

**Minutes of the 36th Annual General Meeting of
KEW COMMUNITY TRUST**

**held at Kew Community Centre, St Luke's in The Avenue on Thursday 4th
October 2018**

Welcome and Apologies.

TRUSTEES

Present: Sally Durant (Chair), Mark Boyle, Janet Chesterton (Treasurer), Lucinda Evans, Rita Kamat, Margaret Marshall, Diana Ormond, Tara Quick, Stephen Robinson, Suzy Stone, Shiona Williams

Apologies: Richard Hannan, Joanna Stewart

PATRONS

Present: Sir David Durie

Apologies: Baroness Jenny Tonge

STAFF

Present: Nicola Patel, Lisa McTaggart, Patrick Boateng, Caroline Hart, Vicky O'Neill,

OTHER TRUST MEMBERS

Present: John Armitstead, Rosalind Eagleton, Stephen Eagleton, Georgy Evans, Teresa Hartley, Wendy Huebner, Bernie Jackman, Ian Lewty, Mary Lewty, Liz Robinson, Bridget Towers

Apologies: Valerie Booth, Bill Cottle, Veronica Edwards, Robert Guy, Serge Lourie, Rory McPherson, Diane Morris, Charles Voyantzis

OTHERS

Present: Nicholas Armour, Roxy Botkin, Judi Braddock, Cllr Lotte Campanale, Lindsey Cape, Michele Chmerling, Charlotte Cornish (Chair Elect Age UK Richmond), Jenni Cotterill, Cllr Ian Craigie, Jennifer Davies, John Deane, Guinevere Duff, Thelma Foakes, Harry George, Tony Glastonbury, Richard Goddard-Jones, Christopher Harrison, Caroline Jackson, Sue Kirkpatrick, Carolyn Lowe, Anne Lynch, Alex Macfadyen, Marian Mollett, Nada Morgan, David Polya, Liz Porter, Alan Sandall, Francesca Snow, Janet Somers, Rosemary Staheli, Irene Stephens, Carolyn Underwood, Julia Welchman, Malcolm Welchman, Susan Wilde, Geoff Williams

Apologies: J-F Burford, Richard Copley-Smith, Rosemary Ford, Lin Gillians, Mr and Mrs MacCreadie, Alison Rowley, Lindsey Scotney, Ros Sweeting

WELCOME: The Chair, Sally Durant, extended a warm welcome to everyone present. The Chair outlined the agenda for the evening: to carry out the business of the AGM; to listen to our guest speaker, Bamber Gascoigne, give a talk entitled “An Unexpected Adventure”; and then everyone was invited to join the Trustees to enjoy refreshments and learn more about the work of the Trust.

1. To receive and approve the Minutes of the AGM held on 3rd October 2017.

With the exception of one change to the 5th line of the final paragraph of item 3 on page 9, amending the name from Malcolm Armstrong to Malcolm Alexander, the Minutes were agreed to be correct. **Approval proposed by Stephen Robinson. Approved unanimously.** Minutes signed by the Chair.

2. To receive the Report of the Trustees from the Chair

The Chair presented her report:

“This has been a year of change for Kew Community Trust.

The Marwood Room was finally opened last September and is now being enjoyed by the Avenue Club, outside hirers and other groups. Moving a regular hirer, Monkey Music, from the Alexandra Hall to the Marwood Room has made the office shared by the Trust and the Parish a quieter place to work and visit. The Alexandra Hall is now mainly available for use by the Avenue Club during the hours when it operates which is making a big difference to the Club.

The increased space has enabled the Avenue Club to expand the activities it offers to its 400+ members. There are more exercise classes on offer and other new activities include Spanish conversation and a Spanish class for beginners, Ukulele classes and an extremely popular Art History class (which is actually having a break for a few months as the teacher is on maternity leave). The Club is very pleased that a relatively new class, Men’s Wellbeing, is now well attended. The new notice board outside the main hall has been useful in keeping our members informed about activities and events, including the occasional talks and musical and other performances arranged for them by the Club. Another new venture, monthly opera lectures, started in March and has proved to be very popular with approximately 50 attendees.

