

The Worshipful Society of Apothecaries of London
Livery Committee

Minutes of the Annual General Meeting held at
Apothecaries' Hall at 17.00 on Monday 5 December 2022

Present:

Jane Carey-Harris (Chairman), John Schofield (Chairman Elect), Alan Collett (Honorary Treasurer), Deborah Malins (Honorary Secretary), The Master, The Clerk and 21 members of the Court of Assistants and of the Livery.

The Chairman welcomed and thanked all for attending stating that she was delighted to be able to give her last report as Chairman of the Livery Committee in person.

She noted that, over the past year, the committee has lost four of its present and past members. All present stood for a Minute's Silence in memory of Mark Davis, Ibby Ibrahim, Wanda Jay and Chris Khoo. Particular mention was made of Chris who was instrumental in establishing the Livery Committee International Travelling Club, an informal group of Apothecaries who enjoy annual overseas trips. Simon Bailey, Chairman of the Charity Committee who used to work with Chris on the organisation of the trips, has kindly rejoined the Livery Committee and will ensure that future trips are planned, in conjunction with Millennium Tours.

1. Apologies for absence

Apologies for absence were received from Liz Bevan, Emma Dalton, Mark Fox, Elizabeth Harper, Susan Horsewood-Lee, Joanne Martin and Nicky Whately.

2. Minutes of the Annual General Meeting held on 6 December 2021

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

As noted above by the Chairman, Liveryman Dr Simon Bailey was co-opted onto the Committee in September. A further Liveryman, Mrs Susan Linnett (Lowe), and a Yeoman, Dr Sara 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:

Our committee members come from a variety of backgrounds, some still working in the NHS and others retired. Whatever their personal circumstances, I am very grateful to all my committee colleagues who continue to work tirelessly to arrange events for all Apothecaries, families and friends.

The Livery Committee continue to invite bereaved spouses and partners to our outings and annual lunch. We were delighted to welcome Jennifer Fowler, widow of Keith Fowler, a former committee member, on a recent trip and I know that she is joining us this evening for the Carol Service and supper.

During the year the Livery Committee has put on fourteen events including two overseas trips and our annual lunch. An account of each event may be found in *Apothecary* and they are listed at the end of these Minutes. 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.

Some of these trips break even financially, some make a small surplus and others the occasional small loss. I am delighted to announce that the Livery Committee are today able to make a donation to The Master's Charity of £6,000. Master, please accept this cheque on our behalf. Our donation would have been greater however we have, as many of you will be aware, made a considerable donation to the cost of the Parlour stained-glass windows and lighting.

I am also delighted to let you know that Millennium Tours have kindly donated £1,000 to the charity. A generous gesture by Tony Giambruno and his team

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 thank those who have arranged trips this year. Also, to Kieran McHugh who has coordinated this evening's Carol Service and supper.

Special mention must be made to the work of two individuals namely Alan Collett, our Treasurer, who has maintained the accounts to a high standard since he took on this role, and to Debbie Malins, our Livery Committee Honorary Secretary.

During the year we lost one Committee member in happy circumstances. It was a pleasure that Lee Winter approached us about joining the Committee and we were looking forward to having a working GP in our midst. Lee then applied to join The Court and was successful so he has stood down from the Livery Committee. The Court's gain is certainly our loss.

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.

There were no questions to the report.

6. A word from The Master

The Master expressed his sincere thanks to the Chairman and her Committee for the donation and for their activities over the year.

7. Honorary Treasurer's Report

The Honorary Treasurer reported as follows:

The Livery Committee bank account with HSBC balances on 31 Oct 2022 (Branch 40:46:08 number 92018829)	£28,118.73
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This sum, however, includes

- £11,093 advanced receipts for future events plus completed events still to be paid for.
- £275.70 for outstanding payments not yet made for past events.
- £210 held in account for members future use - mostly now resolved.

The Livery Committee, in its wisdom, has decided that it should keep a reserve of £10,000. With this, and the other sums listed above considered, our Chairman Col Jane Carey-Harris has been able to present the cheque for £6,000 to the Master for the Master's Fund.

Stock (at 3 Dec 2022):

Engraved whiskey glasses (£10.50 + P&P)	53
Engraved wine glasses (£15.00 + P&P)	66
Silk Scarves (£30 + P&P)	47
Gold Rhino lapel pin (£45 + P&P)	9
Livery Committee Ties (£30 + P&P)	43
Livery Committee Bow Ties (£25 + P&P)	51

I am happy to take orders today, maybe Christmas presents!

