

# THE MANOR TRUST BEDHAMPTON



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**Patron:** General, The Lord Richards of Herstmonceux GCB CBE DSO DL  
**Trustees:** Susan Maclaurin-Pratt RGN Cert. Ed.  
Mike Case FFA FIPA  
Graeme Loten,  
David Hindley BSc, C. Eng.

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The Trust Manager:	Telephone: 023 9248 4444	Email: <a href="mailto:trust.office@manortrust.org.uk">trust.office@manortrust.org.uk</a>
The Trust Administrator:	Telephone: 023 9248 4444	Email: <a href="mailto:admin2@manortrust.org.uk">admin2@manortrust.org.uk</a>
The Lodge Manager:	Telephone: 023 9245 2644	Email: <a href="mailto:lodge.office@manortrust.org.uk">lodge.office@manortrust.org.uk</a>

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## MINUTES OF

**The 53<sup>rd</sup> AGM of the Manor Trust Bedhampton held  
on October 28<sup>th</sup>, 2020 In the Waterloo Room at 1030**

**This year the AGM will be a trustees' only meeting.**

**Members having been sent relevant documents in order to make  
informed decisions on the business proposals. Sending in their individual  
votes by letter post or by email.**

**Present:** Trustees/Directors: Susan Maclaurin-Pratt (Chair), Michael Case, Graeme Loten  
Trust Manager Paula Humby

**Apologies:** Trustee/Director Nominee David Hindley, who stands down to be elected by the  
Members.

### Introduction

Susan welcomed the few to the 53<sup>rd</sup> AGM and began by delivering greetings from our Patron, Lord Richards, who wished to convey his thanks and extend best wishes to everyone at or through the AGM. He particularly sent his thanks to the care team at The Lodge under Sue and Renate for all they do. He was pleased to read in the Trustees Report that Bernard Stanley is in relatively good shape and extended his good wishes to him.

Susan read a greetings message from our Vice-President Richard,

**"To all Trust Members, Friends, Supporters, Volunteers and Trustees: -**

Greetings, and thank you for being with this charity in mind and spirit as we are not able to physically meet due to Covid-19.

Your continued support for the Manor Trust Bedhampton is vital at this time and it is very much appreciated by the trust staff and by the trustees. I hope that you can stay safe and well in your homes as you read this greeting message.

In recent years it has been my honour and pleasure to take the Chair at the Manor Trust's AGM, but this year it makes sense for the Trustees only to hold the physical meeting to complete the formalities required by the charity's Governing Document. Sue Maclaurin-Pratt will take the Chair.

I feel sure that you will want to join with me in thanking the trustees for what services each has been able to perform since the previous AGM (April 2019), and to join me in wishing the trustees well as they continue to serve the trust through the epidemic and beyond.

Please note that we need two new trustees now to serve, hopefully ideally with actual experience of running a small business and the other with a knowledgeable interest in the elderly. There is more about this on the trust's website where you can see our news, sparse though it may be at this time.

This charity was founded on Christian principles, and our vicar Max Cross would usually open the AGM with a prayer. So, I hope you will be with me when I say to the trustees, "For your AGM, God speed," and then to all, "Peace be with you."

The meeting was addressed by Susan and the transcript is in full, due to Members not being present.

“It is regretful that Members and supporters could not be present today and it is strange to be addressing such a small group of us. However, as we cannot cancel the AGM, we are seeking to change the M&A’s to allow for different scenarios, should the need arise in the future.

I am aware that Members and Supporters usually receive verbal reports at the AGM, and this year written reports had replaced these, and were uploaded to the website for Members to read, these were: The Service Report, The Financial Report, The Fabric Report, and The Fundraising Report. The trustees are grateful to our Vice-President Richard for compiling these and for maintaining the website throughout the year.

Members were sent the relevant documents within 21 days of the meeting, and these reports were: The Trustees Report, The annual Summary of Accounts, this year compiled by Morris Crocker, and the 2019 Minutes together with the Agenda and voting documents. The trustees express their thanks to all those Members returning their votes, and for their questions and comments, which hopefully were answered fully and comprehensively prior to the 2020 AGM.

This is without doubt a grave time for many charities who rely on public donations and who are seeing their income seriously hit by the lockdowns; at the Manor Trust we have been a little more fortunate. When the PPE Appeal for the Lodge was put on the website, many supporters donated not once but twice and organisations such as the Havant Rotary Club, the Church Mission, also generously donated and this was so much appreciated by us all. These private donations were spent entirely on PPE and came long before the subsequent government grants to care homes and saw the Lodge through the most difficult of times, when PPE was scarce and expensive.

Looking forward, the Manor Trust would benefit from having more trustees with diversity of backgrounds and knowledge, that would enhance the qualities of our current board of trustees, and to help us to seamlessly move the Trust forward. Any new trustee will acquaint themselves with the Trust’s governing documents in order that they might understand the Manor Trust’s background, and objectives. In looking to the future, the charity must be clear both in its objectives and securing public support, in equal measures; and we must not be afraid to make changes, not for changes sake, but for the sake of the future.

The really stark contrast this year, will be the absence of the many activities, and events and these activities in 2019, made around £5,000 directly and indirectly by donations;

- a. directly as in the Garden Party, the Xmas Fayre, the Coffee and Books Mornings, the Book Sales, Games Evenings and the four Evening Lectures, arranged by the Secret Bookshop,
- b. indirectly, the Bedhampton Show, Alan Mak’s, Older Person’s Fair, and Heritage Open days, led by our volunteers and are so important in bringing new people to the Trust.