Many of the Club’s activities are aimed at helping members to stay fit and well. Dance has been shown to help fight dementia and the Club offers an aerobic dance class and line dancing. A new forth Pilates class focuses on Applied Pilates, Health & Wellbeing and members have been able to attend a talk and demonstration of Strength Training which some have been able to follow up individually.

Our Monday Transport & Carer Day continues to enable less mobile members to come to the Club in a shared taxi and be looked after by a carer provided by the Club.

The Avenue Club’s outings are a highlight for some of our members and this year they have been able to visit Nymans House & Gardens, the Design Museum, Mottisfont, the Charterhouse, the Cinema Museum, Lord’s Cricket Ground, the Bombay Sapphire Distillery, the Geffrye Museum & Longacres Garden Centre in Bagshot. A popular new idea has been to arrange trips for particular activity groups

and the Men's Wellbeing Group has visited Denbies Winery and our Art Historian has taken small groups on guided visits to galleries in central London.

Talks and musical entertainment are regularly arranged for our members and this year a ukulele based trio performed 'Stompin' at The Savoy' to 25 members and 40 attended a return performance by Spanish Flamenco dancer, Rosandra, last October. There was a Portrait in Music and Words of Frederic Chopin last November and last autumn there were talks about Richmond & Kew in WW2 and the history of Richmond Park.

One of the Club's services under review is the provision of lunches. These have always been at the core of the operation of the Club but the number of members choosing to have a hot lunch has declined significantly. A trial is currently in place using frozen meals from an upmarket retailer, Cook, from Monday to Wednesday. With Patrick's help, we are still able to serve a roast lunch on Thursday which has always been our most popular lunch offering. The change has enabled us to reduce the number of hours worked by our kitchen assistant as well as improving the quality of the food. During the summer, the range of sandwiches on offer was extended and this has been well received. The catering trial will be assessed after 6 months so please do give our staff and volunteers your feedback.

The expansion of the Trust's facilities at Kew Community Centre has increased the work of our Chief Executive, Nicola Patel, to such an extent that the Trustees approved her request for the recruitment of a part-time assistant. Vicky O'Neill joined us in March and is making a valuable contribution to the team. Her recruitment has enabled Nicola to focus on marketing the Centre to one-off hirers, making improvements to the building and implementing strategies agreed with the Trustees.

The Trust's obligations under its lease from the Diocese and the Parish require the Trust to keep the centre in a good state of repair and compliant with all government regulations. The Trust has a close working relationship with the Parish of St Luke's and we are grateful for the support they give us.

The snagging works following the opening of the Marwood Room were extensive and included the replacement of the whole of the wooden floor which was a difficult job to fit into the Centre's busy schedule. The lobby area leading to the Marwood Room and the toilets near the kitchen have been refurbished which has greatly improved this part of the building. The lift has required considerable attention this year and the Trust is aware that it may need to be replaced in the not too distant future.

When not used by the Avenue Club, the Trust lets different parts of the building to hirers who meet a wide range of interests, such as Monkey Music, fitness classes and Richmond & Twickenham Photographic Society. The addition of the Marwood Room enabled us to provide a new home for Kew Karate Club when the Victoria and St John Hall in Sandycombe Road closed for redevelopment and we now provide facilities for approximately 25 community groups and charities. One of our long term hirers, Q2Players, decided to move to the National Archives in the spring and we are pleased to hear reports that the move is proving beneficial to both organisations. (The storage space freed up has enabled us to add table tennis to the Club's activities.) We also continue to offer a venue for charity events, private parties and wedding receptions.

The Trust is supporting a new venture whereby community social evenings will be held in the Marwood Room at regular intervals. A trial evening was held in February which was well received and monthly social evenings will take place on the 2nd Thursday of every month starting from next Thursday, the 11th October. The aim of these social evenings is to foster a sense of community by providing a place for people to meet other locals in a congenial setting. We also hope to raise awareness in Kew of the work carried out by the Trust.

