

MINUTES

Annual Meeting 2025

DATE: 10th September 2025
TIME: 4.30 - 5.00pm
LOCATION: Kingston First's office. Neville House, 55 Eden Street

ATTENDEES:

Vanessa Ross (VR)	arc
Robert O'Dowd (ROD)	Rose Theatre
Frank Borkin (FB)	Kingston Escape Rooms
Emma Frost (EF)	Fern Consulting
Cllr Andreas Kirsch (AK)	Kingston Council
Greg Miles (GM)	Canadian & Portland Estates
Peter Mayhew-Smith (PMS)	South Thames College Group

7 members and 7 votes.

APOLOGIES:

Paul Bhalla (PB)	Specsavers
Jennifer Edwards (JE)	Kingston University
Cllr John Sweeney (JS)	Kingston Council

3 apologies and 0 proxy votes.

In attendance:

Kirsten Henly (KH)	Kingston First
Shareena Merzi (SM)	Kingston First
Scott Gamble (SG)	Kingston First
Hannah Blackwell (HB)	Kingston First

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 the only action from the previous meeting was the retendering of the auditors which had been completed with new auditors appointed.
- KH proposed the minutes be approved as an accurate record. All agreed.

3. Election of directors

- KH confirmed that there were no director elections at this time. She noted that Angela Law had resigned but recruitment of a replacement had not yet commenced.
- KH recommended that the board reviewed operating procedures around terms of service and whether there was a need for a Nominations Committee for board appointments.

Action: KH would refer this to COG and report back to the board in due course.

- Board members suggested that a board/KF team strategy day would be beneficial.

Action: KH would consider themes to focus on, liaise with board members on these, and look to arrange this in early 2026.

4. Annual Financial Report 2024-25

- SG introduced the Annual Financial Report. SG sought questions and comments; none were raised.
- The Annual Financial Statement was approved by the meeting with ROD as a Proposer and EF as a Seconder.

5. AOB

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