



THE
WORSHIPFUL COMPANY
OF
ENVIRONMENTAL
CLEANERS

MEETING OF THE TRUSTEES OF THE CHARITY TRUST
held on
Tuesday 26th March 2019
at
Aldermans' Dining Room
Guildhall
MINUTES

1. Those Present:

Past Master Emeritus Michael G O'Connor (Chairman)
Master - PM Mrs Maureen A Marden
Deputy Master - PME John R Broadley
Senior Warden - PME Barrie Torbett
Junior Warden - Gary G Fage
Past Master Emeritus - Paul R Michael
Almoner - Michael AF Bizley
Honorary Freeman - Professor John C Richardson
Treasurer - Michael Stubbs.
Court Assistant – John Shonfeld
Secretary - Matthew Johnson

2. Apologies for Absence:

All present

3. Approval of the minutes of the meeting held on 9th October 2018:

The Minutes were approved and signed.

4. Action Points:

Charitable Bank Signatories:

All signatories now can access Royal Bank of Scotland bank line.

The Xero bank feed still requires the monthly password update. The only person who can do this is the Master. She is still awaiting information on how to do this.

Xero issue – Sharon Prictoe V4th – Mike Stubbs, Mike Fagan, Maureen Marden and V4th to have conference call to resolve this matter on Thursday 28th March 2019 at 11:30 am.

Second Authority for a transaction – The Secretary to visit Child and Co. To go on website and get help. **ACTION: Secretary**

Navy Medal – Master had made contact with the Navy, we are currently waiting for their response.

Budget Sheet – It was agreed that the Budget Sheet should be carried over, Master and Secretary to review and re-circulate. **ACTION: Secretary and Master**

5. Matters Arising from previous minutes:

There were no matters arising

6. Treasurer's Report

The Treasurer had submitted a written report and summarised verbally:

- He stated that the overall budget was accurate. However, individual account codes needed to be tweaked moving forward.
- Gift Aid had been claimed for two previous years in 2018-2019. This will drop in 2019-2020
- Livery Hall Walk – Showing £1500.00 deficit on 2018 Walk. He explained that this was just an accounting process. It will be put into deferred income for 2019.
- Investment income will exceed budget by £2,000.00 by the end of the year. Money is coming in from Brewin Dolphin on a regular basis.
- Total income will be £59,000 including dividends
- Budget £58,000 for 2019-2020 – **ACTION: Treasurer/Secretary**
- Cheque reconciliation will be carried out by Thursday 28th March 2019 by Treasurer and Secretary. **ACTION: Treasurer/Secretary**
- Brewin Dolphin to be invited to meeting on 11th June 2019 – **ACTION: Treasurer/Secretary**
- Charity Stock and Fixed Assets – Proposing to write off nominal amounts of assets that should have been depreciated.
- Medals that are given out as awards – these are given out by the Charity. It is a reduction of stock. Secretary to give the updated list to the Treasurer on Thursday. **ACTION: Secretary**
- Dies for medals that are kept at Jewellers – should have been depreciated or written off. Cost of replacement is for Insurers, not accountants – **ACTION: Treasurer/Secretary.**
- Gift Aid income will arrive in April 2019 HMRC will process it in the next month.

7. Brewin Dolphin Portfolio Valuation Year to Date

The Treasurer reported that the current value was £1,058,911.00 to February 2019.

8. Almoner's Report

ALMONER'S REPORT TO TRUSTEES – 26th MARCH 2019

MEDICAL UP-DATES

PME David Clark – The operation I reported in January was not needed in the end as the antibiotics appear to have resolved the bowel infection. He is still rather weak and at 8.5 stone, needs to begin some weight recovery!

PME Terry King – Reports he is keeping well and expects to attend the Installation of the new Master in April, but without Janet who is still having knee and hip problems.

The Almoner Michael Bizley – Whoopee – Oncologist says I am free of lung cancer with 5 years having passed since completion of chemo and radiotherapy in January 2014. Still continuing with special antibiotics for the bilateral bronchiectasis, and the Nontuberculous Mycobacterium avium. They say my large prostate is benign! Warfarin now stabilized but taking a total of 18 pills per day!

Wendy Broadley – Am following Wendy via her Facebook coverage, which does appear to show her enjoying many activities, and covering her cancer issues with lots of dignity.

Honorary Member Chris Luxton – Feeling he has a little more energy than that I reported in January. The home gym is up and running and he uses it 5 days a week! Christine just had an MRI researching problems with her knee.

If you are aware of any members having any form of medical problems, do let me know so that I can contact them and make them aware that the Livery is thinking of them.

WIDOWS CHRISTMAS CHEQUES

Perhaps the Clerk/Honorary Treasurer can report if all the Widows cheques have been cashed?

APPLICATIONS FOR GRANTS AND DONATIONS FOR YOUR

CONSIDERATION

Manorfield Charitable Foundation – is in fact a primary school in E14 and a Trustee who is a liveryman of the Bowyers Company is seeking financial support to complete its capital projects, one of which is a nursery for pre-school children. Also, would like it to be the centre of a rather deprived local community educating parents as well as children. When I was Clerk it was frowned upon within the Fellowship for liverymen and other Livery Companies promoting their charitable needs to the livery generally!

On that basis I would not recommend support, and in any case, there is no mention of how much they are looking for, but this Trustee would like to come and talk to our committee!