The Trustees review the operation of the Trust with guidance from the Chief Executive and Avenue Club Manager at regular management committee meetings. Strategy formulated at the strategy meeting held in January 2017 is still being implemented, particularly in relation to the improvement of our catering & the expansion of classes & activities on offer. Research has been carried out into the wishes of Avenue Club members by means of a questionnaire and new activities have been started in response to the replies received. The Trust's website has been updated and further improvements are being implemented. New logos have been adopted for the Trust, the Avenue Club and Avenue Halls and the Trust's branding has been modernised. New signs have been designed in discussion with the Parish and should be commissioned very soon. We are aware that the blue signs on the road are in a terrible state & need urgent replacement.

I would like to take this opportunity to thank some important groups of people:

1. Our staff-

- Nicola, our Chief Executive, and Vicky, her assistant, whose help has been invaluable during this summer due to holidays & sickness;
- Lisa, who runs the Avenue Club, & Caroline, her assistant. I would like to say a special thank you at this point to Roxy, who stepped down last week as an Avenue Club assistant. As many of you know, Roxy has been involved with the Avenue Club from its beginning when she & Lisa ran the Club on a job share basis. (If you would like to know more about this, Michael Lowe's excellent history of the Trust is available to buy at the signing in desk.) Unfortunately, Roxy had to step down some years ago due to ill health but she was later able to return on a part time basis and her skills, particularly in producing lively & informative newsletters, have been much appreciated by everyone
- Patrick, our site supervisor, who has recently returned refreshed from an extended visit to Ghana, and Blake, who helps Patrick with the late night events
- Miles, our cook, who joined the team in the summer and I would also like to thank Steve who was our cook until June this year
- Finally, Janet, our bookkeeper, and Daiva, our cleaner, whose hours have been increased due to the extra work required to keep the new facilities clean.
- We are very grateful to all our staff for their hard work and caring attitudes which make the Avenue Club a very special place. We know that the addition of the Marwood Room has created a lot of extra work for Lisa who has organised lots of new activities which are being enjoyed by the Avenue Club members & also for Nicola with extra lettings. We appreciate all they have done in rising to this challenge.

2. Our volunteers, some of whom are here tonight. They make a big difference to the Club & the generosity with which they give their time is much appreciated. The Avenue Club is particularly indebted to its volunteer drivers, Andrew Brown, Neil Henderson, Paul Gunn & David Polya who enable outings in RAKAT buses to take place. Many of our members wouldn't be able to get to the Club without lifts from Kew Neighbourhood Association & Richmond Good Neighbours drivers so I would like to thank them too.
3. Finally, my fellow trustees for their hard work throughout the last year. Many trustees have been extremely generous in the time they have given to the Trust this year and I'm very grateful to them for their advice and support.

I'm very sad to report that one of our trustees, Janet Graham, who was co-opted to the Board in January, died quite suddenly at the beginning of June, which was a great shock for us all, but particularly for her husband, David, and daughter, Katherine. She is greatly missed by us all.

4 of our trustees are retiring by rotation today and will not be standing for re-election. I would like to thank them each in turn:

- Suzy Stone has been a trustee for 9 years & she's been a valuable link between the Avenue Club members & the Trustees. She's been a member of the Avenue Club Committee and has been a regular helper with the Monday Club, playing board games with our members.
- Joanna Stewart has also been a trustee for 9 years as well as being a member of the Avenue Club Committee. Joanna retired recently as a local doctor and her medical expertise has provided the Board with helpful advice on many occasions. Unfortunately, Joanna can't be here tonight so her gift will be delivered to her later.
- Richard Hannan has only been a trustee for 3 years but in that time he has done an enormous amount for the Trust on the IT front, particularly with the updating of the website and the installation of new telephone & computer systems. Unfortunately for us, his own business has now taken off and he needs to concentrate on that but he has put in place an arrangement with an IT consultant which is already proving very useful.
- Tara Quick is also stepping down after 3 years but she has been involved with the Trust for longer than that as she has helped with many of our fund raising events. Tara has been instrumental in updating the image of the Trust and the adoption of the new logos and branding materials. She now needs to concentrate on the demands of her children but I'm sure that she will remain in close contact with us as she lives just down the road."

3.To receive and approve the Accounts for the year ending 31 March 2018 and the Report of the Management Committee and Accountants thereon.

The Treasurer was very pleased to present her report as Treasurer to the members of the Trust:

"Good evening. I hope you've managed to view the accounts on the website and thank you for your help in conserving paper by not printing the document.

