

MINUTES

Annual Meeting 2024

DATE: 20th November 2024
TIME: 5.00 - 5.30pm
LOCATION: Kingston First's office. Neville House, 55 Eden Street

ATTENDEES:

Vanessa Ross (VR)	arc
Emma Frost (EF)	Fern Consulting
Frank Borkin (FB)	Kingston Escape Rooms
Peter Mayhew-Smith (PMS)	South Thames College Group
Paul Bhalla (PB)	Specsavers
Jennifer Edwards (JE)	Kingston University
Robert O'Dowd (ROD)	Rose Theatre

7 members and 7 votes.

APOLOGIES:

Cllr Andreas Kirsch (AK)	Kingston Council
Cllr John Sweeney (JS)	Kingston Council
Greg Miles (GM)	Canadian & Portland Estates

3 apologies and 0 proxy votes.

In attendance:

Kirsten Henly (KH)	Kingston First
Shareena Merzi (SM)	Kingston First
Scott Gamble (SG)	Kingston First
Hannah Blackwell (HB)	Kingston First

1. Welcome and apologies

VR welcomed all attendees to Kingston First's Annual Meeting. Apologies were noted as above.

2. Minutes and actions from the last meeting

- KH noted that there were no actions from the last meeting and proposed the minutes be approved as an accurate record. All agreed.
- Later in the meeting under item 5, it was noted that the minutes weren't clear with regards to the year being proposed for the tender for auditing services. It

was agreed that the intention was to refer to a tender in the first year of the new term, i.e. the tender would run in 2025 to review 2024/25 accounts.

3. Election of directors

- VR confirmed that Andrew Pollard had stepped down from the Board.
- VR proposed the recommendation was for Angela Law to join the board. Angela would bring not-for-profit experience and public sector knowledge.
- All approved the appointment of Angela Law to the board.

4. Annual Financial Report 2023-24

- SG introduced the Annual Financial Report. SG sought questions and comments; none were raised.
- The Annual Financial Statement was approved by the meeting.

5. Confirmation of tender for auditing services

- As per the agreement at the last Annual Meeting, we would be tendering the auditing process for the start of the new BID term, i.e. in 2025. The current auditors were not excluded from tendering, and we would try and use a local firm.

6. AOB

- VR asked if any attendees had any other comments. None were raised.