



Minutes of Knoll Residents Association 49th Annual General Meeting held at St John's United Reformed Church on Thursday 23 November 2023 at 7.30 pm

Present: KRA Committee : Stephen Sangster, Brian Bates, Carol Pitman, Malcolm Stoodley, Chris Newton and Anjala Balendran.

Apologies for absence: Nick Baker (KRA Committee) , Gareth Bacon MP, Harrison Sharkey (AND London – Walnuts Project), Pauline Tunnicliffe (Councillor - Orpington ward)

Guests: Jenny Collins (Member Pioneer Co-Op), Simon Fawthrop (Councillor - Petts Wood & Knoll ward), Michael Whitney (Redcliff), Ben Clark (2C)

Tony Owen (Councillor - Petts Wood & Knoll ward) arrived after completing Council business

Meeting was opened by Brian Bates, Secretary of Residents' Association. Margaret Collins from URC welcomed everyone to St. John's and said St John's was a part of KRA. Resident attendance was estimated at around 65.

1. Presentation and acceptance of minutes from last AGM

BB acknowledged that the action points concerning the website had not been addressed fully but they would now be discharged. There were no further points raised.

Proposed to accept: Shirley Sinclair **Seconded**: Carol Bisley

2. Election of the Committee

BB announced the names of those who had put themselves forward for election to the new committee. BB also invited any further nominations from the residents in attendance. There being no additional nominations the following residents were elected to the new committee.

Nominee	Proposed	Seconded
Stephen Sangster	Peter Woods	Shirley Sinclair
Nick Baker	Wendy Swan	Julia Burton
Carol Pitman	Julia Burton	Shirley Sinclair
Brian Bates	Jenny Collins	Kate Wood
Malcolm Stoodley	Jackie Stephens	Jenny Collins
Chris Newton	Shirley Sinclair	Tina Wheeler
Anjala Ben	John Landeryou	Ray Humby

SS thanked Carol Bisley for her work over the past few years including working on the newsletter, treasury business and helping with various events. Carol was presented with a homemade Christmas wreath as a gift from the Committee.

3. Chairman's Report

SS presented details of the aims and achievements of the Knoll Residents Association and described the aims of the KRA under the tenets of
"A collective voice for The Knoll"
"Building a closer community"
"Effective and Efficient KRA"

In particular he showed how the former "subscription-based" income model had become unsustainable especially over the period of covid, and how the new advertising-based model along with voluntary donations had transformed the way the KRA can operate, with less time spent on administering subscription collection, and more time available for community-focused activities.

4. Secretary's Report

BB reported that the reach of the KRA had grown with the rise of the online communities, but that for many residents, the newsletter remained the only form of communicating what events were taking place, and those who "don't do social media", there is a limit to what the KRA can do to reach them.

However, WhatsApp has helped to an extent because many use that who don't otherwise use Facebook for example. The Knoll Beacon email service also allows us to notify residents of upcoming events, with 50 residents having signed up to this service.

The membership of the WhatsApp groups now stands at:

Knoll Chit Chat – 146,
Knoll Active – 121,
Sharing Group: 180,
Crime Group: 332,
History Group 117

Facebook membership is now stable at around 1.1K

Knoll Beacon – 50

5. Treasurer's Report

CP thanked Carol Bisley for her work as previous Treasurer, and thanked Brian Pow for acting as Independent Examiner, and signing the Examiner's Report for the year ended 30 September 2023.

The Annual Accounts had been published in the KRA Facebook group 10 days prior to the meeting, and were displayed on screens in the room. They are shown as an Appendix to these Minutes

CP put forward the motion to approve the Annual Accounts for the year to 30 September 2023

Proposed: Shirley Sinclair **Seconded** Johnstone Brown

CP advised that Brian Pow had agreed to act as Independent Examiner for the next year, and put forward the motion to re-appoint Brian Powell as Independent Examiner of the Accounts for next year.

Proposed: Carol Bisley **Seconded:** Malcolm Stoodley

6. Commercial Report – Malcolm Stoodley

Malcolm thanked everyone in the Knoll and our advertisers for their help in fundraising.

Gave breakdown of £4,003 raised:

	2023
Contributions were received from:	£
Quiz Nights	1,509
Individual donations	1,069
Coronation event	403
Open Gardens event	332
Coronation wreaths	315
Rotary donation	250
Other donations	125
TOTAL DONATIONS	4,003

We now have 3 defibrillators planned for the Knoll. One has been installed at the Cricketers, is linked up top national circuit and is available to all emergency services. Between installation on 18 Sept and now, it's been used 4 times. Two others defibrillators have been ordered for installation at St Johns URC and Monkey Puzzle Day Nursery in Sevenoaks Road.