I'll run through the headline figures for the financial year ending 31 March 2018:

- Income was £320,000
- Expenditure £303,000
- Net income before gains on investments £17,000
- Gain on revaluation of investments £3,000
- Movement in funds for the year: £20,000

Looking first at the income for the year:

Sally mentioned that it has been a year of change for the Trust and the Trust's sources of income have changed with investment income replacing some grants and voluntary income.

The remaining proceeds of the Marwood bequest were invested in CCLA's Charities Investment Fund in July 2017 bringing the total invested to £2.7m. This generated dividend income of £91,000 (a return of 3.34%) which was a significant boost for the Trust. Income from room hire fees increased 22% to £82,500 due to the increased capacity from the Marwood Room, a review of pricing particularly for weddings and larger events and securing new regular hirers.

The Avenue Club income was broadly in line with last year despite a further 5% reduction in core funding from the CILS contract. Unsurprisingly, given all the new activities the team introduced, activities income increased some 17% although this is associated with additional costs. No further grant funding was sought for the Monday Transport and Carer Day as there were sufficient restricted funds brought forward to fund 79% of it and sufficient surplus to cover the balance.

The ongoing contributions from our Community Supporters, local Churches and groups such as the Kew Midsummer Fete and CCHT are much appreciated.

Moving on to the costs for the year:

Investment in additional staffing has been necessary due to the increased activity level in both the Centre and the Avenue Club following the building expansion. The north corridor which links the Main Hall and the Marwood Room was refurbished in keeping with the new extension and previous refurbishments at a cost of £17,000. Amortisation of the building costs over the life of the lease began with £10,000 charged to costs for the seven months since the Marwood Room was opened.

Capital expenditure on the Marwood Room in the year amounted to £348,000 bringing the total cost to £525,000. A further £16,000 of capital expenditure was incurred on items such as the new Fire Alarm, moveable partitions for the Main Hall, a new extractor fan for the kitchen, shelving, computer equipment and a Defibrillator.

Funds:

The overall surplus for the year of £20,000 was added to the general fund. Accumulated Funds at year end were £3.371m of which £2.801m constitutes the general fund.

Plans for the future:

Looking ahead, the Trustees have agreed a plan to refurbish other parts of the building in compliance with the lease and for the benefit of Avenue Club members, community users and external hirers. As you can see, work has commenced in the Main Hall with decorating and improvements to the lighting and food serving area. Work will continue here, in the Alexandra Hall and in the adjoining corridors and lobby areas over the next year. As Sally has mentioned, the Trustees are also aware that the lift may soon require replacement or significant refurbishment which will be costly.

The Trustees have also agreed to provide some support for those Avenue Club members who may find it difficult to afford the fees to participate in activities and will continue to subsidise the outings which are such an important part of the Avenue Club's activities. We are also pleased to be able to support other local organisations and charities through use of the facilities on favourable terms.

Richmond Council is currently recommissioning the Community Independent Living Service contract. After several delays to the process, the new contract is due to be awarded in April 2019 and to commence from July 2019. At present the Trust receives funding of some £40,000 from this contract to support the cost of the Avenue Club staff. We anticipate this may be reduced in the new contract.

This year, a fundraising ball will be held on 1 December to raise funds for the Transport and Carer Day, now that grant funding is more difficult to obtain, and to raise awareness of the work of the Trust. Tickets for the Ball are now on sale and details of how to book can be found on the website or please do ask one of the Trustees. I hope you will be able to attend what promises to be a fantastic evening.

To conclude:

With its long-term investment generating a healthy income together with strong lettings income and well controlled costs, the Trust is well placed to deliver its charitable purpose of running the Avenue Club and the Kew Community Centre.

I would like to thank:

- St Luke's PCC, the Trust's landlord, for the ongoing good working relationship we have
- Our long-standing bookkeeper, Janet Griffiths who once again has been a great help to me this year
- And finally, Nicola, Lisa and all the staff for their work and help during the year."

Approval of the Report and Accounts was proposed by Suzy Stone and seconded by Mark Boyle. Approved unanimously.

The Chair asked if there were any questions.

