

The Worshipful Society of Apothecaries of London
Livery Committee

Minutes of the Annual General Meeting held at
Apothecaries' Hall at 17.00 on Monday 6 December 2021

Present:

Jane Carey-Harris (Chairman), Alan Collett (Honorary Treasurer), Deborah Malins (Honorary Secretary), The Master, The Clerk and 23 members of the Court of Assistants and of the Livery.

1. Apologies for absence

Apologies for absence were received from Omar Khan, Mark Fox, Peter Mace and Liz Bevan.

2. Minutes of the Annual General Meeting held on 3 December 2020

The Minutes, having been previously circulated, were agreed and signed by the Chairman.

3. Matters arising

There were no matters arising.

4. Nominations and Voting for membership of the Livery Committee

The Chairman reported that over the course of the year, one new Liveryman, Prof Joanne Martin, and a new Yeoman member, Dr Kieran McHugh, had been co-opted onto the Committee. A further two Liverymen, Mr Mark Davis and Dr Lee Winter, and one Yeoman, Wg Cdr Martin Waldron, were joining to fill the remaining spaces available so no ballot was required.

5. Chairman's Report

Col Jane Carey-Harris reported as follows:

“Having held last year's AGM on Zoom I am pleased that we are actually meeting in the Hall this year. That said, if anyone had told me last year that some Covid restrictions would still be in place I would have found it hard to believe. We are fortunate to have a Covid guidance protocol in place at The Hall and have a membership well aware of the issues this pandemic is causing. So please feel free to wear a mask as we wish everyone to feel safe and comfortable.

The Livery Committee had worked hard to arrange a really interesting programme of events for 2021 however the first few months entailed the organisers spending time postponing or cancelling some interesting trips. It is to their credit that they all did this without complaining.

Some committee members such as Emma Dalton and Eithne MacMahon have continued to be busy in the NHS, others busy with charity work, including Dilip Joshi and Sean Kibbey, some were shielding and some busy caring for elderly relatives. I am very grateful to my committee colleagues who have adapted so well and continued to arrange alternative events for us.

During the year the Livery Committee has put on twelve events including one multi-day trip and our annual lunch. An account of each event can be found in Apothecary. Please do continue to read our section in the monthly e-newsletters and look at the website as we have some interesting trips planned for next year.

We have held eight Zoom events since the last AGM:

- Burns Night celebration led by Mike Gibson, a former member of the Livery Committee and coordinated by Peter Mace.
- Talk on Sir Edward Elgar given by John Harcup.
- Two City walks, given by Antony Robbins, former Museum of London communications director.
- A tour of Vintners' Hall, led by one of their Liverymen and coordinated by Chairman Elect John Schofield. This was followed by lunch delivered to our homes.
- The David Parr House, Cambridge organised by our Honorary Treasurer, Alan Collett.
- Wine and cheese tasting provided by Nutbourne Vineyards and coordinated by Peter Mace. The Managing Director, Peter Gladwin, leads Party Ingredients, caterers to the Hall.
- A luncheon for present and past members of the Committee and guests.

As restrictions eased face to face events were able to go ahead. These included:

- A three-day trip to Chester, initially planned for 2020. This was organised by Catherine Sarraf and included input from a fellow Liveryman, James Thomson.
- A day trip to Elmley Nature Reserve organised by Mark Fox, who joined the Committee last year.
- A face-to-face City walk led by Antony Robbins followed by afternoon tea, organised by Kieran McHugh, a new Yeoman representative.
- A talk by Don Jordan and dinner at the RSM, organised by Eithne McMahon (Don's wife).

I would like to thank all the Committee members who organised events during the year. Mention should also be made of Chris Khoo who organises the overseas trips and Eithne McMahon who planned on taking us to the Wexford Opera Festival. These have been planned and postponed a number of times. Let's hope that Covid restrictions ease in 2022 and allow these long-awaited trips to go ahead.

The members of the Livery Committee put in a huge amount of work during their tenure on behalf of the Society and I particularly wish to mention the work of two individuals, namely Alan Collett, our Treasurer who has maintained the accounts to a high standard ever since, and to Debbie Malins, our Livery Committee Honorary Secretary.

Sadly, we are saying farewell to some other committee members today: our Immediate Past Chairman, Mike Spencer, Joy Main and John Harcup. They have given sterling support to the Committee over the years.

