

# THE MANOR TRUST BEDHAMPTON



**Patron:** General, The Lord Richards of Herstmonceux GCB CBE DSO DL  
**Trustees:** Mike Case FFA FIPA  
David Hindley BSc, C. Eng  
Graeme Loten

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## **Minutes of the 54<sup>th</sup> Annual General Meeting of The Manor Trust, Bedhampton held on Saturday 11<sup>th</sup> September 2021 in the Waterloo Room at 10.30 am.**

In Attendance: David Hindley (Trustee and Chair of AGM), Trustee: Graeme Loten, Vice-President: Richard Pratt, Members of The Manor Trust, Bedhampton. Trust Manager: Paula Humby.

Coffee was served before the meeting from 10.00am.

1. The Chair of the AGM opened the meeting by thanking all for coming.
2. Apologies were received from 11 Members. Mike Case, one of our Trustees apologised but could not attend for health reasons.
3. The motion to accept the 2020 AGM Minutes was approved (proposed by David Hindley and seconded by Chris Miller) with no matters arising.
4. The Trustees Annual report was presented by the Chair, David Hindley. David summarised the charity's objectives, referred to the challenging year that the Covid pandemic had brought to the Trust, gave a financial review for 2020 and paid fulsome tributes to the work of the Trust's staff, volunteers and particularly former Chair, Sue Maclaurin-Pratt who had retired at the end of last year after 38 years with the Trust.  
See Appendix for full report.
5. The motion to accept 2020 accounts was approved (proposed by David Hindley, and seconded by Margaret Stanger) with no matters arising.
6. Resolution to confirm the Directors' appointment of Graeme Loten, as a Director of the charitable company for a period of 3 years (proposed by David Hindley, and seconded by Pat Hindley) was approved unanimously.
7. Resolution to confirm the Directors' appointment of Mike Case, as a Director of the charitable company for a period of 3 years (proposed by David Hindley, and seconded by Graeme Loten) was approved unanimously.
8. Morris Crocker, Chartered Accountants were approved (proposed David Hindley and seconded by Graeme Loten) as the Trust's accountants for a further year.

AOB – Richard Pratt had submitted the following point for discussion:

As one of the Charity's Vice-Presidents and a former Chair of the Governing Committee for several years, I would like to ask the following question: (Richard's question has been summarised below)

"Since January this year, the charity has been managed by only three trustees, which is the minimum number of trustees as required by the Trust's Governing Document which is the legal document that sets out how the trust is to be run and its accountability to the Charity Commission. In the event that, sadly, something should happen to one of the current trustees, this would mean the number of trustees falling below the legal minimum required. Do the Trustees have a plan should these circumstances arise?"

David Hindley responded by saying that Richard had been quite right to raise such an important point.

David Hindley informed those present that both he and Graeme Loten knew people who would be willing to step in to serve as a Trustee if they were needed. The people concerned would prefer to remain anonymous at this stage.

David Hindley read a message from our Patron, Lord Richards conveying his thanks and good wishes. The meeting closed at 11.00am.

#### Appendix



Charity No: 1116034. Registered Company No: 05480101  
The Manor Trust Bedhampton (A company limited by guarantee)  
Registered Office: The Elms, 2 Lower Road, Bedhampton, Hants, PO9 3LH.

## Trustees' Report for the Year Ended 31 December 2020

The Manor Trust, founded in 1967 by Bernard Stanley and Cynthia Hoy is a small local charity operating in the beautiful conservation village of Old Bedhampton in Havant, Hampshire. The origins and the history of the Trust are well documented in the Bedhampton Historical Collection at The Elms. The Trust's Patron is General, The Lord Richards of Herstmonceux.

Our annual report is a little more concise this year due to many of our usual activities and events being disrupted by the impact of Covid-19 and the lockdown in the UK. Nevertheless, the Manor Trust's main responsibility, The Lodge care home, continued operating throughout the pandemic without any case of Covid-19 being reported amongst the residents.

So much has changed in a year and yet the principles underlying our approach as a charitable Trust remain the same.

### The Charity's Objectives:

1. To provide safe and comfortable accommodation in the Trust's properties for the older person and provide quality care for the frail elderly.
2. To preserve, maintain and promote for the benefit of the public, The Trust's Grade II Star Listed building known as The Elms and the Waterloo Room, a Regency Banqueting Hall with Tower.
3. To foster and promote the social and historic ambience of Old Bedhampton.
4. To help and encourage education in the community.

**The Manor Trust Governing Committee** comprised the Trustees, with one Trustee acting as chair, the Trust Manager, and the Lodge Registered Manager. The usual schedule of monthly meetings in the Waterloo Room was disrupted due to Covid-19 and meetings were held remotely or decisions taken by email.

