

## KINGSTON VILLAGE HALL TRUST

### Minutes of the Annual General Meeting

Held on Tuesday 2nd May 2017 in The Barn, Kingston.

**Present:**

**Trustees:** Tony McCord Chairman Terry Gilkerson Independent Trustee  
 Alan Moss Independent Trustee Paul Chatley Independent Trustee  
 Mark Jopling Independent Trustee Mary Starrs Independent Trustee  
 Sandra Fagg KPCC appointed Nominee

**Others:** Gina Pearson, Maureen Taylor, Joy Rule, Liz McCord, Davina Martin, Gerald Crease,  
 Carol Chatley, Peter Sopp, Liz Gregory, Ken Gregory, Sue Larkins, Val McWilliams,  
 Colin Richards, Beth Richards.

**Item 1: Opening and Welcome:** The Chairman opened the meeting at 19.30 hours and welcomed those attending.

**Item 2: Apologies for Absence:** Had been received from Alison Matthews and Mary Moss.

**Item 3: Minutes of the AGM held on 26<sup>th</sup> May 2016:**

These had been previously circulated to MAC members and were tabled for other members. Having checked each page for accuracy, the minutes were accepted as a correct record. These were proposed by **Sandra Fagg** and seconded by **Alan Moss**.

**Item 4: Matters Arising from Minutes:**

**Liz Gregory** questioned the progress, if any, on the proposed space for Disabled drivers as some people could not walk from the car park. (A.O.B. (c), page 594). **Tony McCord** (Chair) said that having been discussed by Trustees the two options were not achievable at present but would be kept under review.

**Item 5: Trustee Report to the Annual General Meeting:**

The Chairman presented the Trustee Report:

***Trustees Report to the AGM for the period 1<sup>st</sup> April 2016  
to 31<sup>st</sup> March 2017***

*Finances for 2016/17 financial year had improved from the previous year due to two factors. Canterbury City Council Single Grants Gateway SGG increased by £2,500 to £4,313, this money goes towards the core running costs for The Barn. There was also an increase in hire fee income by roughly £900.*

*The Concurrent Functions Funding (CFF) we receive from Canterbury City Council to maintain King Georges Field also slightly increased by £317. As is usual the whole allocation was used plus a further £80 from Barn income. We were successful in obtaining a City*

*Council grant of £305 towards installing and running broadband in The Barn which went live during April. We are trialling this for an 18 month period and usage and feedback from users will determine whether we retain that service.*

*A major expense (£7,488) was the refurbishment of the Barn Cottage bathroom. This was completed at the end of October and was slightly over budget due to unanticipated floor replacement. Other works carried out this year have been the replacement of the lights in The Barn to LED to save on running costs; replacement of all the spotlights outside The Barn and car park; urgent repairs to the play area surface because of shrinkage; and replacement of a faulty Cisterniser in the men's toilet. The only other major outgoing in the financial year was the cost of Architects drawings and subsequent submission to the council with regards to the kitchen extension, some £5,000.*

*The award of Hallmark level 1 quality standards scheme marks a significant achievement for the Trust in its charity administration and management, and reflects the hard work of individual Trustees and the contribution of the Management Advisory Committee in creating such a success. Long may it continue!*

### **2017/18 Financial Prediction**

*The Trust has applied for two grants, one to the Roger De Haan foundation for £10,000 but we are only promised £5,000. The other is a commitment for £20,145 from Kent County Council. Both are intended to fund the kitchen extension. The current cost of the works and new kitchen equipment is £50,537. The remaining £25,392 has been steadily built up by the Trust over the past few years and is being held as a restricted reserve in our Accounts. Funding from Canterbury City Council for 2017/2018 remains roughly the same – SGG is reducing by £1,205 and CFF is increasing by £1,169. We have increased most of our hire rates by a small amount and after consultation with our rental management company the rent of the cottage has been increased by £25 per calendar month. This is to ensure that the Trust remains financially stable as we progress through a period of high expenditure. All other expenditure will be carefully prioritised until the final costs of the kitchen are known, likely to be in early October.*

*Tony McCord  
Chairman*

### **Questions on the Report were invited:**

**Gina Pearson** asked how often the kitchen was used. **Tony** replied that it was used regularly by Coffee Morning and occasionally by other village groups and external hirers. Often seen as a problem by some potential hirers as it was so small. **Gina** then asked if this was a function hall or a village hall. **Tony** categorically said that it is a village hall with the Trust's primary object of providing a resource for Kingston residents,

**Sue Larkins** said that that it is much better managed now than before in trying to raise money.

**Joy Rule** questioned the use of the hall for people outside the village. **Paul Chatley** commented that if we did not use it as a facility for outsiders, we would not be financially viable as local activities barely pay for the utility bills.

The rental money from groups was discussed and said to be necessary to raise funds; the same was said about external hirers, but it remained a village hall.

**Tony** said that we would not be taking bookings for bookings sake but we did need to ensure viability.

**Davina Martin** stated that she never remembered seeing an architect's drawing of the plans of the new kitchen and that computer generated plans do not always appear so accurate. **Carol Chatley** said that they have recently had a new kitchen in their home and that the computer generated plans were very accurate and good to see. **Tony McCord** said that plans had been seen and consulted upon with MAC members but would be displayed again in the hall for an extended period.

There being no further questions, the Report was proposed by **Terry Gilkerson** and seconded by **Sandra Fagg**.

