



Queen Mother's Clothing Guild

a clothing and linen charity since 1882



Annual Report 2017



GIFT AID DECLARATION – multiple donation

Boost your donation by 25p of Gift Aid for every £1 you donate

Gift Aid is reclaimed by the charity from the tax you pay in the current tax year.

Your address is needed to identify you as a current UK tax payer.

In order to Gift Aid your donation you must tick the box below:

I want to Gift Aid my donation of £ and any donations I make in the future or have made in the past 4 years to:

Name of Charity: **QUEEN MOTHER'S CLOTHING GUILD**

Charity Number: **211764**

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

My Details

Title First Name or Initial (s)

Surname

Full Home Address

Postcode Date

Please notify the charity if you:

- want to change this declaration
- change your name or home address
- no longer pay sufficient tax on your income and/or capital gains

If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessed tax return or ask HM Revenue and Customs to adjust your tax code.

If you are making a donation through your Group President you can attach this form to your cheque and your President will send it on to the Treasurer at:

QUEEN MOTHER'S CLOTHING GUILD
22 Stamford Brook Road
London W6 0XH



Hugo Burnand

HRH Princess Alexandra, the Hon. Lady Ogilvy
Patron



THE CATEGORIES OF GARMENTS AND LINEN

The new items made, donated or bought are divided into the following categories before being distributed each autumn at Packing Week.

Neo Natal – Premature baby clothing, incubator bedding and flat pram sheets. Hand knitted items such as blankets, cardigans, booties and hats are particularly welcome.

Babies – All babies' clothing and bedding up to the age of 2 years. Baby grows, nightwear, daywear and outdoor clothing such as snowsuits. Many hand knitted items are supplied by people all over the UK who enjoy knitting.

Children 2-5 years – All types of clothing, we are frequently asked for warm outerwear, jeans and school uniforms. Pyjamas and underwear are also popular.

Children 6-16 years – All types of clothing, warm outerwear, tracksuits, fleeces and sweatshirts are much in demand as is school uniform. Any practical hardwearing casual clothing is useful – underwear and pyjamas for all ages are also welcomed.

Women 1 – All underwear, socks and night clothing. Requests come in from hospices that require nightwear, homeless charities that require warm underwear and socks and other charities that provide clothing to many people in need. All ages of women are supported.

Women 2 – All other clothing for women. Hospices and residential care homes require garments that open down the front for ease of wear. Tracksuits, fleeces and other warm clothing are given to homeless charities and clothes suitable for those applying for work are also distributed.

Men 1 – All underwear, socks and night clothing. Requests come in from hospices that require underwear, homeless charities that require warm underwear and socks and other charities that provide clothing to many people in need. All ages of men are supported.

Men 2 – All other clothing for men. Hospices and residential care homes require garments that open down the front for ease of wear. Tracksuits, fleeces and other warm clothing are given to homeless charities and clothes suitable for those applying for work are also distributed.

Linen – Provides suitable sheets, pillowcases, towels to hospices, residential care homes and hostels. Sleeping bags are given to charities supporting the homeless. Linen is also used by charities to help people start up in their own accommodation after being homeless.

Various – Two stalls deal with the following:

- **Various 1** Bed jackets, knee rugs, shawls, leg warmers and bed socks
- **Various 2** Hats, gloves and scarves are particularly welcome for charities supporting the homeless.

Footwear – Trainers are given to charities supporting the homeless. Slippers are given to hospices and residential care homes. Children's slippers and trainers are also requested.