We are only too aware how we rely on volunteers to keep our relationship with the wider community fresh, relevant, and dynamic, and last year saw new people willing to support us: the guided walks through the historic village, ending with coffee in the Waterloo Room; the new Elms Community Café, the 300 people attending the 2019 Heritage Open Day; the involvement of villagers in the acquiring and planting of the Xmas tree in the Elms front garden, had all helped to widen the scope for potential new supporters and volunteers. Together with the evening lighting of the Xmas Tree, following the Annual Xmas Fayre, which was another new and welcome activity, that saw new people engaging with the Trust. However, sadly there has been little opportunity to follow through this year because of the Covid-19 pandemic. So, looking back on 2019 it was an extremely busy year activities wise, and the trustees were sad to hear that Nigel Gossop our Events and Volunteers Co-ordinator was to retire in December 2019. They thank Nigel for his innovative and successful approach to fundraising and thank Wendy too for her support of Nigel and continued support of the Trust.

The trustees thank Chris Miller, Jill Munden, Margaret Stanger, and her helpers at the luncheon club, who also help with Trust activities, BHC volunteers, and many more, including the Bedhampton Volunteers in their various roles, for all their help in 2019. Paula with the help of our volunteers is set to make just as much an impact when we recover from the pandemic. The importance too of properly maintaining the Elms, a Grade II Star Listed Building, in order to utilise the Waterloo Room for these events and more, and we must prepare now, Covid willing of course, for carrying out any necessary internal improvements in order to ensure its longevity and its fitness for purpose.

The Lodge Care Home is a different type of activity and looking to the future again and to my own eventual retirement, someone on the board who understands the care home industry, the health and specialist care required, is still relevant and very necessary.

The approved planning to build 4 rooms on the ground floor and to create a new laundry, sluice room, and Medicines room, had been put on hold and so improvements to the existing Lodge premises are now paramount, until a decision is made on any future building. The Lodge was first registered as a care home in 1982 and needs to become more modern in its structure/fabric, to match the innovative care being given by our staff, with the help of the CQC, Department of Health and Social Care and Hampshire County Council, who all play their part.

The trustees pay tribute to all staff, including the contracted gardeners in both houses, but especially the care staff at the Lodge, who under our Registered Manager Renate, make personal sacrifices, in order to mitigate against bringing the virus to the residents. They give wonderful care, including the supervising of the successful garden visiting, during the summer. Inevitably, this leads to the current situation at the Lodge where we are trying to make a comfortable, yet safe setting for visitors to see residents, during the winter months. However, we could not have made the much-needed changes so readily without the help of the government via Hampshire County Council grants and the good news is that since the beginning of this month, October 2020, the Lodge is able to secure free PPE.

We thank once again all those who gave so generously during the time when it mattered most, and we hope to meet everyone again very soon”.

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The first business matter was to approve the minutes of 2019 AGM:

**A Quorum of 10 is needed for each Resolution.**

1. To approve the Minutes of 2019 AGM Minutes. Proposed and Seconded by the Board.

**The motion was passed, based on the following votes:**

Number of votes cast	29
For the resolution	28
Against the resolution	0
Abstentions	1

No matters arising.

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2. Resolution to accept the Trustees’ Report for 2019, the Annual Accounts and Business Statement, and the Auditors’ Report for the financial year ended 31st December 2019. Proposed and Seconded by the Board.

**The motion was passed, based on the following votes:**

Number of votes cast	30
For the resolution	30
Against the resolution	0
Abstentions	0

3. Resolution to confirm the Directors' appointment of David Hindley as a Director of the charitable company for a period of 3 years. Proposed and Seconded by the Board.

**The motion was passed, based on the following votes:**

Number of votes cast	30
For the resolution	26
Against the resolution	1
Abstentions	3

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4. **Proposed Rule 5 (4) Change to The Articles of Association of The Manor Trust Rules 5 (4) and Rule 55 (3): -**

“To allow General Meetings to be held electronically and/or at more than one physical location.” Proposed and Seconded by the Board.

**The motion was passed, based on the following votes:**

Number of votes cast	30
For the resolution	28
Against the resolution	0
Abstentions	2

Please see Annex A for the wording of this resolution.

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The trustees express their thanks to Morris Crocker for stepping in at the last minute to undertake the Summary of Accounts, due to the sudden retirement of Rory Madden at Arthur Daniels.

**Comments and Questions from Members.**

Member, Margaret Stanger, sought clarification on the meaning of a 'closed meeting', which she felt was not clear in that it didn't appear to exclude Members. Susan replied that perhaps it might have been clearer on the Notice and would bring this to the attention of the trustees at the meeting. Margaret wished to help further if required, and Susan thanked Margaret for her observations, her previous generosity and offer of further help.

The Minutes of this 2020 AGM will be sent to all Members within 21 days of the AGM, and Supporters will also be able to read them on the Manor Trust Bedhampton's website, within the same time scale. [www.manortrust.org.uk](http://www.manortrust.org.uk)

The trustees thank our Patron, Lord Richards, and Vice-President Richard for their encouraging words for this exceptional meeting, held during the pandemic and behind closed doors. Susan thanked her fellow trustees for their support and thanked Paula and Valerie for adjudicating the votes.

There being no further comments or questions the AGM closed at 1100.

Signed by



Susan Maclaurin-Pratt  
Chair.