



## Kingston Village Hall Trust

Registered Charity no: 1066308

### MINUTES OF THE ANNUAL GENERAL MEETING

Held on Tuesday 15<sup>th</sup> May in Kingston Barn

#### Present:

**Trustees:** Tony Mccord (Chairman)                      Davina Martin  
Sandra Fagg    Sue Larkins  
Mark Jopling    Mary Starrs.

**Members:** Peter Sopp, Terry Gilkerson, Gina Pearson, Liz McCord,  
Alan Moss, Margaret Smith, Colin Richards, Beth Richards, Alison Matthews.

**Item 1. Opening and Welcome:** The chairman opened the meeting at 7.30p.m and welcomed those present.

**Item 2. Apologies for Absence:** were received from Revd Stefan Thomas, Mary Moss, Carol Chately, Paul Chatley, Maureen Taylor, Gerald Crease.

**Item 3. Minutes of the A.G.M. held on 2nd May 2017:** Having checked each page for accuracy the minutes were accepted as a correct record. Proposed by Gina Pearson, seconded by Terry Gilkerson

#### Item 4. Matters arising from the minutes:

**a) Parking for disabled persons.** The chairman stated that the space now provided was well used. Mark Jopling enquired why it had cost £1,400. Chairman stated that the space was previously a garden and had to be converted to hard standing.

**b) The Chairman also stated that the committee was hoping to achieve Hallmark Level 2 Quality Standards this year.**

#### Item 5. Trustees Report to the AGM:

The chairman presented the Trustee Report to the A.G.M. as follows:

### ***Trustees Report to the AGM for the period 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018*** ***Performance and Achievements***

*The Trust continues to perform well against its core objects of providing a Village Hall for the use of the parish of Kingston and to help improve the quality of life for its residents. The challenge is in maintaining a viable facility with core running costs of £7,550 when income from village users is about £1,000. This is achieved by encouraging participation by other organisations in the locality at concessional rates and by offering reduced fees to a range of business users, who provide much of the 'bread and butter' income. Receipts from larger events such as wedding receptions help Trustees to plan for Capital expenditure on repairs and replacements and to maintain contingency funds.*

*Two notable examples of villager's use of The Barn are the Alice in Wonderland Tea Party in February which raised £1,000 for Marie Curie, and a Charity Quiz Night in March which contributed another £1,000 to 'Children with Cancer'. Both organisers then went on to run the London Marathon and raised several thousand pounds more for their charities. These are significant achievements in such a small village community.*

*The Trust continues to be well supported by the Management Advisory Committee which played a key role in the Barn Kitchen Project by ensuring that Users views were at the forefront both during the feasibility study; the design stage; and in the 'fitting out' phase. During this period the MAC 'lost' Sue Larkins as a member as she was duly appointed as a Trustee.*

*The Trustees would like to express their appreciation of the contribution from Volunteers and our new Cleaner who do so much to maintain The Barn as an attractive venue for village and other activities.*

### **2017/2018 Financial Summary.**

*The Trust had a good head start in April 2017 with a total of £34,211 in the accounts. This was supplemented during the year by fundraising of £27,395 which assured continuation of the Barn Kitchen Project with its projected net cost of £33,575 for building works. The JCT Contract was signed on 8<sup>th</sup> August and work commenced on 7<sup>th</sup> September. Despite significant problems being found with the foul drainage system requiring rerouting and a subsequent increase in costs resulting in one formal complaint, the project was completed on time on 15<sup>th</sup> November. Total expenditure incurred on the Project including the contract; fees; kitchen units; and white goods amounted to £55,000. As a result of a revised evaluation the insured asset value of The Barn and cottage has increased from £843,312 to £1,125,390.*

### **2018/2019 Financial Projection.**

*Careful husbandry of spending by Trustees has resulted in a surplus of £23,432 on 1<sup>st</sup> April 2018.*