PATRON

HRH PRINCESS ALEXANDRA, THE HON. LADY OGILVY

TRUSTEES

Chairman: MRS GILLIE JACKSON
 MRS JANE FITZGERALD
 MRS MAJELLA FORSTER
 MRS TERESA MYERS (from 10.05.17)
 MRS SHARON STEWART
 MRS JANE THAM
 MRS SUSAN WALLACE

OFFICERS AND COMMITTEE

Chairman: MRS MAJELLA FORSTER
 Vice-Chairman: MRS LINDA THOMPSON
 Hon. Treasurer: MRS SHARON STEWART
 President of the Royal Group: MRS DAPHNE CLARKE (until 10.05.17)
 MRS VICTORIA SPENDLOVE (from 10.05.17)
 Executive Committee: MRS MARY GUPPY (from 13.06.17)
 MRS JULIA KNIGHT
 Secretary: MRS HEATHER MEARS
 Accountants: Heyburn Bennett Ltd
 9 Bridge Street, Walton on Thames
 Surrey KT12 1AE
 Bank: National Westminster Bank Plc
 Piccadilly & New Bond Street (A) Branch
 63-65 Piccadilly, London W1J 0AJ
 Investment Advisors: Investec Wealth and Investment Limited
 30 Gresham Street
 London EC2V 7QN



HRH Princess Alexandra and Presidents



HRH Princess Alexandra and Trustees

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Charities Act, and to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement:

In connection with my examination, no matter has come to my attention

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;
- OR
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed: Mark John Heyburn
1st March 2018
Heyburn Bennett Ltd
Chartered Certified Accountants & Registered Auditors
9 Bridge Street
Walton on Thames
Surrey KT12 1AE



Accounts - Queen Mother's Clothing Guild

Receipts and payments account for the year ended 31 December 2017

	2017	2016
	£	£
Receipts		
Subscriptions and Donations	65,540.03	72,549.72
Income from Investments	21,073.21	14,910.53
Sales of Investments	39,845.00	84,037.84
Income from Investments - Mrs Pipe's Legacy	6,855.62	8,168.12
Sales of Investments - Mrs Pipe's Legacy	40,683.07	57,561.09
Legacy	10,000.00	-
Proceeds from Raffle	1,922.07	1,847.70
Sales of Aprons/Tea Towels	930.00	847.00
Sales of Notelets and Cards	363.00	558.00
Sales of Badges	100.00	90.00
Sales of Playing Cards	15.00	30.00
Miscellaneous	141.00	-
	<u>187,468.00</u>	<u>240,600.00</u>
Balance at Bank at 1 January		
Bank Current Accounts	58,953.78	17,017.07
Investec Wealth & Investment	44,525.41	22,397.73
Investec Wealth & Investment - Mrs Pipe's Legacy	33,420.61	19,644.82
	<u>324,367.80</u>	<u>299,659.62</u>
Payments		
Wool and Clothing	73,255.68	36,824.91
Purchases of Investments	66,312.73	61,910.16
Packing week and AGM expenses Miscellaneous	13,390.29	8,343.91
Expenses	955.56	719.05
Printing, Stationery and Postage	1,142.38	1,063.79
Purchases of Notelets, Cards & Aprons	-	1,973.17
Website	199.06	43.13
Travel	425.69	70.76
Purchases of Investments - Mrs Pipe's Legacy	27,232.48	43,785.30
Investment Administration charges	84.00	-
Secretarial Fees	5,060.00	-
Recruitment	-	600.00
Purchase of items distributed to Scottish Charities	7,859.51	7,425.64
	<u>195,917.38</u>	<u>162,759.82</u>
Balances at Bank at 31 December		
Bank Current Accounts	63,605.54	58,953.78
Investec Wealth & Investment	17,973.68	44,525.41
Investec Wealth & Investment - Mrs Pipe's Legacy	46,871.20	33,420.61
	<u>324,367.80</u>	<u>299,659.62</u>
The Cost of Investments held at 31 December 2017		345,342.33
Investments held on behalf of Mrs Pipe's Fund 31 December 2017		<u>145,319.79</u>
		<u>490,662.12</u>

