

MINUTES

Annual Meeting 2023

DATE: 6th September 2023
TIME: 5-5.30pm
LOCATION: Kingston First's office. Neville House, 55 Eden Street

ATTENDEES:

Vanessa Ross (VR)	arc (via Zoom)
Greg Miles (GM)	Canadian & Portland Estates
Cllr Andreas Kirsch (AK)	Kingston Council
Emma Frost (EF)	Fern Consulting
Frank Borkin (FB)	Kingston Escape Rooms
Andrew Pollard (AP)	Stack and Bonner
Peter Mayhew-Smith (PMS)	South Thames College Group
Cllr John Sweeney (JS)	Kingston Council
Paul Bhalla (PB)	Specsavers
Bob Cattaneo (BC)	Cattaneo Commercial

10 members and 10 votes.

APOLOGIES:

Jennifer Edwards (JE)	Kingston University
Robert O'Dowd (ROD)	Rose Theatre
Pippa Mackie (PM)	Citizen's Advice Kingston

3 apologies and 0 proxy votes.

In attendance:

Kirsten Henly (KH)	Kingston First
Shareena Merzi (SM)	Kingston First
Scott Gamble (SG)	Kingston First
Matthew Essex	Kingston Council (via Zoom)

1. Welcome and apologies

GM 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 to this proposal.

3. Annual Financial Report, 2022-23

- In the absence of RD, GM asked SG to introduce the Annual Financial Report. SG sought questions and comments; none were raised.
- The Annual Financial Statement was approved by the meeting.

4. Re-Appointment of David Howard Chartered Accountants for the audit

- SG proposed that David Howard be retained as the company's accountants for annual audit, outlining reasons for this proposal.
- SG proposed tendering the auditing process for the next financial year for the calendar year start of a new BID term.
- SG sought any further feedback on this proposal; PMS asked about board member involvement in the process. It was confirmed board members could be involved at any stage and KH recommended that the board received a proposal for the proposed firm and reasons for this following the tender. COG would also be involved in supporting the tender. No further comments were received.
- All approved the proposal and recommendation to retain David Howard and retender for 2025/26 financial year audit. SG to present recommendations for a proposed auditing firm following the tender at the next Annual Meeting.

5. AOB

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