

KINGSTON VILLAGE HALL TRUST

Minutes of the 18th Annual General Meeting

Held on Tuesday 3rd May 2016 in The Barn, Kingston.

Present:	Trustees:	Tony McCord	Chairman and PCC Appointed Nominee
		Terry Gilkerson	Independent Trustee
		Alan Moss	Independent Trustee
	Others:	Sandra Fagg	Parochial Church Council
		Liz Gregory	
		Ken Gregory	
		Mark Jopling	
		Sue Larkins	Keep Fit
		Davina Martin	Kingston Parish Council
		Alison Matthews	Kingston Ladies Group
		Dr Nigel McWilliams	
		Liz McCord	
		Mary Moss	Coffee Morning
		Gina Pearson	
		Paul Chatley	
		Carol Chatley	
		Peter Sopp	
		Mary Starrs	
		David Venton	
		Gerald Crease	
	Apologies:	Liz Stevens	

Welcome:

The Chairman opened the meeting and welcomed those attending.

Agenda Item 1. Minutes of the AGM held on 26th May 2016:

These had been previously circulated to MAC members and were tabled for other members. Having checked each page for accuracy, and clarification of 'could' or 'would' on page 591, the minutes were accepted as a correct record by a show of hands for, and none against.

Matters Arising:

A **Resolution** that these and future AGM meetings be published on the website at www.kingstonbarn.org.uk was accepted by a show of hands for, non against.

Agenda Item 2. Trustee Report to the Annual General Meeting:

The Chairman presented the Trustee Report, indicating that it has been another eventful year for the Charity, starting with the retirement of Gerald Crease in May 2015 and ending with Tom Arter's resignation on 1st March 2016 due to his own personal commitments. Trustees would like to place on record their heartfelt appreciation of the significant contribution both have made to the management and development of the Trust.

The intervening period has been just as eventful. The Barn continues to be a very popular venue for private hirers, many for repeat visits; regular local and business user groups provide continuity of support and income; and six wedding receptions have contributed a total of £2,400 into the Accounts.

There are also challenges. After the 'Carousel' and 'Wow and Flutter' experiences in the previous year very careful vetting of private hirers takes place, both in the formal booking system and during any informal planning visits. Trustees have adopted a 'Keep Sunday Special' policy of restricting Sunday access to daytime use, mainly for Christenings and for children's parties. Trustees have also adopted a formal Comments and Complaints policy. While there are frequent comments in praise of the facilities and their management there have been no formal or informal complaints during the financial year. There has been one series of comments during April regarding hedge cutting which has not been possible to progress because of the nesting season.

Recent Parish Council minutes have reported on the outcome of the Village Survey, suggesting that one of the key issues was to make more use of The Barn Car Park. The Trust position on this is that the car park is intended for use in connection with The Barn, but we do allow Kingston residents parking access if they have a large number of guests at home. This happened on six occasions during 2015/16, resulting in donations totalling £60. It is felt that to have unrestricted access would have a negative impact by encouraging indiscriminate parking, so hampering / restricting parking spaces for hirers; creating increased disturbance to near neighbours; and an increased risk of fly-tipping.

A significant amount of work has been undertaken with the support of user groups to develop ideas to improve the kitchen facilities in The Barn. Those ideas resulted in the Architects submission of drawings in a Planning Application to the City Council which was granted on 31st March. The next stage is to prepare construction drawings for building regulations consent and in readiness to go out to tender for the building work. A big challenge will be to seek Grant Funding for about 50% of the total cost of around £40,000. The Management Advisory Group will be consulted at each stage of the process.

As a priority the Trust Board have agreed to fund essential work to improve the Barn Cottage bathroom. A specification has been developed, agreed with the tenants, and contractors have now provided three quotes of £10,980, £6,912 and £6,004. The middle quote has been selected on the basis of quality and

cost. It is anticipated that this work will be completed by the end of October, dependent on the needs of the tenants. This decision may have an impact on the timing of the Barn Kitchen Improvement Project.

In conclusion, as Chair of the Trust, I firmly believe that the achievements during the year would not have been possible without the support of Management Advisory Committee members, and this is well recognised by the Trust Board. On a more personal note I would like to extend my sincere thanks to Terry Gilkerson and to Alan Moss for taking on much of the physical activity relating to Trust management in the last couple of months. Their contribution is greatly appreciated.

Questions on the Report were invited:

Members then voted by a show of hands on a **Resolution** that the report should be accepted. None against.

Agenda Item 3. Accounts of the Charity for 2015 / 2016:

The Chairman presented a summary of the Accounts highlighting the main differences with the previous Accounts (see Appendix 1, page 595). It was accepted that an accurate like for like comparison was not possible as the previous accounts were for a fifteen month period.

Questions on the accounts were invited. Some concern was expressed that there may be insufficient income in 2016 / 2017 to cover spending plans and that the Trust should be adjusting hire fee income. Reassurance was given that the Trust reviews Hire Fees annually and 2016 fees had increased for private hirers whilst retaining concessional rates for Kingston Residents and Regular Users. No spending would be countenanced unless there were sufficient reserves to meet the cost.

Members then voted by a show of hands on a **Resolution** that the Accounts should be accepted. None against.