Peter Hart commented that he had recently attended the funeral and memorial service for Jay Upton whose husband, Nick, had been instrumental in setting up the Avenue Club. The Club had been set up with the vision of reaching out to all parts of the community and Peter said that he hoped that this would continue. The Club should be proud of the work it does for the community. The range of activities offered was amazing. Peter wanted to make the attendees of the AGM aware of the following:

1. Inside the Church there was a basket for contributions to the Richmond Food Bank and he encouraged donations.
2. The Church would be involved again in the emergency winter night shelter project, from the beginning of November until the end of April. This was a community project, involving all faith groups. Donations of clothing, including socks and hats, and food were very welcome. Volunteers were also needed to provide an evening meal each night.
3. From the end of March 2019 people from the continent without a British passport could apply for settled status. CAB were running sessions explaining this and he urged the attendees of the AGM to make people aware of this.

There were no questions.

4. The Meeting was then asked to authorise the Management Committee to appoint P K Group as the Trust's reporting accountants and to agree their remuneration.

The Treasurer pointed out that the Trust's accounts now needed to be fully audited. ***This was proposed by Janet Chesterton and seconded by Stephen Robinson. Approved unanimously.***

5. Re-election and Election of Trustees

The Chair commented that it was very unusual for the Trust to have 6 trustee vacancies in one year and so the Trustees had decided to advertise locally rather than just relying on recommendations. The Trustees had been delighted with the response and felt lucky to live in an area where so many people were prepared to take on voluntary work. It was difficult turning down some excellent candidates which was not a problem the Trust had had before. In choosing the proposed new trustees, the Trustees had tried to replace some of the roles played by those standing down and had also borne in mind the need to find a potential chairman to replace the Chair next year. The Chair introduced the 6 candidates individually and invited those who were present to stand up and identify themselves.

John Armitstead is an AC member who has a background in osteopathy and medicine. He retired in 2015 and now enjoys opera, travel, yoga and attending Avenue Club classes.

Georgy Evans has lived in Kew for almost 18 years and recently retired as a lawyer working in private practice and for large corporations. Georgy's main area of expertise is Intellectual Property and she's already advised the Trust very helpfully on a trademark issue. Her range of experience is wide and includes managing teams and HR issues, dispute resolution and public speaking.

Bernie Jackman is a Chartered Accountant who worked as group controller for a listed multinational company before taking a career break to look after her children. She's been involved with various charities & has been chair of the parents' association of the Unicorn School. She's organised many fundraising events, including the Trust's Casino Royale in 2015. She is now, with Rita Kamat and Lucinda Evans, organising a Masquerade Ball which will take place on 1st December. Attendees of the meeting were invited to have a word with her afterwards if they were interested in buying tickets or had any questions about the ball.

Rory McPherson unfortunately was unable to attend the meeting as he and his family were away on holiday. Rory is an investment manager with social media skills. He's lived in Kew for 5 years and has a young child with another due in November. Rory was Jean Harding's next door neighbour and her enthusiasm about the Avenue Club motivated him to apply to become a trustee.

Diana Ormond is a primary school teacher who's lived in Kew for 26 years. She belongs to the Kew Community Choir and also the St Luke's Church Choir. Diana will provide a link between the Trust and the Parish which the Trust had been without since Nigel Blake, who was co-opted to the Board, was forced to stand down due to ill health.

Bridget Towers has lived in Kew for more than 30 years and she was a Professor in Criminology & Sociology at Kingston University until 2013 when she retired to become full-time carer for her husband until his death. During those years she was a core member of Richmond Mind Carers group. She is currently a volunteer on the Campaign Committee for Safe Passage & is chairman of the Kew Lib Dems.

The Chair asked that all the above should be approved under one proposal: ***this was proposed by Michael Lowe and seconded by Rita Kamat. Approved unanimously.***

6. Any Other Business

There was no other business

The Chair declared the formal part of the Meeting finished, and welcomed the guest speaker: Bamber Gascoigne. Bamber entitled his talk: "An Unexpected Adventure",

and spoke about his inheritance of West Horsley Place and the creation of a trust to restore and maintain the house; and the decision of Grange Park Opera company to build a new theatre in the grounds

Following Bamber's talk, the Meeting was declared closed.