Mike has stayed on the committee for two additional years in order to see the Parlour Stained Glass Window project through to fruition. Many thanks, Mike, for coordinating this lasting legacy which so enhances The Parlour.

As previously noted, we were contacted by five Apothecaries who were interested in joining the Committee. With vacancies occurring we are able to welcome them without the need for voting: Welcome Joanne Martin, Kieran McHugh, Lee Winter, Mark Davis and Martin Waldron.

We should all be grateful for the dedication of these committee members for the work they undertake to provide an interesting social programme for our fellow Apothecaries. Thank you all.”

There were no questions to the report.

6. Honorary Treasurer’s Report

The Honorary Treasurer reported as follows:

“The Livery Committee bank account with HSBC balances on 31 October 2021 was £23,072.84.

This sum however includes:

- The Livery Committee has now paid for its two stained glass windows in the Parlour and the deposit of £2700 for the Gilded signage. There remains a further final payment of £2700 to be paid for the completed Gilded signage. The Society has donated £900 towards the cost of the gilded wooden panels.
- This also includes £9,370 advanced receipts for future events plus completed events still to be paid for.

Stock (at 22 December 2021):

Engraved whiskey glasses (£10.50 + P&P)	57
Engraved wine glasses (£15.00 + P&P)	68
Silk Scarves (£30 + P&P)	47
Gold Rhino lapel pin (£45 + P&P)	10
Livery Committee Ties (£30 + P&P)	44
Livery Committee Bow Ties (£25 + P&P)	51

There has been a steady trickle of sales of our merchandise with happy and satisfied customers.

I am enjoying being the Treasurer for the Livery Committee, an office I have held for six years; at least I was until 17 November 2021 when I discovered that its HSBC account had been the subject of a scam and £21 had been taken by Direct Debit by “Bauer Consumer Med”, a publishing house that if you google you will see MANY comments about its scamming activities. On that day I spent over an hour not getting through. A further two hours plus on the following day and I succeeded in registering the fact that I was in Direct Debit Dispute with the bank. The £21 was refunded on 23 November and a memo placed on the account to contact me before any further are Direct Debits allowed.

I am aware that HSBC has brought in new bank charges which are likely to impact on the Livery Committee account but I have not studied these as yet.

I am presenting the signed accounts for the years ending 31st October 2020 and 2021, examined/reviewed by John Myers. I wish to register here my thanks to him for helping me prepare and present these examined these accounts to you. For the Table of Receipts and Payments see Appendix 1, for the signed Balance Sheets, see Appendix 2, and for the Financial Report for individual events as at the end of the financial year, 31 October 2021, see Appendix 3.

The Chairman noted that the Committee were giving John Myers two engraved glasses as a ‘thank you’ for his work on the accounts. She thanked the Treasurer for agreeing to extend his tenure as no other volunteers had come forward.

Dr Derek Adams proposed that the accounts be accepted, seconded by Dr Peter Tooley.

7. Results of ballot for new members

No ballot was required.

8. A word from The Master

The Master expressed her sincere thanks to the Chairman and her Committee stating that their activities were much appreciated. She noted that images of some of the new Parlour stained glass windows were being used on recent Society menu cards.

9. Other business

There was no other business. The meeting ended at 17.28 hrs.

10. Date of next Annual General Meeting

Monday 5 December 2022.

..... December 2022

Chairman

Col Jane Carey-Harris

APPENDIX 1

Worshipful Society of Apothecaries									
Livery Committee									
Receipts and Payments Account for the year 1 November 2020 to 31 October 2021									
	Receipts			Payments					
Narrative	£	£	£	Narrative	£	£	£	£	£
Stained Glass Windows	1025.00			Stained panes of glass		4293.00			
Engraved whiskey/water glasses	134.26			Engraved whiskey/water glasses		14.93			
Engraved Michelangelo design wine glasses	34.00			Wine Tasting November		64.18			
Livery Committee bow ties	25.00			Wine Tasting December		80.00			
Miscellaneous	75.00			After the Fire		185.00			
Wine Tasting November	25.00			Vintners followed by Noble Dinner		1,565.00			
After the Fire	570.00			David Parr House		330.00			
Vintners followed by Noble Dinner	1,910.00			English Wines		1,870.00			
David Parr House	345.00			Capital of Chaos		185.00			
English Wines	1,870.00			Livery Committee lunch (Present & Past Members and Partners)		1,080.00			
Capital of Chaos	200.00			Miscellaneous		45.00			
Livery Committee lunch (Present & Past Members and Partners)	1,170.00			Visit to Chester		2,805.00			
Visit to Chester	3,660.00			Livery Committee Supper 19th July 2021		1306.30			
Zoom Lecture on Elgar	245.00			Livery Committee Supper 16th September 2021		589.89			
Livery Committee Supper 19th July 2021	1350.00			Mr Londoner Secret City		232.00			
Livery Committee Supper 16th September 2021	630.00			Emley Nature Reserve -Isle of Sheppey		1,100.00			
Emley Nature Reserve -Isle of Sheppey 27.09.21	1,440.00			Carol Service & Supper		100.00			
Mr Londoner Secret City 30.10.21	450.00			Secretarial Expenses		39.90			
Kings Bed -talk and dinner 18.11.21	1,380.00								
Carol Service Supper	3,025.00								
Chelsea Physic Garden & Lunch 8th June 2022	128.00								
			19,691.26	Surplus of receipts over payments for year				15,885.20	
								3,806.06	
			19,691.26					19,691.26	