Maggie's at St Bartholomew's Hospital – they provide practical, emotional and social support to people with cancer and their loved ones. It opened in December 2017 and has quickly become one of the busiest Maggie's Centres with around 80 visits each day. Most of the visitors are from the City of London and 7 London borough that refer patients to St Barts. It is a charity entirely funded by donors and gifts in wills, and there are many such centres at hospitals around the country, I came across one at Addenbrooks, Cambridge, when I was being treated for cancer. They receive no NHS nor government funding! The local fund raiser at St Barts is new, and her email says she is looking for information about our grant making and any advice we can provide on fundraising from livery companies generally and the local community.

She has offered us a visit to their Centre to view the work they do. Is this something you would wish to take up?

Medway Queen Preservation Society – they are restoring one of the Dunkirk 'Little' Ships', the paddle steamer Medway Queen "Heroine of Dunkirk". This ship allegedly saved over 7,000 lives in 1940 doing 7 trips to Dunkirk and back. They have received a lottery grant of 1.8 million, which was used to build a new hull, along with 2 billion Euro grant, which has been used on the continuing restoration of the machinery. However, they need more to continue the work on the electrics, decking and new bulkheads inside the vessel. It is currently open to the public every Saturday at Gillingham Pier. They would be happy to come and speak about the project, and maybe might make an after-lunch speaker if the new Master is looking for something different?

No specific amount of donation mentioned, just looking for a grant? If they speak at Lunch, then a reasonable cheque might be presented? Otherwise another charity looking for support from our charity!

Mercy Ships – a letter of thanks for receipt of our 250 GBP grant. They include a newsletter to update us on their continuing work.

Step Together – looking for our support with a donation of 1,000 GBP! Their work is with the socially excluded. One in four of the clients they work with are young people who are leaving care, young carers, those at risk of homelessness, young offenders, teenage parents, or have experienced domestic violence or abuse. The remainder are adults who face significant challenges as a result of critical injury or trauma or leaving the criminal justice system. They appear to be a Bristol based charity with some coverage nationally.

This is a similar application to many others we see through the years, and you have been reluctant to make any grants in those cases. Is this the same outcome?

Bunce Back – please check my report at length about this charity in October last year. This is about training and education and finding suitable work experiences and jobs for people in custody to reduce re-offending. Have received a newsletter which seeks continuing financial support!

You did not support it in October 2018 so imagine your thoughts will not have changed?

St Paul's Cathedral – we did have a lot of email traffic recently on the subject of further support for the proposed improvements to the Cathedral's North Transept entrance for disabled people – an equal access project. They appealed back in January 2017 and we responded with a grant of 500 GBP. However, the project is only just getting under way and they are seeking further financial support, with an urgent appeal for such further grants to be made prior to the publication of the next UGS 'service programme'. Our chairman decided at the time that we would not donate, but it was felt that this was a matter better discussed at our next meeting.

Michael Bizley, Almoner, having submitted the above written report, now gave a brief review:

- **Maggies hospitalised at St Bartholemew's**

It was agreed that John Richardson should visit and report back to The Trustees. The Almoner to provide details so that a visit can be arranged.

- **Medway Queen**

The Almoner to send details to Barrie Torbett (BT) who may invite a speaker to an event. Almoner to report at next Meeting whether BT has decided to invite a speaker and agree a donation.

- **Step Together**

Barrie Torbett (BT) has arranged a meeting with the Sheriff and Records' Fund. This Fund assists in the rehabilitation of offenders. BT wants The Charity Trustees to retain the ability to support similar initiatives that are already active in the City.

- **St Paul's Cathedral**

It was agreed that no donation would be made to this project at this time. Previously, the contributions fell very short of the target and the Livery did not contribute a great deal of money.

- **Remembrance Trust**

John Richardson (JR) recommended that the Charity Trustees should not contribute to this Charity until it is more established – possibly in two to three years' time.

JR to send a new list of his financial interests to the Secretary.

- **Orpheus Trust**

Musical Charity. Master has attended. John Richardson to visit before the next meeting and report back at the next meeting.

- **Solomon William Snell**

Cleaner in extreme hardship The Trustees decided not to assist.

- **SE London Cadets**

Exchange to Hong Kong and Italy for Cadets. Requested that the Charity Trustees assist with costs. Hong Kong air fare is £950.00. A Cadet from 75 Detachment. Master has contributed personally already towards the trip to Italy. The hope is that The Trustees will approve a contribution towards the Hong Kong trip. It was decided to donate £400.00 towards the Hong Kong trip. **ACTION: Master/Secretary.**

9. Budget Forecast 2019-20

The Budget Forecast 2019-20 document had been circulated. It was presented for Final Agreement. The Budget was agreed.

10. Reserves Policy Update

The Reserves Policy had been updated and was presented to The Trustees. It was agreed.

11. Signatories for the Charity Account

All bank related matters had been resolved and correct signatories in place.

12. Any Other Business Permitted by the Chairman

- **John Shonfeld** – conflict of interest form is required to be completed. **ACTION: Secretary to email all Trustees to get updated details on these forms.**
- **Red Cross** – Master and Deputy Master to attend Red Cross on London Bridge on 11th May 2019.
- **Jack Broadley** – It was noted that this meeting would be the last Jack Broadly would attend as a Trustee. The Chairman thanked him for his work and commitment.
- **Principle** -. Barrie Torbett reported that Principle hoped to raise, £30,000 in support of disadvantaged children. It was confirmed that no written request had been received by the Trustees

The Meeting closed at 12:34

13. Date of Next Meeting

The date of the next meeting is 11th June 2019 at 10:30 am Armourers' Hall. Brewin Dolphin will be attend and present at 11:15 am

The Meeting will be followed by a light lunch at 12:30 for Charity Trustees and the Finance and General Purposes Committee members.