7. Amendments to Constitution

BB explained that the existing constitution set out a limit to personal donations of £5 per adult per annum. This limit was set to protect the committee from accusations of showing favour to those making large donations. However, because of GDPR implications, the committee does not actively record the details of individuals making donations, we have no way of enforcing this rule, and we did not know if a donation of £10 or more from a household was for one or more adults. It was therefore proposed that the "limit" should become a "suggested" donation amount, but that residents should be made aware that details of larger donations (exceeding £50) would be subject to being recorded.

BB set out an amendment revising paragraph 17 of the Constitution to:

- (a) Members wishing to make a personal donation to the KRA should be mindful of a suggested annual donation amount of £5, which may be amended from time to time, as determined by the Committee. Acceptance of any donation of more than £50 will require approval of the Committee, and be recorded in the Committee minutes.

This was re-worded during the meeting with the above wording agreed overwhelmingly accepted with a show of hands.

BB set out a further amendment on the definition of the Eastern boundary, that:

- (b) The residential properties on the Eastern boundary located on the west side of Sevenoaks Road, between the War Memorial and Tower Road, should be included with the Knoll area of Orpington.

Amendment was overwhelmingly accepted with a show of hands.

The constitution will be updated accordingly with the above wording.

8. Walnuts Development

Michael Whitney of Redcliff gave a short update on the public engagement process relating to the proposed development of the Walnuts Shopping Centre. Ben Clark from 2C (Architects) provided additional comments.

It was acknowledged that feedback from residents was an important part of the process, and that Redcliff were committed to engagement with local residents, inviting comments via the website or by letter.

KNOLL RESIDENTS ASSOCIATION

ACCOUNTS

For the year ended

30 September 2023



THE KNOLL

COMMUNITY LED RESIDENTS ASSOCIATION FOR THE KNOLL

Association Information

The Knoll Residents Association, "The KRA", is a community led residents association run by, and for, the residents of The Knoll area of Orpington.

The KRA relies on donations, advertising revenues and grants from local people, businesses and organisations to fund its activities. It is run entirely by volunteers who give their time for free.

Knoll Residents Association Committee

The Committee members who served during the year were :

Stephen Sangster (Chair)

Brian Bates (Resigned Vice Chair November 2023, appointed Secretary same day)

Carol Bisley (Resigned Treasurer November 2023)

Julia Burton (Secretary, resigned January 2023)

Nick Baker (Resigned Secretary November, appointed Vice Chair same day)

Malcolm Stoodley

Carol Pitman (Treasurer appointed Nov 2023)

Christine Newton

Website : <https://theknoll.org.uk/>

Examiner's Report

I have examined the accounts for the year ended 30th September 2023 on pages 4 -7, and confirm that they are in accordance with the accounting records and information available to me.

Brian Pow

Honorary Examiner

Date 12 November 2023

KNOLL RESIDENTS ASSOCIATION
ACCOUNTS
Activity Review
For the year ended 30 September 2023



THE KNOLL

COMMUNITY LEAD RESIDENTS ASSOCIATION FOR THE KNOLL

During the year, the KRA's main funded activities were:

- A Coronation Tea Party, including a World Record Attempt for the largest number of people forming the shape of a crown, to celebrate the crowning of King Charles.
- Two nights of Open-Air cinema, repeating the success of last year's inaugural event.
- Publication and distribution of three editions of "In the Knoll" newsletter to 1,750 households by our volunteer road wardens in the Spring, Summer and Autumn.
- Participation in the Petts Wood & Knoll Crime Panel.
- KRA website

The newsletter was wholly funded by advertising revenue. Other activities and events were funded by donations of money, and contributions of goods and services which were converted into money.

Unfunded events, requiring no KRA expenditure, included a Pumpkin Trail and an Advent Window Trail; organising litter-picks; responding to Council consultations; making representations to Bromley Council and others; sharing information on social media; facilitating shared interests – including getting active and local history- through WhatsApp groups; encouraging reuse and recycling through a 'Sharing' Group; enabling members to receive 'Crime Alerts' from other members.

The Association also began a campaign to raise funds to purchase and install two defibrillators for the Knoll, and to provide training for their use, in addition to covering ongoing maintenance costs.

The campaign has received huge support from residents who have attended Quiz Nights, and other fund-raising events including the Coronation Tea Party and Knoll Open Gardens. Donations have been made in cash, as well as non-cash contributions from cake makers and gardeners and many others who made gave their time for the benefit of the appeal.

