RUSTHALL COMMUNITY CINEMA

(Charitable Incorporated Organisation No. 1171282)

MINUTES OF THE ANNUAL GENERAL MEETING

Date: Wednesday, 28th October 2026

Time: 19:00

Venue: Sunnyside Hall, Rusthall Road, Tunbridge Wells, TN4 8RA

Attending:

Alain Lewis (Trustee)
Alan Richardson
Allison Wells
Amanda-Jane Doran
Ann McCue
Anne Goldstein (Trustee)
Barbara Hill
Ben Doran-Burke
Carol Mellors
Chris Gurr
Chris Hyder
David Wade-Jones
Eugene Gardner (Trustee)
Jeanne pope
Joy Pons
Karen Gardner (Trustee)
Kat Copas
Kevin Mullery (Trustee)
Mark Romano
Michael Chapman
Miriam Crundwell
Paul Fulton
Peter Kemp (Trustee)
Phil Winter
Philip Sharnock
Polly Phillips
Rachel Gough
Rachel Main
Rosemary Romano (Trustee)
Ruth Chambers
Sandra Blacker
Sara parker
Steve Greenhill
Sue Winter
Susanne Clarke
Tanya Griffiths

Apologies:

Liz Goddard
Sam Foot

1. Welcome, introductions, apologies, housekeeping & declaration of interests

- **Chair:** Eugene Gardner stood for the position of Chair of the meeting. There were no opposing nominations, and Eugene rose to the chair.
- **Attendance:** The Chair welcomed all attendees and noted the good turnout. Members were reminded to ensure their names were recorded on the attendance sheet before the end of the evening.
- **Declarations of Interest:** Eugene Gardner declared that he is a Trustee of both Rusthall Community Cinema and Sunnyside Community Hall.
- **Quorum:** It was confirmed that a quorum was present.

2. Acceptance of minutes from last year's AGM & matters arising

- The minutes of the AGM held on 27th August 2025 had been circulated via email prior to the meeting.
- No amendments or matters arising were raised.
- **Resolution:** The minutes of the 2025 AGM were accepted and signed as a true and accurate record.

3. Trustees’ annual report

- The Trustees' Annual Report for the year ending 31st May 2026 was presented.
- Highlights included the 10th Anniversary celebrations, improvements to audio-visual infrastructure, subtitle accessibility across all screenings, and volunteer contributions.
- **Resolution:** The Trustees' Annual Report was unanimously accepted and approved.

4. Presentation of annual accounts

- The draft accounts for the year ending 31st May 2026 were presented (Form CC16a).
- **Transition to Gross Accounting:**
  - For the past 10 years, income and expenditure (e.g. catering, ticket sales, raffles) were recorded on a net basis.
  - The Charity Commission requires gross accounting when submitting figures on a cash basis.
  - Once ticket processor fees and catering stock costs are separated, gross incoming receipts exceed £25,000.
- **Independent Examination Requirement:**
  - Exceeding the £25,000 statutory gross income threshold necessitates a formal Independent Examination under charity law.
  - While Paul Fulton conducted a thorough internal review of the accounts, his routine expense claims during the year mean charity regulations classify him as a connected party, preventing him from acting as the official Independent Examiner.
  - The Trustees therefore engaged Kate Green (Greenbird Accounting) to conduct the statutory Independent Examination.
- **Future Reporting:**
  - For the current financial year (from 1st June 2026 onwards), transactions are being recorded gross within Xero.
  - Legislative changes raising the gross income threshold to £40,000 will allow greater flexibility for internal checks in future years if desired.

5. Authorisation to adopt annual accounts

- **Resolution:** The meeting authorised the Trustees to formally adopt the Annual Accounts and submit them to the Charity Commission once Kate Green completes the independent examination, subject to no major modifications being required.

6. Confirmation of independent financial examiner

- **Resolution:** The meeting formally confirmed the appointment of Kate Green (Greenbird Accounting) as the Independent Financial Examiner until the conclusion of the next AGM, and that the Trustees be authorised to agree their remuneration.
- It was noted that Xero handles the accounting ledger outputs, whilst the examiner inspects bank statements and reconciliations.

7. Election of trustees

- Trustees serve a two-year term as per the Constitution.
- **Continuing in Office (1 year remaining):**
  - Eugene Gardner
  - Karen Gardner
  - Kevin Mullery

    - Rachel Bain
    - Rosemary Romano
- **Standing for Re-election:**
    - Alain Lewis
    - Peter Kemp
    - Anne Goldstein
- **Resolution:** Alain Lewis, Peter Kemp, and Anne Goldstein were re-elected unopposed as Trustees.

8. Event cancellation protocol & operational resilience

- Kevin Mullery reported on ongoing work to establish formal emergency protocols and mitigate single-point dependency on the Chair.
- **Cancellation Protocol:**
    - A clear procedure is now operational for short-notice cancellations.
    - Kevin Mullery possesses a template notification text and direct system access to email all ticket holders via TicketSource.
    - Designated volunteers will attend the venue in person to assist any patrons who may not have seen their email notice.
- **Resilience & Documentation:**
    - Peter Kemp has documented key operational tasks and setup procedures to create step-by-step guides for shadowing and cover.
    - The meeting agreed that operational resilience and backup coverage across all technical and physical roles must remain a priority.

9. Volunteer recruitment and retention

- The meeting discussed strategy and tactics for attracting new volunteers to support regular screenings:
    - **Role Specification & Leads:** Designated volunteer leads or direct point-of-contact roles were suggested to help guide prospective volunteers.
    - **Digital & Social Outreach:** Utilizing platforms such as Nextdoor to share behind-the-scenes video clips and promotional content.
    - **Educational & Youth Engagement:** Exploring structured 6-month volunteering modules or work-experience links with local schools, Duke of Edinburgh (DofE) Award schemes, West Kent College, and the University of Kent.
    - **Special Event Programming:** Considering dedicated youth-led screening slots or student short-film showcases to broaden engagement.

10. Any other business

- **Health & Well-being:** Members extended warm wishes to Eugene Gardner following recent routine health scans, acknowledging his long-standing service to the Cinema.
- **General Discussion:** Further brief exchanges took place regarding local college links and community networking.

11. Meeting closure

- The Chair thanked all attendees for their participation and support.
- The formal meeting closed at approximately 20:00, followed by refreshments.

SUMMARY OF RESOLUTIONS & ACTION POINTS

- **Resolution 1:** Minutes of the 2025 AGM approved as an accurate record.
- **Resolution 2:** Trustees' Annual Report for 2025–2026 received and adopted.
- **Resolution 3:** Trustees authorized to formally adopt and submit the 2025–2026 Annual Accounts upon completion of the Independent Examination.
- **Resolution 4:** Kate Green confirmed as Independent Financial Examiner.
- **Resolution 5:** Alain Lewis, Peter Kemp, and Anne Goldstein re-elected as Trustees.
- **Action 1:** Complete statutory filing with the Charity Commission following the Independent Examination.
- **Action 2:** Maintain gross accounting coding in Xero for the 2026–2027 financial year.
- **Action 3:** Continue developing operational manuals and shadow rotors to improve volunteer coverage and technical resilience.
- **Action 4:** Explore digital outreach videos and local educational links for volunteer recruitment.