### Principal Activities surround the two properties:

**The Lodge** is the Charity's Residential Care Home, registered to provide care for 14 dependent, and frail older people. The Lodge offers a safe, homely, and friendly environment where residents are encouraged to be as independent as possible. Residents and visitors enjoy the use of the gardens in warmer weather. The Lodge staff team are experienced in providing care and support to those with a range of complex care needs. Digital care plans are created and updated in response to the individual and changing needs of each Resident.



Some refurbishment was carried out to the Home at a cost of £18,000. This included replacing carpets in several residents' rooms and a complete bathroom refurbishment which saw the installation of a new shower and speciality bath.

Maintaining contact with residents' relatives and other care professionals has been especially important during the past year and this was aided by the facilitation of safe visiting procedures according to government guidance. Visits have been accommodated either in the Lodge gardens or in the newly created visitor room.

With help from government grants awarded to maintain infection control within care homes, the office and staff changing room were relocated to enable the creation of a much-needed Covid Safe Residents visiting room.

Throughout 2020 the Lodge management and staff team has shown remarkable commitment in ensuring the safeguarding and wellbeing of residents, often in difficult circumstances. Staff also helped keep Residents entertained by providing many different art and craft workshops and activities during a time when the usual recreational activities and visitors were not permitted.

Staff training and comprehensive in-house policies and procedures in line with Government and Care Quality Commission advice has helped to keep the Home free from Covid-19. The continued support of our donors and well-wishers for the Manor Trust is very much appreciated by the Trust staff and by the trustees. When the PPE Appeal for the Lodge was put on the website, many organisations and individual supporters generously donated not once but twice, allowing the purchase of a good supply of PPE materials long before the subsequent government grants to care homes were received. This saw the Lodge through the most difficult of times when PPE was scarce and expensive.

**The Elms** is over 200 years old and is an important Grade II Star Listed Building. This impressive building is partly residential with 5 residents living within individual apartments. Elm's residents can use the well-stocked library, the gardens and the Waterloo Room and participate in Trust activities and events if they wish.

One of the apartments became vacant during 2020 and benefited from being redecorated and having a bathroom refurbishment before it was re-let. Another apartment had some improvements made to its kitchen. These upgrades have cost in the region of £8,000, and include plumbing, electrics, and fire safety installations. One Elms apartment requires some refurbishment when practical.

### **Volunteers and Supporters**

Sadly, we saw many of our usual activities, room bookings and community events having to be cancelled because of the pandemic, but our volunteers and supporters are willing and eager to return as soon as it is possible to do so.

When we were able to hold some public events in the Waterloo Room at the beginning of last year, the Lunch Club was fully booked each week and the newly launched Elms Community Café attracted both regular and new customers. Both these events are run by our group of dedicated volunteers and provide members of the local and wider community with home cooked food, good company, and conversation. The Waterloo Room was also used by the local U3A history group. The importance of properly maintaining the Elms, utilising the Waterloo Room for community events and more and ensuring its longevity and its fitness for purpose is paramount.



The 2020 AGM was held under special conditions in the Waterloo Room on Wednesday 28<sup>th</sup> October. It was attended by Trustees and the Trust Manager but because of the rules on gatherings was not attended by other members. Instead, members were sent the relevant documents and asked to submit their postal votes prior to the meeting. Members voted to confirm the Directors appointment of trustee David Hindley. The appointment of Morris Crocker as the Trust's accountants was formally noted and a change to the Trust's rules allowed for future AGMs to be held remotely if necessary.

### **Trustees**

Susan Maclaurin-Pratt retired from her roles of Trustee, Chair of the Board and also the Nominated Individual for The Lodge in December 2020. We sincerely thank Sue for her commitment to the charity over 38 years, particularly her dedication to The Lodge.

With Sue's departure the Board of Trustees consisted of three trustees. The articles of association provide for a minimum of three and a maximum of 8 trustees. The trustees are responsible for establishing and monitoring internal control systems within the Trust. They review the major risks which may impact on the operations of the Trust on an ongoing basis and are satisfied that the system of internal controls currently in place is adequate, whilst recognising that it is designed to manage rather than eliminate risk. Internal controls are reviewed on an ongoing basis as part of the day-to-day risk management process within the Trust.

Looking forward, the Manor Trust would benefit from having more people on the Board of Trustees to help it to fulfil its roles.

### **The Charity's Main Income**

The charity's main income comes from the residents' contributions. The Trust's investments, donations, occasional room hire, and fundraising activities also contribute to the overall income.

### **Members, Friends and Volunteers**

The charity has 30 voting members and around 100 supporters some of whom help with fundraising activities when they are able.

### **Bedhampton Historical Collection (BHC)**

The Bedhampton Historical Collection is a significant resource of local history and knowledge. The small history room, full of local artefacts and documents is located within the Elms. The BHC is run by five volunteers who meet weekly to acquire, catalogue and preserve historical artefacts and papers of local interest. The BHC team usually welcomes visitors (by appointment) to the history room and are actively involved in National Heritage Open events. However, BHC activities were severely restricted during 2020.

