

Minutes of the Annual General Meeting of The Kentmere Institute

held in the Institute immediately following The Autumn Assembly of the Kentmere Parish
Meeting on Tuesday 14 November 2023

1. **Present:** Christine Hevey (Chairman), Sandra Johnston (Secretary), Iain Johnston (Treasurer), Richard Allen, Tricia Broomby, Hazel Brownlow, Roger Dewhurst, Hilary Fry, Jackie Green, Margaret Harrison, Christine Hevey, Steve Hirst, Sheila Hirst, Peter Lansberry, Carol Lansberry, Ian McIvor, Simon Racle, and Jim Stilling.
2. **Apologies for absence** were received from Sally Allen, Maureen Baldwin, Robert Courtier, Clare Courtier, Jo Racle, Chris Sanderson, Jim Sharp, and Gay Talbot.
3. **The minutes** of the previous AGM held in November 2022 had been circulated before the meeting and were accepted by all present.
4. There were no matters arising.
5. **The Annual Report** was given by the Chairman who said that this had been an unusual year for The Institute which is almost 100 years old and was built at the suggestion of the then president of the Kentmere Women's Institute, Mrs Little who lived at Greenhead. Once opened it was used as a community space on every night of the week and had a caretaker. One of the tasks on a winters evening would be to light the fire in a fireplace in what is now the kitchen. The room was lit by paraffin lamps and the ladies had a toilet but the men had to go outside. Since those far off days it has only had had one major refurbishment in the late 1980s when a proper toilet extension was added and a proper kitchen was installed.

This year the trustees had embarked upon the first stage of another refurbishment to bring the building into the 21st Century. It had started with the hall. This has meant that the hall has not been available for some of the year but we must be grateful to Tony Harrison and David Harrison for undertaking the insulation and dry lining work and to Neill Tedcastle for the electrical work. The project has meant a reduction in takings this year as we have had to turn down some bookings but we did manage to host the usual annual sporting fixtures in the summer, including the Lakeland 100 event and The Kentmere Horseshoe Race.

In between the work the hall has continued to be used by the Kentmere Film Club and we must extend our warmest thanks to Steve and Sheila Hirst and their small committee for arranging those evenings and also for the theatre performances which have been very well received. Jo Racle has arranged table tennis evenings and there have been a few family events. Perhaps the warmer and more welcoming environment will encourage more.

6. **Refurbishment:** Iain reported on what been achieved so far in Stage 1 of the planned work - fitting under-floor insulation, replacing all windows with double glazed units, stripping out the wood panelling and seating and dry-lining the walls, replacing panelling, re-siting and increasing the number of electric sockets, installing new

lighting and fitting new external doors. Still to do will be the refurbishment and sealing of the floor, decorating, fitting blinds and hanging new curtains.

7. **Financial report:** Iain showed the draft balance sheet for the year ending 31st October 2023 which showed that so far the refurbishment had cost just over £55k. We had already received a large proportion of a Heritage Lottery Fund grant - amounting to over £33k. As a result the expenditure over income amounted to £17k. At the end of the financial year the total financial assets are £51,023.82. Acceptance of the report was proposed by Christine Hevey, seconded by Sheila Hirst and carried without dissent.

8. **Appointment of Management Trustees:** The following were appointed to serve in this capacity until 31st October 2024 - Chairman: Christine Hevey, Secretary: Sandra Johnston, Treasurer: Iain Johnston, Clare Courtier, Tony Harrison, Sheila Hirst, Peter Lansberry and Sue Rowland. Hazel Brownlow was thanked for all her years as a trustee.

As there was no further business the meeting was closed and members adjourned for refreshments and social time.

The Kentmere Institute
Charity No. 225721
Receipts & Payments Account for year ended 31st October 2023

	<u>2022-23</u>			<u>2021-22</u>
	<u>General Fund</u>	<u>Restricted Fund</u>	<u>Total</u>	<u>General Fund</u>
INCOME				
Parking Box	3,392.20		3,392.20	3,635.19
Donations	0.00		0.00	6,525.00
Grants - South Lakeland District Council	500.00		500.00	2,667.00
Grants - National Lottery Heritage Fund		33,250.00	33,250.00	0.00
Activity income	2,804.33		2,804.33	3,507.77
Sundries	17.85		17.85	280.00
BANK INTEREST				
Deposit a/c CBS/1067	704.07		704.07	321.54
	<u>7,418.45</u>	<u>33,250.00</u>	<u>40,668.45</u>	<u>16,936.50</u>
EXPENSES				
Electricity	1,048.61		1,048.61	867.63
Insurance	667.66		667.66	617.09
Fire extinguishers	131.76		131.76	114.18
Water test	232.42		232.42	333.15
Activity income costs	99.60		99.60	323.06
Repairs, etc.	30.00		30.00	262.27
Refurbishment	21,861.00	33,250.00	55,111.00	0.00
Sundries	429.19		429.19	256.51
	<u>24,500.24</u>	<u>33,250.00</u>	<u>57,750.24</u>	<u>2,773.89</u>
Surplus/-Deficit of Income over expenditure	-17,081.79	0.00	-17,081.79	14,162.61
Add: opening balances 1st November				
Current a/c Cumberland Building Society	2,807.64	0.00		1,966.57
Deposit a/c Cumberland Building Society	65,328.03	0.00		52,006.49
	<u>68,135.67</u>	<u>0.00</u>	<u>68,135.67</u>	<u>53,973.06</u>
TOTAL FINANCIAL ASSETS	51,053.88	0.00	51,053.88	68,135.67
Represented by:				
Current a/c Cumberland Building Society			1,521.78	2,807.64
Deposit a/c/ Cumberland Building Society			49,532.10	65,328.03
TOTAL FINANCIAL ASSETS			<u>51,053.88</u>	<u>68,135.67</u>

At a virtual meeting meeting of the Kentmere Institute trustees held today all members were given a copy of this balance sheet which reflects the draft version presented at the Annual Meeting in 14th November 2023.

All trustees agreed to approve and accept this balance sheet.

..... Christine Hevey: Chairman of Trustees

..... Iain Johnston: Hon.Treasurer

7th February 2024

Independent Examiner's Report

Report to the

Trustees of:

The Kentmere Institute

On accounts

for the year:

31st October 2023

Charity Number 225721

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/10/2023 as set out on page 1 above.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

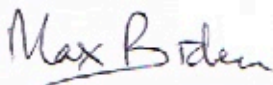
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that, in any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Date

10th February 2024

R.M. Biden

Sunny Brow, Maytime Road

Kendal, Cumbria