

Association of Friends of Ecclesholme Benevolent Fund

Registered Charity No: 510151

Minutes of Committee Meeting

Sunday 19th January 2020

Ecclesholme, Vicars Street, Eccles, Manchester M30 0DG

Attendees

President.....	Mark Stephen Gregory	West Lancashire (Trustee)
Chairman.....	Peter Hegarty	East Lancashire (Trustee)
Secretary.....	Mark P Howard	West Lancashire
Treasurer.....	James Carmichael-Prince	West Lancashire
Vice President	Malcolm Warren	West Lancashire (Trustee)
Vice President	Donald Roberts	East Lancashire
Vice President	Jonathan M Heaton	West Lancashire (Trustee)
Home Manager	Mrs Beverley Niland	
Publicity	Niall Perry	East Lancashire

Committee members

Leigh Group Representative	Phil Wrotchford-Thomas	West Lancashire
Wigan Group Representative.....	Eric Bailey	West Lancashire
Chorley Group Representative.....	Richard Frazer-Bastable	West Lancashire
Eccles Group Representative	Mike Sincup	West Lancashire
Warrington Group Representative.....	Leslie Savage	West Lancashire
Widnes Group Representative	Brian Boothroyd	West Lancashire
Southern District Representative.....	Paul Waring	East Lancashire
Cheshire Provincial Representative (Areas 4 & 5).....	Walter Grundy	Cheshire

In Attendance

Wigan Group Chairman	Geoffrey M Porter	West Lancashire
Chorley Group Chairman	C Peter Lockett	West Lancashire
South Eastern Group Chairman	Gareth Jones	West Lancashire

Apologies

Vice President	Ernest Daniels	West Lancashire
Vice President & Almoner.....	Stan Bibby	East Lancashire
Vice President	Jim Simms	West Lancashire
Almoner	Andrew Cogle	West Lancashire
Leyland Group Representative.....	Jeff Lucas	West Lancashire
Salford District Representative	John C Hesketh	East Lancashire
Bolton & Bury District Representative	Derek Calrow	East Lancashire
Manchester District Representative.....	Stan Bibby	East Lancashire

Welcome

The meeting was opened by the Chairman Peter Hegarty at 14:39. A warm welcome was extended to those present and the Chairman thanked all for their attendance.

Minutes

The minutes of the Committee Meeting held on 17th November 2019, having been previously circulated by the Secretary, were PROPOSED for confirmation by Mark Stephen Gregory, SECONDED by Leslie Savage and duly PASSED by those present.

The minutes of the Special Committee Meeting held on 21st December 2019, having been previously circulated by the Secretary, were PROPOSED for confirmation by Mark Stephen Gregory, SECONDED by James Carmichael-Prince and duly PASSED by those present.

Matters Arising

The only matters arising from both minutes pertain to items on the agenda and were dealt with accordingly under those specific topics.

Correspondence and Propositions

The Secretary reported that there were no items of correspondence or propositions at this time.

Update on Ecclesholme Publicity Officer(s) and Webmaster

After discussion it was felt that this role needs defining more specifically before we begin appointing anybody to it.

ACTION: All – Consider what the Association needs from a publicity / web presence and thus what is required from anyone appointed to this role. A volunteer would be welcome to progress this.

Summer BBQ on Sunday 7th June 2020 at Eccles Masonic Hall

The logistics and arrangements for the event were discuss with the following outcomes:

Tickets & Promotion

The flyers have already been sent out for the Raven Winder Walk which is on the same day. We need to step-up with advertising the event.

Jonathon Heaton and Geoffrey Porter commented on errors on the current tickets and that as a new event, it was critical that all the arrangements detailed on the tickets should be correct and in order. Les Savage stated that a re-print would cost £100.00 plus £50 in distribution/postage costs. It was PROPOSED by James Carmichael-Prince that the tickets be re-printed accordingly with the correct information and spellings on them. This was SECONDED by Phil Wrotchford-Thomas and PASSED by those Present.

ACTION: Les Savage to organise corrections, re-printing and distribution of tickets.

ACTION: ALL – to offer assistance in distribution of the tickets to save on postage costs.

Insurance

The Secretary explained that as we are preparing our own food, it is likely that the venue insurance will not cover it. We therefore need to find an arrangement or insurance to ensure that the event is covered.

