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 28th October 2026

Time: 6:00 pm

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

Present:

- **Trustees:** Eugene Gardner (Chair), Rachel Gough.
- **Attendees:** Karen Gardner, Sue Winter, Phil Winter, Ann McCue, Rosemary Romano, Jeanne Pope, Susie Allfrey.
- **Apologies:** Rev. Ronnie Williams (Clerk in Holy Orders; absent due to illness).

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1. Welcome and Introductions

Eugene Gardner welcomed everyone to the meeting and opened proceedings.

Appointment of Chair: Eugene Gardner proposed himself as Chair for the meeting, which was accepted unanimously by those present.

Apologies and Introductions: Apologies for absence were noted from Ronnie Williams, who had made a brief appearance earlier but was unwell. Attendees introduced themselves around the room.

2. Minutes of the Previous AGM

The minutes of the Annual General Meeting held on 3rd September 2025 had been circulated and were reviewed. There were no matters arising from the floor.

Resolution 1: IT WAS RESOLVED that the minutes of the 2025 AGM held on 3rd September 2025 be approved as a correct record.

3. Trustees' Annual Report and Financial Statements

The Chair presented the Trustees' Annual Report and Financial Statements for the year ended 31st May 2026, which were examined and certified by Kate Green of Greenbird Accounting.

- **Financial Overview:** Total turnover for the year was £36,999 (compared to £32,169 in the previous year), which included £20,754 from regular hires, £4,937 from one-off hires, £3,470 from internal hires, £1,612 in interest, £953 in Repair Café donations, and £273 in Gift Aid recovery, alongside a £5,000 grant settlement for the external storage facility. Administrative expenditure totalled £32,898 (including £7,021 in depreciation), resulting in a net surplus of £4,101 and total net assets of £333,773.
- **Format and Regulation:** Because annual turnover exceeded £25,000, the accounts were required to be prepared in a more complex format and independently examined under

Charities Act regulations. It was noted that next year, if turnover remains under £40,000, a slightly simpler format may be used.

- **Hires and Community Value:** The meeting discussed hire fees (£14 per hour for children's parties, £16 per hour for adult classes). It was widely agreed to keep hire rates frozen for another year to support local families during the cost-of-living challenge, noting that feedback on the hall remains universally positive.

Resolution 2: IT WAS RESOLVED that the Trustees' Annual Report and Financial Statements for the year ended 31st May 2026 be approved and adopted.

4. Appointment of Independent Examiner

The Chair proposed the re-appointment of Kate Green of Greenbird Accounting as Independent Examiner.

Resolution 3: IT WAS RESOLVED that Greenbird Accounting be appointed as Independent Examiner of the charity's accounts until the conclusion of the next AGM, and that the Trustees be authorised to agree their remuneration.

5. Election and Retirement of Trustees

The meeting noted the current board composition and vacancies:

- **Continuing Trustees:** Eugene Gardner (term ends 2028) and Rachel Gough (term ends 2028).
- **Ex-Officio / Nominated Positions:** Rev. Ronnie Williams (Vicar). The seats for the 2nd Royal Tunbridge Wells Scout Group and Play Place Nursery currently remain vacant.
- **Resignations Noted:** Toby Odone (resigned 17th July 2025) and Elizabeth Day (resigned 17th July 2025).

The fragile nature of operating with only two active trustees was discussed extensively.

Resolution 4: IT WAS RESOLVED to record the current board composition and note open vacancies.

6. Strategic Priorities for the Year Ahead

- **Capital Projects & Maintenance:** The proposed rear external space remodelling project is to be shelved for the time being due to board capacity and financial priorities. Instead, attention must focus on urgent maintenance, including repairing two holes in the roof (which will require temporarily lifting solar PV panels) and professionally assessing and fixing a structural crack in the front boiler-vent wall.
- **Reforming as a Charitable Incorporated Organisation (CIO):** The meeting discussed the previously circulated discussion paper regarding converting Sunnyside Hall from a charitable company limited by guarantee into a foundation CIO to eliminate dual reporting to Companies House and modernise the 2003 constitution. There was general support in principle for the conversion. It was agreed that the trustees should prioritize recruiting additional trustees in parallel, investigate constitution options (including nominated seats and community reporting mechanisms), and bring forward formal resolutions in 2027.

7. Progress Updates on Ongoing Projects

- **Canopy:** The new entrance canopy has been successfully installed and is well-received by visitors and parents.
- **Trustee Recruitment:** Traditional online notices yielded limited results. Attendees suggested utilizing the *Rustall Life* parish magazine (including a profile/article approach), placing clear notices on the external notice boards, and using direct personal approaches ("tapping people on the shoulder").
- **PaintNgo Partnership:** No further developments have occurred following previous discussions.

8. Any Other Business

- **Quarterly Trustee Meetings:** It was agreed to continue regular quarterly trustee meetings.
- **Parking:** A local resident raised a recent isolated incident where obstructive parking restricted vehicle access from a driveway. Discussion followed regarding cinema parking management, monitoring, and reinforcing signage on screening nights.

Meeting Close There being no further business, the meeting was closed approximately 45 minutes after commencement.

Signed: _____ Date: _____

Eugene Gardner, Chair