LIST OF PRESIDENTS

ANSELL, Mrs Miriam	JONES, Mrs Liza
BENGE, Mrs Lynn	KNIGHT, Mrs Julia
BRIANT, Mrs Ruth	LITTLETON, Miss Jeni
BROWN, Mrs Etta	MARSH, Miss Wendy
BRUNNING, Mrs Sally	McEWAN, Miss Vera
CARTER, Miss Pamela	MEEHAN, Mrs Natalie
CARVER, Mrs Elizabeth	MYERS, Mrs Teresa
CLARENDON, The Dowager Countess	PARRY, Mrs Rachel
COBBETT, Mrs Jane	PRUDE, Mrs Martina
CRAWFORD, Mrs Tessa	RIVAZ, Mrs Fiona
DAUGHTREE, Mrs Sheilah	ROBINS, Mrs Naomi
DAVIES, Dr Diane	RUSSELL, Mrs Clare
DENISON-PENDER, The Hon Mrs Robin	SAMPSON, Mrs Lois
DIX, Mrs Diana	SPENDLOVE, Mrs Victoria
EDNEY, Mrs Jean	SQUIRE, Mrs Nicola
ELLIOT, Miss Jane	STEEL, The Lady Rosemary
FERRY, Mrs Sue	STEVENSON, Mrs Audrey
FITZGERALD, Mrs Jane	STEWART, Mrs Sharon
FORSTER, Mrs Majella	THAM, Mrs Jane
GILL, Mrs Karen	THOMAS, Mrs Sylvie
GORDON, Mrs Jennifer	THOMPSON, Mrs Linda
GRAHAM, Ms Alyson	TRINDER, Mrs Kate
GUPPY, Mrs Mary	WALLACE, Mrs Susan
HALL, Mrs Zara	WARDE, Mrs Anthea
HELLIAR, Mrs Norma	WHITBREAD, Mrs Helen
HURLEY, Mrs Kathleen	WILKINSON, Mrs Caroline
JACKSON, Mrs Gillie	



A BRIEF HISTORY OF THE GUILD

In 1882 the Matron of an orphanage in Dorset asked Lady Wolverton if she could provide 24 pairs of hand knitted socks and 12 jerseys for the children. This gave Lady Wolverton the inspiration of starting a small Guild amongst friends to provide no fewer than two garments a year each to help the orphanage and other charities. After a year, they had attracted 460 members. In 1885 a friend of Lady Wolverton's, Her Royal Highness Princess Mary Adelaide, Duchess of Teck, (mother of the future Queen Mary) became Patron of "The London Guild"; in 1889 it was re-named "The London Needlework Guild".

In 1897, on the death of her mother, Her Royal Highness the Duchess of York, later Queen Mary, became Patron. Her Majesty had worked for the Guild from her early youth, leading her own Group, and the Guild was said to be her favourite charity as it was the first one to arouse her interest. In 1914 the name was changed to "Queen Mary's Needlework Guild". As part of the war effort hundreds of thousands of garments were packed and sent to troops overseas. Queen Mary requested that garments and parcels should be sent to Friary Court, St. James's Palace, London, where to this day, we still coordinate the distribution of clothing to the UK charities the Guild continues to help. Her Majesty was in charge during this time and there was a book printed covering the work of the Guild from 1914 – 1919. In the years between the wars the Guild provided 60,000 garments a year but the Second World War brought difficulties. Many county branches dropped out and the number of garments distributed decreased. Her Majesty, realising there was a pressing need to provide clothing for the poor, did much to re-ignite the flame. The Report for 1950 shows 14,843 garments were sent to 130 charities.

On the death of Queen Mary, in 1953, Her Majesty Queen Elizabeth The Queen Mother became Patron taking over Queen Mary's Group and the Guild continued to flourish producing 15,000 or more garments each year. Her Majesty was a wonderful supporter and rarely failed to attend Packing Week at St. James's Palace where she always had time to talk to knitters and charity representatives. In 1986 the name was changed to "Queen Mary's Clothing Guild".

In 1911 Her Royal Highness Princess Mary, later The Princess Royal, formed her own Group. After her death in 1966 this was taken over by Her Royal Highness Princess Margaret, Countess of Snowdon. In 2002 on the death of Queen Elizabeth The Queen Mother and Princess Margaret, the two Groups were amalgamated and are now called The Royal Group. In 2003 Her Royal Highness Princess Alexandra, the Hon. Lady Ogilvy became Patron and gives wonderful support during Packing Week at St. James's Palace.