The Campaign also received generous donations from Rotary Satellite, and from one resident in tribute to his late wife.

At the year end, one defibrillator had been purchased and installed at the Cricketers pub, and two training sessions had taken place, with additional sessions planned.

The KRA intends to continue similar activities in the coming year.

Brian Bates

Secretary 12 November 2023

**KNOLL RESIDENTS ASSOCIATION
ACCOUNTS
Income and Expenditure
For the year ended 30 September 2023**



THE KNOLL

COMMUNITY LEED RESIDENTS ASSOCIATION FOR THE KNOLL

		<u>2023</u>		<u>2022</u>
	<u>Note</u>	<u>£</u>		<u>£</u>
Income	1			
Advertising		1,325		1,085
Residents' donations		1,498		735
Coronation Grant		330		-
Sundry Income		201		-
Ukraine appeal		-		1,370
TOTAL INCOME		3,354		3,190
Less Expenses				
Publishing costs		1,125		919
Insurance		39		253
Event expenses		1,609		1,285
Crime Panel		87		-
Website		83		-
Card reader and transaction fees		58		-
Sundry expenses		74		150
Ukraine appeal		-		1,421
Subscriptions		-		10
TOTAL EXPENSES		3,075		4,038
Surplus / (Deficit) for the year	4	279		(848)
Knoll Defibrillator Campaign				
Donations		4,003		-
Expenditure		2,238		-
Transferred to Defibrillator Fund	3	1,765		-

KNOLL RESIDENTS ASSOCIATION

ACCOUNTS

Balance Sheet

As at 30 September 2023



THE KNOLL

COMMUNITY LED RESIDENTS ASSOCIATION FOR THE KNOLL

		2023	2022
	<u>Note</u>	<u>£</u>	<u>£</u>
Current Assets			
Current Account	2	1,601	1,322
Deposit Account	2	1,765	-
TOTAL CURRENT ASSETS		3,366	1,322
Provisions			
Defibrillator Fund	3	(1,765)	-
NET ASSETS		1,601	1,322
Capital and Reserves			
General reserve	4	1,601	1,322

The notes on pages 6-7 form part of these Accounts.

The accounts were approved by the Committee on 12 November 2023 and are signed on its behalf by

Carol Pitman

Treasurer 12 November 2023

**KNOLL RESIDENTS ASSOCIATION
ACCOUNTS
NOTES TO THE ACCOUNTS
For the year ended 30 September 2023**



1. ACCOUNTING POLICIES

Basis of measurement and preparation of accounts

The Accounts are prepared on the basis of cash paid and received.

Donations which are not in cash, or which are not converted into cash, are not measured, and are not included in these Accounts.

All purchases are expensed; no items are capitalised.

2. BANK ACCOUNTS

	<u>2023</u>	<u>2022</u>
	£	£
Current Account	1,601	1,322
Deposit Account	1,765	
	3,366	1,322

The deposit account is used solely for monies donated to the Knoll Defibrillator Campaign.

3. DEFIBRILLATOR FUND

During the year, the Defibrillator Fund was established to provide defibrillators for the Knoll, including initial purchase, training and future maintenance.

	<u>2023</u>
	£
Contributions were received from:	
Quiz Nights	1,509
Individual donations	1,069
Coronation event	403
Open Gardens event	332
Coronation wreaths	315
Rotary donation	250
Other donations	125
TOTAL DONATIONS	4,003
Less expenditure :	
Defibrillator purchase	2,192
Card reader and transaction fees	46
TOTAL EXPENDITURE	2,238
DEFIBRILLATOR FUND BALANCE	1,765

**KNOLL RESIDENTS ASSOCIATION
 ACCOUNTS
 NOTES TO THE ACCOUNTS
 For the year ended 30 September 2023**



4 MOVEMENT ON GENERAL RESERVE

	<u>2023</u>		<u>2022</u>
	<u>£</u>		<u>£</u>
Surplus / (Deficit) for the year	279		(848)
Opening reserves	1,322		2,170
Closing reserves	1,601		1,322

The surplus/ (deficit) for the year has been transferred to General Reserves.

THE KNOLL

COMMUNITY-LED RESIDENTS ASSOCIATION



We, the undersigned, hereby agree that these minutes provide a true and accurate summary of:

**The Knoll Residents Association 49th Annual General Meeting
held at St John's United Reformed Church
on Thursday 23 November 2023 at 7.30 pm**

Stephen Sangster :
Chairperson


_____ date 12/12/23

Carol Pitman :
Treasurer


_____ date 12/12/23

Brian Bates :
Secretary


_____ date 12/12/23