

MINUTES OF THE ANNUAL GENERAL MEETING

Organisation: Rusthall Community Cinema (Charitable Incorporated Organisation No. 1171282)

Date: Wednesday, 27 August 2025

Time: 19:00

Venue: Sunnyside Hall

1. ATTENDANCE

Present

Alain Lewis, Ann McCue, Anne Goldstein, Benjamin Hargreaves, Carol Balmer, Chris Gurr, Clare Rooney, David Wade-Jones, Eugene Gardner (Chair), Glyn Balmer, Joy Pons, Karen Gardner, Kevin Mullery, Liz Goddard, Mark Romano, Miriam Crundwell, Paul Fulton, Peter Kemp, Rachel Bain, Rachel Gough, Rosemary Romano, Sam Foot, Sandra Blacker, Susie Allfrey, Tanya Griffiths, Val Gurr.

Apologies for Absence

Apologies were received from Irene Heskett and Shally Hunt.

2. OPENING OF MEETING

The Chair, Eugene Gardner, welcomed all members in attendance. The Chair confirmed that the meeting had been properly convened in accordance with the Constitution and that the requisite notice period had been observed. Members were informed that the meeting would be recorded for the purpose of accurate minute-taking. No declarations of conflicting interests were made by any member present.

3. APPROVAL OF MINUTES FROM PREVIOUS ANNUAL GENERAL MEETING

The minutes of the Annual General Meeting held on 28 August 2024 had been made available to members via the organisation's website prior to the meeting. No amendments or corrections were proposed. The minutes were unanimously approved as a true and accurate record of the proceedings.

4. TRUSTEES' ANNUAL REPORT

The Trustees' Annual Report for the year ending 31 May 2025 was presented to the meeting. The report provided a comprehensive overview of the organisation's activities, achievements, and challenges during the reporting period. Following presentation and discussion, the Trustees' Annual Report was formally adopted without amendment.

5. ANNUAL ACCOUNTS

The Annual Accounts for the year ending 31 May 2025 were presented to the meeting. It was noted that the accounts had been prepared in the same format as previous years, and that this would be the final year before full transition to Xero, the organisation's new online accounting platform. The accounts had been independently examined and verified by Kate Metcalfe. The Annual Accounts were unanimously adopted.

6. APPOINTMENT OF INDEPENDENT FINANCIAL EXAMINER

The meeting was informed that Kate Metcalfe, who had served as Independent Financial Examiner for nine years, had stepped down from the role. The Trustees reported that they had explored various options for appointing a successor, including engaging professional services (with quotations ranging from £400 to four-figure sums) and seeking a suitably qualified volunteer.

Following discussion, the meeting agreed that the most appropriate course of action would be to appoint a volunteer with suitable financial expertise from the local community. This approach would ensure transparency and accountability while avoiding unnecessary expenditure. Abel B'Hahn and Paul Fulton offered their services in this capacity. The meeting unanimously approved their joint appointment as Independent Financial Examiners for the coming year.

7. ELECTION AND RE-ELECTION OF TRUSTEES

The following trustees were continuing in office, having been originally appointed on 24 August 2018: Alain Lewis, Peter Kemp, and Anne Goldstein.

The following trustees stood for re-election: Eugene Gardner, Karen Gardner, Kevin Mullery, Rachel Bain, and Rosemary Romano. All five candidates were re-elected unopposed.

8. REPORT ON ONGOING PROJECTS

Projector Replacement Appeal

The Trustees reported on the major ongoing capital project to replace the organisation's projector. Key points included:

- The updated quotation for a replacement projector, including VAT, stands at £48,000.
- Based on current fundraising and savings rates, the purchase is projected to be achievable by summer 2026.
- Consideration is being given to retaining the existing projector as a backup unit.
- The possibility of also replacing the projection screen is under review.
- Alternative funding sources, including grant applications, have been explored. However, it was noted that such sources are highly competitive and require substantial time investment in application processes.

9. PLANS FOR THE FORTHCOMING YEAR

9.1 Volunteer Recruitment and Retention

The meeting discussed the ongoing challenges associated with volunteer recruitment and retention. It was acknowledged that volunteers join and leave the organisation periodically, and that certain roles remain unfilled. Various suggestions were made regarding social activities to enhance volunteer engagement, though the consensus was that no additional formal activities were necessary at this time.

The matter of volunteer ticket arrangements was clarified. It was confirmed that arrangements are at each individual volunteer's discretion. The majority of volunteers choose to pay the suggested seat reservation price, while some elect to pay more and others pay less.

9.2 Tenth Anniversary Celebration

The meeting noted that the organisation will celebrate its tenth anniversary in May 2026. Initial suggestions for commemoration included outdoor screenings, a themed film night, and a broader community event. It was agreed that a working group would be convened to develop appropriate plans

for the celebration. The working group will comprise Kevin Mullery, Karen Gardner, Paul Fulton, Abel B'Hahn, Peter Kemp, Tanya Griffiths, and Anne Goldstein.

10. ANY OTHER BUSINESS

10.1 Financial Information

Mark Romano requested that additional detail regarding income streams be provided following the meeting. The Treasurer undertook to review and circulate a breakdown distinguishing between donations and ticket sales income.

10.2 Signage and Publicity

The feasibility of installing permanent illuminated signage was discussed. It was concluded that such signage would not be viable. Alternative options, including improved temporary signage and enhanced noticeboards, were discussed and agreed upon for further investigation.

10.3 Programming Strategy

A suggestion was made to maintain an appropriate balance between mainstream and niche film offerings, with occasional event cinema screenings to broaden appeal and engagement.

11. CLOSURE OF MEETING

The Chair thanked all members for their attendance and contributions. The meeting concluded at 20:00, having lasted one hour.

SUMMARY OF RESOLUTIONS AND ACTION POINTS

Resolution 1: The minutes of the 2024 Annual General Meeting were approved.

Resolution 2: The Trustees' Annual Report for the year ending 31 May 2025 was adopted.

Resolution 3: The Annual Accounts for the year ending 31 May 2025 were adopted.

Resolution 4: Abel B'Hahn and Paul Fulton were appointed as Independent Financial Examiners.

Resolution 5: Karen Gardner, Kevin Mullery, Rachel Bain, and Rosemary Romano were re-elected as Trustees.

Action 1: Treasurer to complete transition to Xero accounting platform for next year's accounts.

Action 2: Continue fundraising towards the £48,000 projector replacement target. Explore grant opportunities and consider retention of existing projector as backup.

Action 3: Working group (Kevin Mullery, Karen Gardner, Paul Fulton, Abel B'Hahn, Peter Kemp, Tanya Griffiths, Anne Goldstein) to develop plans for tenth anniversary celebration in May 2026.

Action 4: Treasurer to review and circulate to Mark Romano detailed breakdown of income sources (donations versus ticket sales).

Action 5: Investigate options for improved temporary signage and repair or replacement of existing noticeboard.