APPENDIX 2

Bank reconciliation as at 31st October 2021

	£	£
Balance as at 1st November 2020	19266.78	
Surplus of receipts over payments for the year ending 31st October 2021	3806.06	
Balance as at 31st October 2021		23072.84
Notes		
1 Stained Glass		
Set aside for Stained Glass expenses brought forward	6450.00	
Donations received	1025.00	
Expenditure	7475.00	
Set aside carried forward	4293.00	3182.00
2 Payments outstanding for events already taken place		1550.50
3 Payments received in advance for events		30.00
4 Payments made in advance for events		4608.00

A. Collett
Hon. Treasurer

Independent Examiner's Statement

I confirm that I have examined the receipts and payments account for the year ending 31st October 2021 and have agreed the current bank account balance as at 31st October 2021



Mr John Myers
Dated


Bank Reconciliation as at 31st October 2020

	£	£
Balance as at 1st November 2019	24750.43	
Excess of payments over receipts for the year ending 31st October 2020	-5483.65	
Balance as at 31st October 2020		19266.78
Notes		
1 Stained Glass Windows		
Set aside for Stained Glass expenses brought forward	2000	
Additional set aside during year	5000	
Less expenditure during year	7000	
Set aside balance carried forward	550	6450
2 Payments received in advance for events		0
3 Payments made in advance for events		0

A. Collett
Hon. Treasurer

Independent Examiner's Statement

I confirm that I have examined the receipts and payments account for the year ending 31st October 2020 and have agreed the current bank account balance as at 31st October 2020