The Home Manager and Chairman both have lines of enquiry with RMBI to see if they can assist.

ACTION: Home Manager & Chairman to progress enquiry with RMBI and update accordingly.

ACTION: Mike Sincup to contact Eccles MH, discuss their insurances in general for the event and specifically regarding the food we intend to cook; and report back.

Entertainment

Eric Bailey confirmed that Greenalls Brass Band is booked for for the event.

Venue

Our Eccles Group Representative Mike Sincup will liase with Eccles MH to make the necessary arrangements for the event.

- Access to Eccles MH from 11:00am
- Tables to be setup in the hall to give the guests somewhere to dine in case of inclement weather.
- The grass has been [recently] cut so that the area is suitably safe and tidy for the band to be situated there.

Food & Drink

The Chairman confirmed that Drinks will available from the Bar facility at Eccles MH.

The food station is to be positioned outside the double doors at the rear of Eccles MH. This optimum position should work equally well should the food need to be served outside or (in the event of inclement weather) inside.

Stephen Gregory will check and confirm the availability and suitability of the BBQs

Stephen Gregory and Peter Hegarty will arrange and purchase the BBQ food and supplies, plus the napkins, plates and cutlery from a local wholesaler.

The Home Manager confirmed that Ecclesholme will provide alternative dietary options in the form of sandwiches and/or cold snacks.

ACTION: All – if you have the necessary food hygiene/preparation qualifications and are available and willing to help out with this on the day please let the Secretary know.

Stalls

Eccles Group (Mike Sincup) will run the “Bottles” Tombola stall

Manchester District (Stan Bibby & The Level Club (Light Blues)) will run the Roulette Table.

Chorley Group (Richard Frazer-Bastable) will run “Play Your Cards Right”

Warrington Group (Leslie Savage) will run the Plants & Flowers stall

South Eastern Group (Rev. Robert Murphy / Mike Tong?) will run the “Roll-a-Penny” stall

Wigan Group (Eric Bailey) will run the “Numbers Board”

Ecclesholme (Beverley Niland) will provide “The Cakes Stall”

ACTION: Chairman to find us a Face Painting Stall

ACTION: Chairman to speak with Stan Bibby and arrange a Punch and Judy stall

The Punch & Judy and Face Painting Stalls need to be confirmed as soon as possible as this provides a good selling point to attract families with younger children to attend the event.

Other

ACTION: Secretary to confirm arrangements for the event to the Principal Guest.

ACTION: All – Please bring Bottles to go into the Tombola Stall and Prize Items to go into the Raffle Prize Hamper at the next Committee Meeting. Thank you.

[Gala Dinner on Saturday 24th October 2020 at Stockport Masonic Hall](#)

Principal Guest is confirmed as RWBro Steven M Blank Provincial Grand Master for Cheshire. Venue is confirmed as Stockport Masonic Guild Hall. Walter Grundy informed the committee that the Hall has a capacity of 150. Donald Roberts and Malcolm Warren suggested this works out quite nicely to 1 table of 10 per Group/District/Area.

Leslie Savage asked for a poster in electronic format that could be used to publicise the event.

Richard Frazer-Bastable asked if the Ladies could have entertainment on the evening such as a singer. Walter Grundy could consider this however any additional costs have the potential to reduce the funds raised on the night.

The Secretary expressed the thanks of the Association to the Province of Cheshire for hosting the event and to Walter Grundy for progressing and organising it.

Malcolm Warren asked who will host the 2021 Gala Dinner. After some discussion and recollection of who has hosted in previous years, the Chairman stated that we would consider it and respond at the next Committee meeting. The event would return to a Friday night.

Donald Roberts suggested Audenshaw (East Lancashire) host the 2021 Gala Dinner.

ACTION: Donald Roberts to check availability of Audenshaw MH for 2021 Gala Dinner dates

Christmas Fair on Sunday 29th November 2020 at Eccles Masonic Hall

ACTION: Walter Grundy to check availability of VWBro David Dyson Deputy Provincial Grand Master of the Province of Cheshire as Principal Guest

ACTION: If David Dyson is available, Secretary to send formal invitation

ACTION: Eric Baily to book Greenalls Brass Band

To receive the Home Manager's report

The Home Manager had nothing further to add to the report given at the AGM (included below)

Since our last meeting we have unfortunately had two deaths here at Ecclesholme, we currently have currently got 3 empty rooms and we have two people on the waiting list hoping to come in soon.