Agenda Item 4. Appointment of Nominated Charity Trustees:

Members were asked to **note** that the Parochial Church Council had appointed Tony McCord as their Nominated Charity Trustee for a period of one year. No appointment had been made by the Parish Council.

Agenda Item 5. Election of Independent Charity Trustees:

Resulting from there being no Parish Council appointment there were vacancies for five elected Independent Trustees. The two existing Trustees expressed a willingness to be re – elected and three Kingston residents expressed an interest. After brief introductions it was individually **resolved** that the following should be elected for a term of one year:

- : Election of Mr Paul Chatley.
- : Re-election of Mr Terence Gilkerson.
- : Election of Mr Mark Jopling.
- : Re-election of Mr Alan Moss.
- : Election of Mrs Mary Starrs.

Subsequent to the meeting all Trustees signed the Eligibility Declaration and amended details were recorded on the Charity Commission website.

Agenda Item 6. Any Other Business.

- a) Strong concern was expressed by a resident (Dr. Nigel McWilliams) that the hedge adjoining The Old Rectory had not been cut and that Trustees had decided to leave it until the autumn. A view was expressed that the hedge was already in an untidy state and would become much worse during the summer. It was queried why the Trust had questioned ownership of the hedge. The Trust response was that it had established that all hedges around the perimeter of King Georges Field were its responsibility; that it had already overspent on its Field Maintenance budget; and that discussions about the hedge had started well into the nesting season. It was therefore not possible to cut the hedge until September at the earliest. Discussion then ensued about the practicality of using heavy equipment so early in the year and the potential for damage to the field.
- b) The same resident raised accusations about the condition of the Barn Cottage Bathroom, intimating that it was in an appalling state and should be condemned, and questioning why the Trust had allowed it to deteriorate to such an extent. The Trust response was that discussions had been ongoing with the Tenants for some time; that agreement had been reached on a specification to upgrade the bathroom; a decision to accept a builder's quote had been reached, and work would commence as soon as it could be fitted in to the builders programme and the Tenants domestic arrangements.
- c) An idea was put forward (Liz Gregory) that a Disabled Parking bay could be established by cutting back the bank to the left of the car park access. An alternative proposal was to create more parking space by relocating the boundary fence between The Barn and Barn Cottage.
- d) A further idea (David Venton) was to allow permit parking in the car park, both to relieve local congestion and as an income generator for the Trust. He thought several residents would be willing to pay some £300 p.a. for the facility.
- e) David Venton suggested that the 2 bedroom Barn Cottage has scope to improve the upper floor which would command a higher rent rise for the Trust. **Tony** replied that the time to redevelop the cottage would be if Steve and Ana left to avoid unnecessary upheaval.

Contributors were thanked for their comments and suggestions, which would be discussed by the Trust Board and decisions made in consultation with the Management Advisory Committee.

The business part of the AGM closed at 20.37 pm after which several Members and all Trustees had informal discussions together with wine and nibbles.

APPENDIX 1

The Kingston Village Hall Trust
Accounts for the period 1st April 2015 to 31st March 2016
(These Accounts are prepared on a cash basis)

	2015/16	01-01-14	to 31/03/2015
Start Balance		£22,995.00	£16,716.00
Income			
Bank Interest	£13.00	£8.00	
Barn Cottage Ren	£7,992.00	£9,942.00	
Concurrent Functions Funding	£2,382.00	£2,206.00	
Deposits	£68.00	£1,230.00	
Donations	£60.00	£160.00	
Hire Fees	£6,491.00	£13,634.00	
Laundry Charge	£75.00	£135.00	
Other Income	£130.00	£338.00	
Single Grants Gateway	£2,500.00	£5,574.00	
Total Income:	£19,711.00	£19,711.00	£33,227.00
Expenditure			
Barn Cleaning	£1,024.00	£1,264.00	
Barn Cottage Agents Fees	£767.00	£954.00	
Barn Cottage Inspections	£96.00	£96.00	
Barn Cottage Building Insurance	£196.00	£191.00	
Barn Cottage Repairs	£-	£12,148.00	
Barn Cottage Capital Expenditure	£-	£686.00	

Barn Refurbishment/Capital Purchase	£2,274.00	£-
Consumables and Materials	£509.00	£503.00
Field Maintenance	£2,855.00	£3,278.00
Barn & Playing Field Insurance	£1,102.00	£1,265.00
KVHT Peppercorn Rent	£1.00	£1.00
Laundry Costs	£184.00	£326.00
Office Costs	£-	£165.00
Other Expenses	£454.00	£729.00
Refundable Personal Expense	£93.00	£257.00
Repairs and Servicing	£1,038.00	£2,442.00
Utilities	£2,215.00	£2,643.00
Total Expenditure	£12,808.00	£26,948.00
Net surplus (deficit) for the period	£6,903.00	£6,279.00
Start Balance for the period	£22,995.00	£16,716.00
End Balance	£29,898.00	£22,995.00
Balance at period / year end consists of:		
Current Account (Unrestricted Reserves)	£5,110.00	£4,239.00
Business Account (Improvement Fund)	£24,788.00	£18,756.00
Total	£29,898.00	£22,995.00