The Livery Committee has now completed its financial commitment to the Stained-Glass Windows project at a cost of £6,993, including donations of £1,025. Its financial contribution was for two windows and the gilded signage.

I continue to enjoy being the Treasurer for the Livery Committee, an office I have held for seven years. The bank charges were £75.40 for the year, a cheaper method of banking has not been sought, maybe the next treasurer??

The accounts presented here are for the year ending 31st October 2022. They have been examined/reviewed again by John Myers, a member of my sailing club who taught accountancy at Leeds. I wish to register here my thanks to him for helping me prepare and present these accounts to you. I am happy to take any questions.

Dr Roy Palmer proposed that the accounts be accepted, seconded by Dr Mike Spencer. This was accepted unanimously.

6.1. Appointment of an independent examiner for the accounts to 31 October 2023

John Myers has examined the Livery Committee accounts for the past several years and the Treasurer recommended that he be approved to continue in the role.

Proposed by Dr Julia Neild, seconded by Dr Peter Tooley, passed unanimously.

8. Results of ballot for new members

No ballot was required.

9. Handover to Chairman Elect (Prof John Schofield)

At this point the Chairman, Jane Carey-Harris, said that with great pleasure she was formally handing the Chair over to John Schofield and with it, the Badge of office. Jane wished him well during his tenure and looked forward to supporting him over the next year.

10. Other business

There was no other business. The meeting ended at 17.29 hrs.

11. Date of next Annual General Meeting

Monday 4 December 2023.

..... December 2023

Chairman

Prof John Schofield

APPENDIX 1

Worshipful Society of Apothecaries Livery Committee

Receipts and Payments Account for the year 1 November 2021 to 31 October 2022

Receipts		Payments			
Narrative	£	Narrative	£	£	£
Stained Glass Windows	0.00	Stained panes of glass		2700.00	
LC Gold Rhino Pin	45.00	Engraved whiskey/water glasses		0.00	
Engraved whiskey/water glasses	84.00	Livery Committee Supper 16.09.21		118.94	
Engraved Michelangelo design wine glasses	150.00	Mr Londoner Secret City 30.10.21		232.00	
Livery Committee ties and bow ties	30.00	Kings Bed -talk and dinner 18.11.21		1,550.50	
Mr Londoner Secret City 30.10.21	60.00	Carol Service & Supper		6,116.10	
Kings Bed -talk and dinner 18.11.21	0.00	Shoes through the ages		0.00	
Carol Service Supper	3,625.00	Visit to Leeds "monster"		425.00	
Shoes through the ages	80.00	Livery Committee Dinner Feb 2022		1,592.34	
Livery Committee Dinner Feb 2022	1830.00	Visit to Margate 24th June 2022		617.00	
Kings Bed II 24th Feb 2022	1675.00	Kings Bed II 24th Feb 2022		1648.00	
Visit to Leeds "monster"	425.00	Atmospheric Day 6th April 2022		1808.01	
Atmospheric Day 6th April 2022	1817.00	Livery Committee Lunch April 2022		2,277.12	
Livery Committee Lunch April 2022	2,590.00	Leonardslee Gardens. 16th May 2022		993.00	
Leonardslee Gardens. 16th May 2022	1,040.00	Chelsea Physic Garden & Lunch 8th June 2022		1,480.00	
Chelsea Physic Garden & Lunch 8th June 2022	1,440.00	Childrens Trust 15th June 2022		647.55	
Visit to Margate	825.00	Blitz Walk 6th July 2022		450.73	
Childrens Trust 15th June 2022	540.00	Livery Committee Supper July 2022		670.00	
Livery Committee Supper July 2022	695.00	Livery Committee Dinner 15th Sept 2022		1,493.80	
Blitz Walk 6th July 2022	560.00	Aviation Medicine 5th Oct 2022		427.46	
Livery Committee Dinner 15th Sept 2022	1260.00	Freemasons Hall 19th Nov 2022		0.00	
Aviation Medicine 5th Oct 2022	525.00	Carol Service Supper		265.00	
Freemasons Hall 19th Nov 2022	2,090.00	Mindful Drinking (Low & No Alcoholic Drinks)		0.00	
Carol Service Supper	4485.00	Burns Night 24.01.23		0.00	
Mindful Drinking (Low & No Alcoholic Drinks)	333.00	Visit to Gunmakers Hall		0.00	
Burns Night 24.01.23	2475.00	Postage and Packing		13.63	
Visit to Gunmakers Hall	1,710.00	Miscellaneous		183.99	
Postage & Packing	16.45	Secretarial Expenses		29.99	
Miscellaneous	456.00	Bank Charges		75.40	
	30,861.45				
		Surplus of receipts over payments for year		25,815.56	
				5,045.89	
				<u>30,861.45</u>	