On 29th April 2010, the name of the Guild was formally changed to "Queen Mother's Clothing Guild" after agreement from Her Majesty the Queen. This name change was made as a tribute to Her Majesty Queen Elizabeth The Queen Mother who had been our Patron for almost fifty years.



IN 2017 GRANTS OF LINEN AND CLOTHING WERE MADE TO:

Barons Court Project, West London	Pimento, South London
Bethesda Hospice, Stornoway	Princess Royal Hospital (SCBU), Bromley
Bethnal Green Methodist Church, East London	Rachel House, Kinross
Borders General Maternity Unit, Melrose	Raigmore Hospital (SCBU), Inverness
Canterbury Oast Trust	Richmondhill House, Aberdeen
Cardinal Hume, Central London	Ripon Community Hospital, North Yorkshire
Cardinal Winning, Glasgow	Ripon Salvation Army, North Yorkshire
Care Home Bethany, Stornoway	Robin House, Balloch
Changing Pathways, Essex	Royal London Hospital (NICU), East London
CHAS Aberdeen	Salisbury Women's Refuge
CHAS Inverness	Salvation Army - Hoxton Centre, East London
Crawley Open House	Seaview Project, St Leonards on Sea
Croydon Refugee Day Centre	Simon Community, Glasgow
Cyrenians, Aberdeen	Snowflake, Hastings
Emmaus, Greenwich	SSAFA, London Central City NE Division
Emmaus, Hastings	St Anne's Home, Little Sisters of the Poor, North London
Erskine Home, Scotland	St Christopher's Hospice, South London
First Love Foundation, East London	St Luke's Hospice, Basildon
Fisherman's Mission, Scotland	St Michael's Hospice, St Leonards on Sea
Given Wilson Institute, East London	St Mungo's Broadway Centre, W. London
Glassdoor, Chelsea	St Raphael's Hospice, Sutton
Harrogate Community Hospital, North Yorkshire	St Thomas' Hospital (NICU), London
Hawick Salvation Army, Jedburgh	St Vincent Hospice, Johnstone
Highland Hospice, Inverness	St. Peter's Home, Little Sisters of the Poor, South London
Home of Comfort Nursing Home, Southsea	Stoke Mandeville Hospital (NICU)
Hopes Kitchen, Hastings	Stonepillow, Chichester
Kairos, South London	The Passage, Central London
Leonard Cheshire Disability - St Cecilia's, Bromley	The Upper Room, West London
Little Havens Children's Hospice, Essex	Veterans Aid, Central London
London City Mission, East London	West Kent Mind, Sevenoaks
Manna Society, Central London	West London Synagogue
Marie Curie Cancer Care - Hampstead	Westminster Society, London
North Cote Lodge Care Home, Aberdeen	Woking & Sam Beare Hospices, Surrey
Northwick Park Hospital (NICU), Harrow	Women's Aid, Scotland. 5 hostels supported
Open Doors (City & Hackney PCT)	

**A TOTAL OF 29,164 ITEMS WERE DISTRIBUTED
TO THE ABOVE 73 CHARITIES DURING 2017**



A SMALL SAMPLE OF THE MANY THANK YOU LETTERS RECEIVED THIS YEAR

Seaview, St Leonards on Sea

I am so appreciative of the donation we have received this year. The sleeping bags are of a high quality and as we are regularly finding 40 people out on the street any given night these have been incredibly useful. In addition, the shoes have been wonderful too, especially to receive so many pairs as we are often finding trench foot in our rough sleepers and being able to provide good shoes can make a huge difference to health. All the warm clothes and the warm outerwear are very much appreciated.

Open Doors, London

All the goods, sleeping bags, track suits, t-shirts, trainers, nightwear, underwear and the beautifully made knitwear and hats and scarfs for our client group are gratefully received. They are all being given out on outreach as well as at our drop in, especially now the cold weather is upon us, we are preparing the women in advance of the onset of the freezing weather. We appreciate your continued support which is a life line to our clients.

