,893
Sub total	-	-	2,799	2,799	1,893
Total payments	37,925	-	3,393	41,318	20,626
Net of receipts/(payments)	- 31	-	- 594	- 625	14,443
A5 Transfers between funds	- 600		600	-	-
A6 Cash funds last year end	29,427	-	237	29,664	15,221
Cash funds this year end	28,796	-	243	29,039	29,664

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	NatWest Bank	2,505		-
	Charles Stanley Investment Fund	-	-	243
	CAF Bank	26,291	-	-
	Total cash funds	28,796	-	243
(agree balances with receipts and payments account(s))				

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets	Investment Fund managed by Charles Stanley	Endowment	105,392	124,239
	Investment Fund managed by Charles Stanley	Unrestricted	600	600
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature



Print Name

GRAHAM HAMWIJK

Date of approval

9th May 25



CHARITY COMMISSION
FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A

Independent Examiner's Report

Report to the trustees	Association of Friends of Prince Michael of Kent Court Watford		
On accounts for the year ended	31st January 2025	Charity no (if any)	1040781
Set out on pages	2 and 3		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/01/2025.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:

Date:

9/5/2025

Name:

I W FERRES

Relevant professional qualification(s) or body (if any):

FCA

Address:

7 WILDWOOD

NORTHWOOD

MIDDLESEX, HA6 2DB