APPENDIX 2

Bank Reconciliation as at 31st October 2022

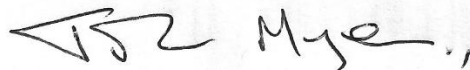
	£	£
Balance as at 1st November 2021	23072.84	
Surplus of receipts over payments for the year ending 31st October 2022	5045.89	
Balance as at 31st October 2022		28118.73
Additional notes on financial accounts		
Stained Glass		
Set aside for Stained Glass expenses brought forward	3182.00	
Final expenditure on Stained Glass and Hand gilded sign writing to six wooden panels	2700.00	
Stained Glass and wood panel project now completed. Total expenditure £6993. Donations received £1025, leaving £5968 funded by the Livery Committee		
Finances outstanding		
Final expenditure on Stained Glass and Hand gilded sign writing to six wooden panels		
Payments not yet made relating to events in 2021/22	275.70	
Members money held in account for future use	210.00	
Monies received in in 2021/22 in advance for events taking place in 2022/23	11093.00	

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 2022 and have agreed the current bank account balance as at 31st October 2022



Mr John Myers

Dated 14th NOVEMBER 2022

APPENDIX 3

Worshipful Society of Apothecaries, Livery Committee									
Financial report									
for the year 1st November 2021 - 31st October 2022									
Event	Date	Organiser	Income in accounting year	Expenditure in accounting year	Surplus in accounting year	Event completed	Total event income	Total event expenditure	True Event Surplus
Stained panes of glass (Livery Committee expenses)		Livery Committee	0.00	2700.00	-2,700.00		0.00	6993.00	-6993.00
Gold pins		Livery Committee	45.00	0.00	45.00		270.00	1600.50	-1330.50
Engraved wine glasses		Livery Committee	150.00	0.00	150.00		199.00	1358.40	-1159.40
Engraved whiskey glasses		Livery Committee	84.00	0.00	84.00		1069.00	1894.00	-825.00
Scarves		Livery Committee	0.00	0.00	0.00		30.00	1483.74	-1453.74
Livery Committee ties		Livery Committee	30.00	0.00	30.00		90.00	0.00	90.00
Livery Committee bow ties		Livery Committee	0.00	0.00	0.00		25.00	0.00	25.00
Livery Committee Supper		Livery Committee	0.00	118.94	-118.94		630.00	708.13	-78.13
Emley Nature Reserve - Isle of Sheppey	2021.09.16	Mark Fox	0.00	0.00	0.00		1440.00	1100.00	340.00
Mr Londoner Secret City	2021.09.27	Kieran MacHugh	60.00	232.00	-172.00		510.00	464.00	46.00
Kings Bed	2021.10.30	Eithne MacMahon	0.00	1,550.50	-1,550.50		1380.00	1550.50	-170.50
Carol Service Supper	2021.11.18	Liz Bevan	3,625.00	6,116.10	-2,491.10		6650.00	6216.10	433.90
Shoes through the ages	2021.12.06	Vanessa Jenkins	80.00	0.00	80.00		80.00	0.00	80.00
Visit to Leeds	2022.01.12	Eithne MacMahon	425.00	425.00	0.00		425.00	425.00	0.00
Livery Committee Dinner	2022.01.20	Debbie Malins	1,830.00	1,592.34	237.66		1830.00	1592.34	237.66
Kings Bed II	2022.02.02	Eithne MacMahon	1,675.00	1,648.00	27.00		1675.00	1648.00	27.00
Atmospheric Day of Med Hx beside London Bridge	2022.02.24	Eithne MacMahon	1,817.00	1,808.01	8.99		1817.00	1808.01	8.99
Livery Committee Lunch	2022.04.06	Debbie Malins	2,590.00	2,277.12	312.88		2590.00	2277.12	312.88
Leonardslee Gardens	2022.04.25	Debbie Malins	1,040.00	993.00	47.00		1040.00	993.00	47.00
Chelsea Physic Garden & Lunch	2022.05.16	Elizabeth Stearns	1,440.00	1,480.00	-40.00		1568.00	1480.00	88.00
Childrens Trust	2022.06.08	Dilip Joshi	540.00	647.55	-107.55		540.00	647.55	-107.55
Visit to Margate	2022.06.15	Omar Khan	825.00	617.00	208.00		825.00	617.00	208.00
Blitz Walk	2022.06.22	Dilip Joshi	560.00	450.73	109.27		560.00	450.73	109.27
Livery Committee Supper	2022.07.06	Debbie Malins	695.00	670.00	25.00		695.00	670.00	25.00
Livery Committee Dinner (with Master)	2022.07.19	Debbie Malins	1,260.00	1,493.80	-233.80		1260.00	1493.80	-233.80
Aviation Medicine	2022.09.15	Debbie Malins	525.00	427.46	97.54		525.00	427.46	97.54
Freemasons Hall Museum	2022.10.05	Martin Waldron	2,090.00	0.00	2,090.00		2090.00	0.00	2090.00
Committee meeting & AGM	2022.11.19	Liz Bevan	0.00	0.00	0.00		0.00	0.00	0.00
Carol Service Supper	2022.12.05	Debbie Malins	4,485.00	265.00	4,220.00		4485.00	265.00	4220.00
Low & No Alcoholic Drinks (Mindful drinking)	2022.12.05	Kieran MacHugh	333.00	0.00	333.00		333.00	0.00	333.00
Burns Night Supper	2023.01.07	Eithne MacMahon	2,475.00	0.00	2,475.00		2475.00	0.00	2475.00
Visit to Gunmakers Hall	2023.01.24	Sean Kibbey	1,710.00	0.00	1,710.00		1710.00	0.00	1710.00
Miscellaneous	2023.01.29	Jane Carey-Harris	456.00	183.99	272.01		486.00	183.99	302.01
Postage & Packing	2021-22		16.45	13.63	2.82		16.45	13.63	2.82
Secretarial Expenses	2021-22	Secretary	0.00	29.99	-29.99		0.00	29.99	-29.99
Bank Charges	2021-22	HSC	0.00	75.40	-75.40		0.00	75.40	-75.40
Totals =			30861.45	25815.56	5,045.89				
STOCK at 30th October 2022			Bank Account						
Engraved Whiskey Glasses	53		Balance brought forward from 1st November 2020						
Engraved Wine Glasses	66		23072.84						
Silk Scarves	47		30861.45						
Gold Rhino lapel pins	9		Sub total =						
LC Ties	43		53934.29						
LC Bow Ties	51		Less payments made since 31.10.20						
			25815.56						
			Money in bank account =						
			28118.73						