## **The Charity's Policies and Procedures**

There are many policies and procedures in place encompassing all aspects of health, safety, safeguarding security, privacy, finance, GDPR, employment, and Human rights. Processes are in place for conducting risk assessments and recruitment checks, with all staff and trustees being vetted through the Disclosure and Barring Service.

## **Staff**

The Trust has 1 full time employee - the Registered Manager at the Lodge - and 25 part-time employees fulfilling a range of roles including care, management, catering, and maintenance at the Lodge. Procedures for staff recruitment, induction, retention, and training are in accordance with current legislation. Mandatory training is provided by qualified trainers and health care professionals.

In addition, the Trust employs a part-time Trust Manager and a part-time Administrator/Accountant dealing with the administration of the Manor Trust as a whole.

## **Financial constraints**

Interest rates on cash deposits remain low, but occasional compensation comes from investments. The charity's fundraising activities were seriously disrupted by the lockdown in the UK and provided very little support during 2020. Income at The Lodge was also affected due to having two rooms vacant for majority of the year. However, a 10% increase in contributions for council funded residents provided an additional £4,558 from HCC.

## **Financial Review**

The overall income for 2020 was £558,018, this figure includes £25,896 of Government funding, given to all care homes to help towards Covid-19 infection control. The funds had to spent on very specific cost categories which had to be reported and any unspent funds against those categories have to be returned at the end of the funding period. The Job Retention Scheme helped support the Trust with the topping up of wages whilst care staff were isolating as a precaution (before testing was available) £2,124 was received for this purpose.

The total expenditure for the year was £535,464.

Income from Trust fundraising activities totalled £488 which was £1,600 less than the funds generated in 2019.

The charity gratefully received the sum of £7,500 from Littlestone Properties and £3,150 from Bedhampton Charitable Trust. We were overwhelmed to receive £3,270 from our supporters towards the Lodge PPE appeal.

## **Looking ahead**

The impact of Covid-19 is being deeply felt by all organisations and the people and communities they serve. At the time of writing, it is too early to fully understand the impact of the pandemic and the associated financial, social, and emotional impact it has had, but over the year ahead we will adapt our thinking and priorities in response to changing circumstances. On that basis these are our initial plans for the year ahead.

- To continue to prioritise the health, safety and wellbeing of our residents and staff.
- To seek to maximise income by getting all rooms in The Lodge occupied.
- To maintain financial security by managing resources effectively.
- To undertake essential building maintenance and improvements as required.
- To reach out to prospective trustees and new supporters via marketing platforms and open events as and when allowed.

## Appointment of new Trustees

### The Appointment of a Trustee by PCC

The power of appointing one trustee is conferred on the Parochial Church Council of St Thomas Bedhampton, under a procedure determined by the council. This has been the case for the past 53 years. However, should the PCC not choose to exercise this power, the Charity is able to continue, as long as this does not affect the minimum or maximum number set for Trustees.

### The Appointment of Remaining Trustees

The Charity may by ordinary resolution appoint a person who is willing to act as trustee. This is achieved according to the Memorandum and Articles of the charity with confirmation of both parties in writing. Under 31. (1) of the Memorandum and Articles, the trustees may appoint a person who is willing to act to be a trustee, however, the appointed trustee must retire at the next annual general meeting, unless their appointment is validated by ordinary resolution by Members at the next AGM.

### Procurement of a new Trustee

It is the Manor Trust policy to invite a suitable member of the public, known to the Members or trustees to become a trustee. On occasions we have advertised for trustees via the Trust website and via the Reach volunteer website. All applicants and appointments are subject to satisfactory references and DBS checks.

### Officers of the Trust in 2020

Mrs Susan Maclaurin Pratt	Chair of the Trustee Board, retired December 2020.
Mr Michael Case	Trustee
Mr Graeme Loten	Trustee
Mr David Hindley	Trustee
Mrs Paula Humby	Trust Manager
Mrs Valerie Moller	Finance Administrator

### Contact and Enquiries

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The Lodge Telephone: 02392 452 644

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Lodge Registered Manager: Renate Ditton

[www.manortrust.org.uk](http://www.manortrust.org.uk)

### Declarations

The Manor Trust Bedhampton acknowledges that the trustees are not paid and received no private benefit from the charity and that no trustee or person connected with a trustee received any benefit from contribution or donations given to the charity. In the compiling of this report the trustees confirm that they have had regard to the Charity Commission's guidance on public benefit.

The Manor Trust is not subject to a statutory audit requirement and as such this is a summary of the achievements of the charity during the year in relation to its objectives and the impact on its beneficiaries.

Signed



David Hindley

Trustee/Chair of Board of Directors/Trustees