Mr John Myers
Dated

APPENDIX 3

Worshipful Society of Apothecaries, Livery Committee									
Financial report									
for the year 1st November 2020 - 31st October 2021									
Event	Date	Organiser	Income in accounting year	Expenditure in accounting year	Surplus in accounting year	Total event income	Total event expenditure	True Event Surplus	
Stained panes of glass (Livery Committee expenses)	2020.03.04	Livery Committee	1025.00	4295.00	-3,268.00	1025.00	4843.00	-3818.00	
Gold pins	2015.12.30	Livery Committee	0.00	0.00	0.00	138.55	1600.50	-1461.95	
Engraved wine glasses	2019.08.10	Livery Committee	34.00	0.00	34.00	75.00	1358.40	-1283.40	
Engraved whiskey glasses	2017.04.26	Livery Committee	134.26	14.93	119.33	718.50	968.37	-249.87	
Scarves	2016.11.17	Livery Committee	0.00	0.00	0.00	30.00	1483.74	-1453.74	
Livery Committee ties		Livery Committee	0.00	0.00	0.00	60.00	0.00	60.00	
Livery Committee bow ties		Livery Committee	25.00	0.00	25.00	50.00	0.00	50.00	
Visit to Venice	2019.01.07	Celia Palmer & Joy Main	0.00	0.00	0.00	19120.00	17123.14	1996.86	
Leith Hill Place	2020.05.14	Debbie Malins	0.00	0.00	0.00	735.00	595.00	140.00	
Wine Tasting	2020.11.03	John Schofield	25.00	64.18	-39.18	25.00	64.18	-39.18	
Wine Tasting	2020.12.03	John Schofield	0.00	80.00	-80.00	0.00	80.00	-80.00	
Christmas Celebration	2020.12.07	Liz Bevan	0.00	0.00	0.00	0.00	0.00	0.00	
Burns Night	2021.01.25	Peter Mace	0.00	0.00	0.00	0.00	0.00	0.00	
After the Fire	2020.02.20	Jane Carey Harris	570.00	185.00	385.00	570.00	185.00	385.00	
Visit to Vinter's Hall	2021.02.25	John Schofield	1,910.00	1,565.00	345.00	1,910.00	1,565.00	345.00	
David Parr House	2021.03.02	Alan Collett	345.00	330.00	15.00	345.00	330.00	15.00	
English Wines	2021.04.08	Peter Mace	1,870.00	1,870.00	0.00	1,870.00	1,870.00	0.00	
Capital of Chaos	2021.04.16	Dilip Joshi	200.00	185.00	15.00	200.00	185.00	15.00	
Livery Committee Lunch	2021.04.26	Debbie Malins	1,170.00	1,080.00	90.00	1,170.00	1,080.00	90.00	
Chester	2021.06	Catherine Sharraf	3,660.00	2,805.00	855.00	3,660.00	2,805.00	855.00	
Zoom Lecture on Elgar	2021.07.01	John Harcup	245.00	0.00	245.00	245.00	0.00	245.00	
Livery Committee Supper	2021.07.19	Debbie Malins	1,350.00	1,306.30	43.70	1,350.00	1,306.30	43.70	
Livery Committee Supper	2021.09.16	Debbie Malins	630.00	589.89	40.11	630.00	589.89	40.11	
Emley Nature Reserve - Isle of Sheppey	2021.09.27	Mark Fox	1,440.00	1,100.00	340.00	1,440.00	1,100.00	340.00	
Mr Londoner Secret City	2021.10.30	Kieran McHugh	450.00	232.00	218.00	450.00	232.00	218.00	
Shoes through the ages	2021.11.17	Vanessa Jenkins	0.00	0.00	0.00	0.00	0.00	0.00	
Kings Bed	2021.11.18	Eithne MacMahon	1,380.00	0.00	1,380.00	1,380.00	0.00	1,380.00	
Carol Service Supper	2021.12.06	Liz Bevan	3,025.00	100.00	2,925.00	3,025.00	100.00	2,925.00	
Chelsea Physic Garden & Lunch	2022.06.08	Elizabeth Stearns	128.00	0.00	128.00	128.00	0.00	128.00	
Visit to Margate	2022.06.22	Omar Khan	0.00	0.00	0.00	0.00	0.00	0.00	
Miscellaneous	2020-21		75.00	45.00	30.00	75.00	45.00	30.00	
Secretarial Expenses	2020-21	Secretary	0.00	39.90	-39.90	0.00	39.90	-39.90	
		Totals =	19691.26	15885.20	3,806.06				
				Bank Account					
STOCK at 30th October 2020									
Engraved Whiskey Glasses	71								
Engraved Wine Glasses	78				Balance brought forward from 1st November 2020			19266.78	
Silk Scarves	48				Plus payments received since 31st October 2020			19691.26	
Gold Rhino lapel pins	10				Sub total =			38958.04	
LC Ties	44				Less payments made since 31.10.20			15885.20	
LC Bow Ties	52				NB Ring Fenced funds £2300				
					Money in bank account =			23072.84	

Events organized by the Livery Committee during 2021

20 February	Virtual London walk 'After the Fire'	J. Carey-Harris
25 February	Virtual visit to Vintners' Hall	J. Schofield
14 – 17 June	Visit to Chester and Cathedral	C. Sarraf
1 July	Zoom lecture: Sir Edward Elgar – a Medical Enigma	J. Harcup
27 September	Elmley Nature Reserve, Isle of Sheppey	M. Fox
30 October	Mr Londoner's Secret City walking tour	K. McHugh
18 November	The King's Bed – talk by Don Jordan	E. MacMahon
6 December	Carol Service	E. Bevan

Livery Committee Events for 2022 which have probable dates

12 January	Zoom lecture: Putting your foot in it	V. Jenkins
20 – 21 January	Arts Tour in Yorkshire	E. MacMahon
9 – 14 May	Visit to Friuli Venezia Giulia	C. Khoo
16 May	Leonardslee gardens & afternoon tea	D. Malins
8 June	Visit to Chelsea Physic garden	E. Stearns
24 June	Visit to Margate	O. Khan
6 July	The Fountain Club – Barts Blitz Tour	D. Joshi
September – October	Visit to Armenia	C. Khoo
7 December	Carol Service and Supper	K. McHugh