Events organized by the Livery Committee during 2022

12 January	Zoom lecture: Putting your foot in it	V. Jenkins
24 February	The King's Bed – talk by Don Jordan	E. MacMahon
6 April	The Old Operating Theatre Museum and the Gordon Museum, Guy's Hospital	E. MacMahon
9 – 14 May	Visit to Friuli Venezia Giulia	C. Khoo
16 May	Leonardslee gardens & afternoon tea	D. Malins
8 June	Chelsea Physic garden	E. Stearns
15 June	The Children's Trust, Tadworth	D. Joshi
27 July	Visit to Margate	O. Khan
6 July	The Fountain Club – Barts Blitz Tour	D. Joshi
23 – 30 September	Dalmatian coast visit	C/ Khoo/S. Bailey
5 October	Tour of RAF Centre for Aviation Medicine, Henlow	M. Waldron
21 – 24 October	Wexford Opera	E. MacMahon
19 November	Freemasons' Museum	E. Bevan
5 December	Carol Service and Supper	K. McHugh

Livery Committee Events for 2023 which have probable dates

7 January	Tastes and Trends in Mindful Drinking	E. MacMahon
18 – 23 January	Visit to Venice	E. Stearns/J. Schofield
24 January	Burns Night supper	S. Kibbey
27 January	Visit to Worshipful Company of Gunmakers	J. Carey-Harris
7 February	Zoom talk: The Grand Tour	V. Jenkins
8 March	Exotic wines tasting	J. Schofield
27 March	Tour of the WSA Archives at the Hall	C. Sarraf
17 – 22 April	Visit to Vienna	S. Bailey
15 May	Visit to Elmley Reserve, Isle of Sheppey	M. Fox
9 June	Old Bailey visit	P. Mace
4 December	Carol Service and Supper	M. Waldron