



## VINTERS PARK RESIDENTS' ASSOCIATION

### Minutes of the Annual General Meeting of the Association held at Vinters Park Community Centre on Wednesday 28 April 2010

#### 1. OPENING

The Chairman, Gerry Kirrage, opened the meeting at 8.20pm by welcoming everyone attending. (The signatures on the Attendance List indicated that 25 were present).

Apologies for absence were received from Steve Ring.

#### 2. MINUTES

The Minutes of the Annual General Meeting held on 20 June 2009, having been circulated at the meeting, were approved and signed by the Chairman. There were no matters arising.

#### 3. CHAIRMAN'S REPORT

The Chairman's written Report had been circulated with the Notice of Meeting and Agenda in the recent issue of "Park Ranger". There were no matters arising.

The Chairman noted that the centre had been going from strength to strength with bookings having very few spaces left.

#### 4. PRESENTATION OF ACCOUNTS

The Association's Finance Manager, Mrs. Siobhan Wood, presented the audited income and expenditure account for the year ended 31 January 2010 and the balance sheet as at that date with the Independent Examiner's report. Copies of which had been circulated at the meeting earlier.

Siobhan reported that there was an overall small loss of £250 due to paying an accountant this year and the new heating system for the centre.

The meeting duly **APPROVED** the Income and Expenditure Account for the year ended 31 January 2010 and the Balance Sheet as at 31 January 2010, copies of which are inserted in the Minute Book.

#### 5. ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

The following members, having been nominated prior to the meeting or elected at the meeting, were duly **ELECTED** to the posts indicated:

Chairman: Gerry Kirrage  
Vice-Chairperson: Vanessa Young.  
Secretary: Juliet Johnson

#### Appointed Managers

Finance & Bookings Manager: Siobhan Wood  
Premises Manager:

#### Executive Committee:

(1) Individual Members: Carol Bell, Fred Burton, Tony Hewson, Sarah Long, Peter Lott, Maggie Middleton, Val Nightingale, Barry Smith, Jackie Young.



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(2) Group Representatives: Vanessa Young (Pre-School), Brenda Bodycombe (W.I.)

The Chairman indicated that there was one place free on the Executive Committee and invited those present to consider if they or someone known to them would be interested in serving on the Committee.

The Chairman also noted that the vacancy for Premises Manager had not yet been filled and asked if anyone interested to apply to the secretary for a job description. Peter Lott said he knew someone who was very interested in the position.

### 6. APPOINTMENT OF INDEPENDENT EXAMINER

The Committee had appointed Steven Hill as auditor of the finances ending January 2010.

The Chairman asked the meeting for approval for the Executive Committee to appoint the most cost effective auditor towards the end of this financial year.

### 7. PROPOSED AMENDMENT TO CONSTITUTION

The Chairman explained that the Executive Committee would like to make a small change to the Association's Constitution in order to ease preparations for future AGMs. The proposed change had been circulated to all Association members as part of the Park Ranger newsletter, delivered to all houses on the estate no later than two weeks before the AGM.

The Chairman explained that the process of leaflet printing/delivery to each household had become too time consuming with lack of volunteers to assist in the door to door delivery to over 1,500 homes on the estate. The proposed change would allow the notice of upcoming AGMs to be made by advertising in our local papers (Downsmail and Kent Messenger) and also a series of posters displayed around the estate. It was also felt that the savings made from not printing 1,500 copies of Park Ranger would benefit the members of the Association.

Keith Rogers suggested displaying as many notices as possible as he felt that some residents may not see the notices in the papers.

Of those present eligible to vote all members voted for the change. The proposal was therefore APPROVED by the Association and the change would be lodged with the Charities Commission.

### 8. ANY OTHER BUSINESS

The Chairman opened the floor to any other business.

#### (1) Gerry Kirrage (Chairman)

Gerry informed the meeting that the new tree had been planted, he noted that it had been tampered with on a few occasions.

Gerry also asked the members of the playgroup representatives who had attended the meeting about the new central heating system. They confirmed that it was much improved and working efficiently, they were still awaiting new radiator caps. Vanessa Young offered to purchase some new ones and forward a receipt to Siobhan Wood.

