



Sunnyside Hall

Rusthall Road, Rusthall, Tunbridge Wells, Kent TN4 8RA

www.sunnysidehall.org.uk

Company No: 4774580

Registered Charity No: 1101737

Minutes of Annual General Meeting

Date: Wednesday 3rd September 2025

Time: 7:00 pm

Venue: Sunnyside Hall, Rusthall Road, Tunbridge Wells, Kent

Present:

- **Trustees:** Eugene Gardner (Chair), Ronnie Williams, Rachel Gough, Phil Winter.
- **Attendees:** David Chappel, Abel B'Hahn.
- **Apologies:** None received.

1. Welcome and Appointment of Chair

Eugene Gardner welcomed all attendees to the meeting. He offered himself as Chair of the meeting, which was accepted by those present. There were no apologies, the attendees introduced themselves.

2. Minutes of the Previous AGM

The minutes of the Annual General Meeting held on 6th September 2024 were reviewed. There were no questions arising from the minutes.

Resolution 1: IT WAS RESOLVED that the minutes of the 2024 AGM be approved as a correct record.

3. Trustees' Annual Report and Accounts

The Chair presented the Trustees' Annual Report and Financial Statements for the year ended 31 May 2025.

- The bank balance was reported as **£55,000** (after deducting accrued liabilities).
- The financial year-end figure was confirmed as **£64,120**.

There were no questions arising regarding the statement & report.

Resolution 2: IT WAS RESOLVED that the Trustees' Annual Report and Financial Statements for the year ended 31 May 2025 be approved and adopted.

4. Appointment of Independent Examiner

The Chair explained that the previous examiner, Kate Metcalfe, had resigned due to health reasons. The Trustees approached three chartered accountancy firms (quoting over £1,000) and three bookkeepers.

- **Kate Green (Greenbird Accounting)** quoted **£400** for the examination and **£800** for converting Xero (the accounting package in use) output to the required HMRC format.
- It was noted that due to turnover exceeding £25,000, a more complex reporting protocol is now required.

Resolution 3: IT WAS RESOLVED that Greenbird Accounting be appointed as Independent Examiner of the Charity's accounts, and asked to consolidate the accounts in the format required for filing, and that the Trustees be authorised to agree the remuneration.

5. Election and Retirement of Trustees

The meeting noted the following changes since the last AGM:

- Resignations: Phil Winter; Barrie Stringer.
- Continuing in office: Toby Odone (appointed 23 Oct 2019; elected 31 Aug 2022).
- Standing for re-election: Eugene Gardner (appointed 31 Mar 2008; elected 31 Aug 2022).
- Standing for election: Rachel Gough (co-opted 17 Sep 2024),
- Nominees: Liz Day (Scout representative), Joby Gifford (Play Place nursery), Ronnie Williams (Clerk in Holy Orders).

The Chair invited the meeting to approve the election and re-election of Trustees in accordance with the Company's Articles of Association.

Resolution 4: IT WAS RESOLVED that the election and re-election of Trustees be approved in accordance with Article 3.3 of the Articles of Association and that the board composition be recorded as follows:

- Continuing: Toby Odone.
- Re-elected: Eugene Gardner, Rachel Gough.
- Nominated/appointed: Liz Day, Ronnie Williams.
- Joby Gifford noted as a nominee and may be co-opted at the discretion of the Trustees.

6. Strategic Priorities for the Year Ahead

The meeting discussed three potential capital projects for the coming year:

a) Rear External Space Remodelling A proposal was made to remodel the rear external space used by the nursery, including flattening/rubberizing the surface and installing wooden play constructions.

- **Estimated Cost:** £20,000.
- **Caveat:** Any equipment must respect the neighbour's (Kieran Shah) right of way over the boundary path.
- **Decision:** Agreed in principle to pursue this project.

b) Purchase of Additional Building Battery A proposal was presented to purchase a third energy storage battery (5kW) to supplement existing units.

- **Estimated Cost:** £2,500 – £3,500.
- **Benefit:** Allows switching to beneficial suppliers' tariffs and selling excess energy to the grid. Payback is estimated at 10 years.
- **Decision:** Agreed that Eugene Gardner will research options and proceed with the best solution.

c) Roadside Sign Replacement The roadside sign was deemed in disrepair. A proposal was made to replace the sign with one approximately 50% larger, re-using the existing uprights where practicable. Lighting was to be steady illumination only (no flashing lights).

- **Decision:** The Trustees were authorized to have the sign replaced.

7. Progress Updates on Ongoing Projects

a) Canopy Erection The canopy was almost complete. The remaining issue was the guttering, which required a decision on trenching across the path utilizing an existing manhole versus disposal overground.

- **Action:** Eugene Gardner to discuss the preferred drainage route with the contractor.

b) Trustee Recruitment and Retention Strategies discussed included utilizing local business networks, social media, and the cinema screen for advertising. Emphasis was placed on "telling the story" of enjoyable volunteering.

c) PaintnGo Partnership David Chappel and Abel B'Hahn presented "PaintnGo," a social enterprise focused on inclusive wall painting experiences.

- **Proposal:** To host an annual fundraising event at the PaintnGo venue where all profits go to Sunnyside Hall.
- **Decision:** The meeting agreed in principle to collaborate with PaintnGo.

8. Any Other Business (AOB)

Phil Winter raised specific concerns regarding the property:

1. **CCTV:** Concern that cameras overlooked his property. Trustees reassured that the tree camera did not, and agreed to place a black rectangle in the recording software to mask his cars from the hall mounted camera and to place a CCTV warning sign on the tree.
2. **Parking:** Concern regarding disabled cinema visitors blocking one of his cars. It was agreed to buy and erect a disabled parking sign in a further attempt to maintain unobstructed access.
3. **Fire Escape Path:** The path had become overgrown. It was agreed that this should be cleared.

Meeting Close There being no further business, the meeting was closed approximately 90 minutes after commencement.

Signed: _____ **Date:** _____

Eugene Gardner, Chair