The residents at Ecclesholme had busy Christmas thanks to the kind donations from the friends over the month of December the following activities have taken place.

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|-----------------|--|
| <i>13/12/19</i> | <i>staff did a Christmas pantomime for residents and family of course included drinks and buffet.</i> |
| <i>17/12/19</i> | <i>Christmas cracker show</i> |
| <i>19/12/19</i> | <i>craft workshop</i> |
| <i>20/12/19</i> | <i>Ukulele music session</i> |
| <i>21/12/19</i> | <i>Puss in boots pantomime by theatre group</i> |
| <i>23/12/19</i> | <i>Ecclesholme Christmas party for residents and relative music and quiz buffet and drinks, a most enjoyable evening had by all.</i> |
| <i>24/12/19</i> | <i>Winter wonderland entertainment show.</i> |
| <i>31/12/19</i> | <i>New year's eve party and entertainment.</i> |

The home looked lovely over the Christmas Period with four New fully decorated Christmas tree's

All the residents received lovely Christmas presents.

On behalf of all the residents and staff I would like to thank you all for your support it is greatly appreciated.

We are preparing ourselves for the CQC inspection and currently have the RMBI audit team in the home to ensure we are hitting the standards.

I am pleased to announce that we are looking forward to welcoming Mr Peter Lockett to the team here at Ecclesholme as our New activities coordinator, this position has taken a long time to fill with the right kind of person and we wish Peter well and hope he enjoys working with us.

The Home Manager expressed her thanks to the Association.

To receive the Treasurer's report

The treasurer gave an update on the fund balances as detailed below.

Association of Friends of Ecclesholme Benevolent Fund	
Accounts Status as at 18 January 2020	
Barclays Business Saver Account	£13,411.28 (06 Nov 2019)
Santander Special Purposes Account	£16,356.03 (21 Dec 2019)
Santander Private Reserve Account	£18,505.72 (03 Jun 2019)
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	£48,273.08
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<u>Banking since last bank statement</u>	
07 Nov 2019 (Incl £5k from WLFC)	£ 6,103
18 Nov 2019 Gala Dinner (Widnes)	£ 1,032
18 Nov 2019	£ 633
25 Nov 2019	£ 7
25 Nov 2019	£ 1,766
15 Dec 2019	£ 713
18 Jan 2020	£ 312
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	£10,566
<u>LESS Outgoings since last bank statement</u>	
17 Nov 2019 Residents Amenities Fund	£10,000
17 Nov 2019 Printing	£ 110
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	£10,110
CURRENT ASSETS	£48,729.08
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We have also received a pledge of £4,000.00 from the [Province of] Cheshire Masonic Charity.

To receive the Secretary's Report

The Secretary reminded the Committee of the importance to return their Trust Deed Agreement Forms in order that we conform with the details of the Trust Deed and remain in good order with the Charities Commission.

Any Other Business

Malcolm Warren PROPOSED and Stephen Gregory SECONDED that Eric Bailey be appointed Chairman Elect for 2021. This was PASSED by those present.

Leslie Savage informed the Committee that he would be doing a Sponsored Sky Dive in May 2021 with the proceeds donated to the Association. Les will send further details and Sponsorship Forms and thanked all in anticipation of their support.

Date and time of next meeting(s)

The next meeting will a Committee Meeting starting at 10:00am on Sunday, 31st May 2020 at Ecclesholme, Vicars Street, Eccles, Manchester M30 0DG.

PLEASE NOTE THE EARLY START TIME OF 10:00AM

PLEASE REMEMBER TO BRING A DONATION TO THE BOTTLE TOMBOLA AND PRIZE HAMPER. THANK YOU.

Provisional dates and venues of further meetings and events [subject to confirmation]:

07/06/20 @ 13:00 Summer BBQ [Eccles MH]

24/10/20 @ 19:30 Gala Dinner [Stockport MH]

22/11/20 @ 14:00 Committee Meeting [Ecclesholme]

29/11/20 @ 14:00 Christmas Fair [Eccles MH]

There being no further business the meeting was closed by the Chairman at 15:20.

SignedChairman

Signed..... Secretary

SignedPresident