#### **Item 6: Accounts of the Charity for 2016 / 2017.**

The Chairman presented a summary of the Accounts (see Appendix 1, page 601)

**Davina** questioned why Grants had not been included in this report. **Tony** replied that it was because we had not yet received them.

**Joy** asked who the auditor is. **Tony** said that it was Tony Amlott and he had not yet finished his Independent Examination, hence no final copy of the report. A signed copy will be added to the Barn's Website and copies sent to each MAC member on completion.

**Val McWilliams** asked who was the Inspector of the Cottage and how often was it inspected. **Tony** answered that the Renting Agent visited once a year. **NB: Trustees have implemented a Periodic Property Inspection Checklist as from December 2016 which will inform the annual budget setting process.**

The Charity accounts were proposed by **Sandra Fagg** and seconded by **Liz McCord**.

#### **Item 7: Appointment of Nominated Charity Trustees:**

Members were asked to note that the Parochial Church Council had appointed **Sandra Fagg** as their Nominated Charity Trustee. No appointment had been made by the Parish Council, but **Davina Martin** has come forward to stand and is expected to be ratified at the next Parish Council Meeting on May 8<sup>th</sup>.

#### **Item 8: Election of Independent Charity Trustees:**

Three existing Trustees expressed a wish to step down, Terry Gilkerson, Alan Moss and Paul Chatley.

There was a show of hands for the remaining three Trustees and all were proposed:

Tony McCord Independent

Mark Jopling Independent

Mary Starr Independent

This will make 5 Trustees with one vacancy.

Following a question regarding the increased number of Trustees **Gerald** mentioned that he proposed 6 Trustees in 2014 to allow greater flexibility during holidays and sickness. **NB: This had been supported by the Trust Board at a Special Meeting and the Charity Commission advised of the change.**

**Item 9: Any Other Business.**

**Val McWilliams** complained about the state of the field saying it was very bumpy and there were many clods of grass left over from the grass cutter, adding that perhaps cheaper wasn't necessarily better. **Tony** indicated that a new contractor had started the cutting season a little later than usual because of financial constraints but that standards would be monitored to ensure an amenity standard of service.

**Liz Gregory** stated that a shelter/other gym equipment was needed as she felt that she could not ask those over 11years not to use the children's play area. **Tony** said it will be discussed later.

**Colin Richards** questioned the sound system saying it sometimes does not work, referring to the keep fit session and has to call upon **Terry** to look at it. **Terry** said that hirers fiddle with the control knobs which results in the volume being turned off. He now locks the equipment steel door and opens it when it is required by hirers.

**Sandra Fagg** proposed a vote of thanks for the work of the Trustees who have resigned. This was unanimously supported.

**Item 10: Close of meeting.** The business part of the AGM closed at 20.43 hours after which several Members and all Trustees had informal discussions together with wine and nibbles.

**APPENDIX 1****Registered Charity 1066308****The Kingston Village Hall Trust****Accounts for the period 1st April 2016 to 31st March 2017****(These accounts are prepared on a cash basis)**

	<b>2016/17</b>	<b>2015/16</b>
<b>Start Balance</b>	£ 29,898.00	£ 23,014.00
<b>Income</b>		
Bank Interest	£ 17.00	£ 13.00
Barn Cottage Rental	£ 8,017.00	£ 7,992.00
Concurrent Functions Funding	£ 2,699.00	£ 2,382.00
Deposits	£ 2,855.00	£ 3,250.00
Donations	£ 510.00	£ 60.00
Hire Fees	£ 7,935.00	£ 7,127.00
Laundry Charge	£ 45.00	£ 75.00
Other Income	£ 25.00	£ 130.00
Single Grants Gateway	£ 4,313.00	£ 2,500.00
Broadband Grant CCC	£ 305.00	£ -
<b>Total Income</b>	<b>£26,721.00</b>	<b>£ 23,529.00</b>
<b>Expenditure</b>		
Barn Cleaning	£ 1,096.00	£ 1,024.00
Barn Cottage Agents Fees	£ 770.00	£ 767.00
Barn Cottage Inspections	£ 96.00	£ 96.00
Barn Cottage Repairs	£ 7,488.00	£ 0.00
Barn Refurbishment/Capital		

Purchase	£ 885.00	£ 2,274.00
Consumables	£ 486.00	£ 509.00
Deposits Refunded	£ 3,077.00	£ 3,182.00
Field Maintenance	£ 2,699.00	£ 2,382.00
Field Maintenance – NON CFF	£ 80.00	£ 473.00
Hire Fees – Refunded	£ 71.00	£ 655.00
Insurances	£ 1,180.00	£ 1,298.00
KVHT Peppercorn rent	£ 1.00	£ 1.00
Laundry Costs	£ 137.00	£ 184.00
Other Expenses	£ 445.00	£ 454.00
Refundable Personal Expense	£ 0.00	£ 93.00
Repairs and Servicing	£ 1,341.00	£ 1,038.00
Utilities	£ 1,606.00	£ 2,215.00
Total Expenditure	£21,458.00	£ 16,645.00
Net Surplus (deficit) for the period		
	£5,263.00	£ 6,884.00
End balance	£35,161.00	£ 29,898.00
Current Account	£6,856.00	£ 5,110.00
Business Account	£28,305.00	£ 24,788.00
Total	£35,161.00	£ 29,898.00
Deposits held	£950.00	£
Total Available	£34,211.00	£ 29,898.00