#### (2) Fred Burton

Fred Burton raised the issue of the new yellow lines, stating that they were not completely satisfactory to some residents. Peter Lott informed Fred that this was a Borough Council issue.



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### (3) Maggie Middleton

Maggie Middleton raised the issue of the various potholes around the estate. Fred Burton had reported this to the Borough Council two weeks previously. Peter Lott who works for KCC Highways offered to make enquiries regarding the problem.

### (4) Vanessa Young

Vanessa Young noted that a camper van had been using the car park at night and that people were sleeping in it. She would to contact Gabriel regarding this issue.

## 9. CONCLUSION

The Chairman thanked all those who had attended the meeting and the Committee members, with a particular mention to Barry Smith and Peter Lott for their help towards the AGM preparation and to Siobhan Wood and Juliet Johnson.

The meeting concluded at 8.50p.m.

PP.

APPROVED

(Chairman)

6/4/11

Date:

## Chairman's Report 2011

You know they say that when you pass 40 time goes quicker. Well that must be true because it's AGM time again.

VPRA has had a rocky year with groups leaving and joining.

If you are new to the Community Centre, can I extend a warm welcome from all on the Executive Committee and we hope you'll be with us for many years.

You may have seen in your travels around the estate, that the garden area has a new fence. This was asked for and paid for by the Woodlands Pre-School and is an additional protection for all who are hiring the Community Centre, so don't forget, if you are hiring the hall for a birthday party, you also have use of the garden area for no extra cost.

We have had, as you have in your home, huge price increases in our utility bills, which now are between £1200 & £1500 per quarter. This has used up much of our reserves which had been put aside for renovation etc. All the changes we had hoped for have been put on the back burner for now and I hope that they will be resumed in 2012.

Maintenance is an ongoing issue at the Community Centre and again is constantly increasing in cost as the building ages. We are always looking for different ways to improve but at affordable costs.

Please don't forget <sup>that</sup> the all the various groups who use the Community Centre would welcome newcomers, so if 2011 is your time to get out and join something, have a look at what goes on there.

And to finish, we have a great range of local shops on this estate which need our support, so if you haven't used them before, give them a go. They will not disappoint you.

**VINTERS PARK RESIDENTS' ASSOCIATION**  
**STATEMENT OF INCOME AND EXPENDITURE**  
**FOR THE YEAR ENDED 31 JANUARY 2010**

	<u>2010</u>		<u>2009</u>	
	£	£	£	£
<b>INCOME</b>				
Main Income	14,786		14,361	
Interest Received	<u>71</u>		<u>214</u>	
		14,857		14,575
 <b>EXPENDITURE</b>				
Purchases	-		89	
Miscellaneous Expenses	-		135	
Gross Wages	5,693		5,660	
Rent and Rates	2,149		1,998	
Heat, Light and Power	2,213		1,868	
Printing and Stationary	472		400	
Maintenance	3,595		2,181	
Accountancy	350		-	
General Expenses	515			
Bad Debt	<u>95</u>		<u>459</u>	
		<u>15,082</u>		<u>12,791</u>
<b>(LOSS) / PROFIT FOR THE YEAR</b>		(225)		1,784
<b>SURPLUS FUNDS AT 1 February 2009</b>		15,365		13,581
<b>SURPLUS FUNDS CARRIED FORWARD</b>		<u><u>15,140</u></u>		<u><u>15,365</u></u>

**VINTERS PARK RESIDENTS' ASSOCIATION**  
**STATEMENT OF ASSETS AND LIABILITIES**  
**FOR THE YEAR ENDED 31 JANUARY 2010**

		<u>2010</u>			<u>2009</u>	
	£		£		£	£
<b>ASSETS</b>						
Debtors		1,718			1,541	
Deposits and Cash		5,733			5,661	
Bank Account		8,039			8,163	
			15,490			15,365
<b>LIABILITIES</b>						
Creditors and Accruals			350.00		-	
<b>NET ASSETS</b>			<b>15,140</b>			<b>15,365</b>

**Balance Sheet as at 31st January 2010**

The financial statements were approved by the Board on \_\_\_\_\_ and signed on their behalf by:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Treasurer