Home of Comfort, Southsea

We were very grateful for your donation. The range of items was better matched to our needs this year and in particular there were lots of towels and flat sheets which we have already been able to make use of. We were also able to immediately provide nightdresses to a new resident who came to us recently from hospital without anything other than what she was wearing thanks to your donation.

THE GUILD IN SCOTLAND

Our Group covers the Highlands of Scotland from Moray Coast to Hawick on the Borders to Cumnock in Ayrshire. We knit throughout the year collecting wool from our store in Carrbridge, and make items from premature babies to adults, jumpers, shawls, blankets, mitts, scarves, hats etc., and this year we had over 1400 knitted items. These were delivered to Scottish charities in Aberdeen, Inverness and Edinburgh. We have our Open Day in November and it is well supported, all enjoying refreshments and a bleather (a catch up with friends).

October 2017 Loch Ness Ice Centre hosted a Knit Fest with QMCG as its supported charity. It was a marketplace of yarn hub activity displaying knitting and crafting etc., from the Islands and mainland of Scotland. There were workshops, if you wished to attend, and the area was covered with knitted bunting and squares, which after the Fest, I made up into single, round and oblong knee blankets, and delivered to a Care Home in Edinburgh, a great activity weekend.

Mrs Lynn Bengie, Highlands of Scotland President



ORGANISATION

The Board of Trustees oversees the Executive Committee that manages the Guild. The Executive Committee meets regularly and consists of a minimum of seven Presidents including Ex-Officio members.

During the year, individual Groups hold a variety of fundraising events including coffee mornings, lunches and other seasonal activities. Each year all the charities on the current list and new ones that have been approved are contacted by the Secretary to ask for a list of the types of clothing and linen they need for the coming year.

Shopping is mainly done centrally to ensure best value for money and to meet the current needs of the charities we support. Charities request essential items of warm clothing and linen. Most warehouses used are kind enough to hold items purchased until they can be delivered at the start of Packing Week to avoid storage costs. Some retailers and warehouses also kindly donate items.

All clothing and linen arrives on the first morning of Packing Week when everything is unpacked and sorted by our volunteers before being distributed between the stalls (see page 12). During the second day, our Patron normally attends, as do members from Groups all over the UK. Supporters and representatives from charities also attend to view the clothing and linen prior to distribution. When the guests have left, the garments are packed ready for collection by each charity the following morning. The whole process takes two and a half days.

TRUSTEES' REPORT

The aim of the Guild is to buy, make and collect new clothing and household linen and distribute these items to British charities, operating only in the United Kingdom, for the sick and needy they support.

Again during this year, in making decisions, the Trustees have had due regard to the Charity Commission Guidance on public benefit, in compliance with section 4 of the Charities Act 2006, and have given consideration as to how the activities of the Guild contribute to its charitable status.

In terms of the Guild's risk assessment policy, the programme of visits to those charities we support continued this year. These visits provide us with much needed information about the charities, their current needs and how the Guild can best assist them. The visits also help to guard against inappropriate use of our donations and, accordingly, we maintain a system of regular visits to all the charities, existing and proposed, to monitor whether our donations are appropriate, relevant and are reaching those we are seeking to help. Our other main areas of risk are the Guild's two annual events, Packing Week and the AGM, and Public Liability Insurance continues in place for both these occasions.



At a meeting of the Board of Trustees on 16th November 2017, a Governing Document was approved setting out the governing principles and organisation of the Guild in compliance with the Charity Commission guidelines on this matter.

The Guild continues its policy of investing its funds in market investments specifically intended to maintain and increase their value and produce a financial return, in order to provide the income necessary to carry out its work of assisting other charities through its annual distribution of clothing and linen.

The Guild's income was this year again enhanced by the very generous donation from the Worshipful Company of Butchers following a fundraising Summer Ball in May 2017. Income from fundraising during the year was less than the previous year, but the underlying performance continues much as expected in what continues to be a difficult climate for the economy in general and the charity sector in particular. This highlights the need for Presidents to think about fundraising for the Guild during the coming year, if at all possible, in order to ensure that we are able to continue to offer help to the growing numbers of those in need.