*While we have started the year with a surplus there is an ongoing dispute with the contractor about the final contract payment based on the Specification of Works. This dispute will be subject to formal Mediation in the near future and may result in the need for legal Arbitration at a later stage. The Trustees have set aside a contingency sum for a 'worst case scenario', and there is sufficient money available to continue running The Barn as normal together with a six months reserve. As a consequence the Trustees have delayed planning any Capital expenditure on car park gates or footpath realignment until the dispute is resolved.*

**Tony McCord (Chairman) on behalf of KVHT Trustees**

**May 2018**

**Item 6. The 2017 – 2018 Charity Accounts:** These were discussed. The £8,000 extra cost for the building works was because of unexpected problems with the drains. There is a dispute with the Contractor about final payments. No large capital expenditure would be committed until this is resolved. Therefore the replacement or repair to the main gates to the car park and the re-routing of the footpath would be put on hold. Next year there would be a loss of £4,000 from the cessation of Single Grants Gateway. Two years after this there may be a loss of £3,000 grant for the playing field. The chairman stated that there may have to be an adjustment to the hire fees. Revenue from Barn Cottage did help despite it incurring heavy maintenance expenditure in the last few years. It was going to be necessary to look at alternative ways of raising money. The basic cost of running the Barn was £17 per session.

Energetic discussion followed on the accuracy of the Accounts as one Member felt that they did not correlate year on year.

**NB: Subsequent to the meeting the accounts were re-checked and they do correlate. The Accounts had not passed Independent Examination prior to the 2017 AGM. Examined Accounts for the previous five years can be found on our website at [www.kingstonbarn.org.uk](http://www.kingstonbarn.org.uk).**

**Item 7. Appointment of Nominated Charity Trustees.** Members noted that Sandra Fagg had been appointed by the Parochial Church Council, and that Davina Martin had been appointed by the Parish Council. Both were warmly welcomed to their second year of office.

**Item 8. Election of Independent Trustees.** Four Independent Trustees had indicated their willingness to stand for election. The Chairman requested nominations from the floor. None were forthcoming so Sue Larkins, Mark Jopling, Tony Mccord , and Mary Starrs were individually voted upon and unanimously elected.

The Chairman thanked Members for their support and reinforced the intention of the Trustees to continue serving the village.

**Item 9. Any Other Business.**

- a) Alan Moss queried if the mediator for the contract dispute was truly independent. The chairman explained the rules of mediation as laid down by the Joint Contract Tribunal Agreement, within which the Contract Administrator, as a fully qualified Surveyor, had a duty to establish a balanced view between both parties involved. Both the Contractor and the Contract Manager had signed up to that arrangement. The chairman expressed his full support for the professionalism of the Surveyor.

**NB: Following the AGM this position was re checked. The Contract Administrator acts as the appointed mediator for Kingston Village Hall Trust, not for both parties. In doing so the Contract Administrator has a legal duty to be entirely independent in his thoughts and conclusions.**

- b) Allison Matthews asked about the amount disputed and if legal costs were taken into the equation. The chairman indicated that the figure was thought to be about £10,000 but final details had not yet been established. The chairman confirmed that should the case go to arbitration the Trust had insurance cover for any legal costs incurred.
- c) Peter Sopp asked if a sum had been set aside for in the event that the disputed amount had to be paid. The chairman reiterated that a contingency sum had been set aside and that was why no capital expenditure would be committed until resolution.
- d) Alan Moss asked if the chairman thought it would be better to go for independent arbitration now. The chairman reiterated his previous description of the process and stated that the Joint Contract Tribunal agreement was being followed to the letter.
- e) Terry Gilkerson commented that he had few requests made about wi fi and asked if it was to be continued. The chairman stated that there had been a grant to set up the system, it was reasonably well used, and that Trustees would make a decision on continuation.
- f) Peter Sopp asked why the cost of maintaining the field had gone down. He was informed that the contractor had been changed, but also Trustees had been holding back funds to help pay for renewal of the car park gates in the current financial year.

There being no other business the meeting was brought to a close at 8.30 pm and those present enjoyed informal discussion over wine and nibbles.