During the year, we distributed a total of 29,164 items of new clothing and linen to 73 charities, a significant increase on last year. Charities, particularly those helping the homeless, have increased demands on their services and we are working to target and address areas of priority where we can best be of help to these charities particularly in the current climate of need.

The Board of Trustees welcomed Mrs Teresa Myers, as a Member, in May in recognition of the increasing demands being placed upon them in the current climate of increased regulation. I would like to record my thanks and appreciation to the Board for all they have done, and continue to do, to support the work of the Guild.

It is with great pleasure that I welcome Majella Forster on her re-election as Chairman. The Guild also welcomed three new Presidents this year, and I would encourage them to play an active role in the Guild, and not least in the area of fundraising. The Guild relies on the continued support, loyalty and enthusiasm of its members in order to fulfil its aims, and it is encouraging to see existing and new members carrying on our tradition of helping those in need in our communities.

We would wish to record our congratulations to one of our Presidents, Mrs Clare Russell, Lord-Lieutenant of Banffshire, a longstanding member of the Guild and former Chairman, who has been awarded the great honour of Commander of the Royal Victorian Order in the Queen's Honours List.

The Trustees would again like to record our thanks to HRH Princess Alexandra for her continued, and valued support for the Guild this year, and for her gracious attendance at Packing Week in September, which was very much appreciated by us all.

The Trustees would also like to thank the members of the Executive Committee for all their work for the Guild during the year.

We are pleased to confirm that the accountants Heyburn Bennett Ltd and the financial advisors Investec Wealth and Investment Limited have been re-appointed to act for the Guild for a further year.

Gillie Jackson, Chairman, Board of Trustees



EXECUTIVE COMMITTEE REPORT

During the past year, the members of the Executive Committee have continued the programme of visiting and reviewing both existing and new charities to ensure that our donations are being put to best use in helping those in need. Visiting charities on a regular basis enables us to assess the management of the charities and also to ensure that the donations we make to them are targeting their current and most urgent need. This is especially relevant for those charities dealing with the homeless, whose needs are increasing and now involve more women. It is important that the Guild is able to respond to the changing needs of charities and to prioritise the areas of greatest need in order to be able to continue to use our limited resources to best effect.

This year has seen some changes to the Committee. After completing eight years on the Committee as the Royal Group President Mrs Daphne Clarke retired in May 2017. I would like to record my thanks, and that of the Committee, to Daphne for her hard work and all she has done for the Guild. The Committee was pleased to welcome two new members, Mrs Mary Guppy in June 2017, and Mrs Diana Dix in March 2018. I would like to record my thanks to all members of the Committee for their hard work and support.

It is with sadness that we learnt of the death of Mrs Etta Brown, after a short illness on 25th February 2018. Mrs Brown's Group covered the whole of the north of Scotland from Inverness north. A longstanding supporter of the Guild she had the honour of being awarded the British Empire Medal in 2015 for voluntary service in Ross-shire and in particular for her work for the Queen Mother's Clothing Guild. I would like to record our thanks for her years of work and dedication to the Guild and to send our condolences to her family.

In May, we were again fortunate to hold our Annual General Meeting at the Lansdowne Club where our speaker was Mrs Denise Bentley, founder and Chief Executive Officer of the First Love Foundation, a charity that offers a food bank, advice and advocacy service together with help with finding employment in Tower Hamlets in East London.

I would like to record our thanks to her for an inspirational talk about how she had founded and developed the charity, and their continuing work in supporting the local community.

The Guild was again privileged to hold Packing Week at St James's Palace where we sorted and distributed 29,164 items to 73 charities, including 3,927 items which were collected in and distributed to 23 charities in Scotland. This represents the hard work and generosity of all those who support the work of the Guild, and to whom very sincere thanks are offered on behalf of the many in need you have made it possible for us to help.

Majella Forster, Chairman, Executive Committee