



Petts Wood War Memorial Trust

Registered with the Charity Commission for England and Wales number 303032

MINUTES OF THE 79th ANNUAL GENERAL MEETING HELD ON 11th JUNE 2025 IN THE TOWNCOURT ROOM, PETTS WOOD WAR MEMORIAL HALL BR5 1LA

Meeting commenced at 8.00 p.m.

1. **Welcome by the Chair:** - The Chair, Andrew Statesbury welcomed the 16 people present: Trustees, Guests and Staff to the 79th Annual General Meeting and thanked them for coming. The meeting was informed that a sound recording was being made to ensure a full record of the meeting. The chair explained that the monthly meetings were also recorded. There was no comment to this.
2. Notable attendees: Cllrs: Tony Owen, Simon Fawthrop
3. **Apologies for absence** were received from: Keith Owen
4. **Matters arising:**
Insurances: Our Insurance have been revised – see Chairman's Report

The trustees were introduced to the meeting:

Mike Ricketts (Vice Chairman)

Susan Radford (Secretary)

Lina Karim

Ben Colenbrander

Chris Jones

And Barrie Smillie – (just last bits of paperwork to process in line with our new on-boarding procedures).

Our Hall Team was introduced to the meeting

Elaine Bryne (Hall Manager)

Julie Cockett (Hall Steward)

Stewart True (Hall Steward recently appointed)

5. **Verification of the correctness of the Minutes of the previous AGM held on 23rd June 2024:** Minutes of the 78th AGM were made available to attendees at the meeting and posted to the Website. The chair requested comments, no matters arising. The meeting accepted the record.

Verification was proposed by Susan Radford and seconded by Elaine Bryne carried by show of hands.

6. **Chairman's Report:** - Andrew Statesbury presented the report of the Chair of Trustees.

Good evening and thank you all for coming to the 79th AGM of the Petts Wood War Memorial Trust.





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I'm pleased to report we are still here and fully functioning.

I'd like to introduce you to the members of the Trust who are here this evening.

Despite the Charity Commission website clearly listing who the current Trustees are and those who have left you will recall that it took 15 months to finally change the signatures and access for our main Barclays Bank accounts, and now most recently 3 attempts have been made to transfer funds from our NS&I account, still work in progress. For total transparency and for the sake of our financial obligations these are the current Trustees:

Mr Andrew (Charles) Stotesbury (Chair)	(08-06-2018)	- signing authority
Mr Mike Ricketts (Michael John) (Vice Chair)	(16-02-2016)	- signing authority
Ms Susan (Margaret) Radford (Secretary)	(07-01- 2023)	- signing authority
Ms Lina (Karim) Patel	(22-10-2021)	
Mr Chris Jones (Christopher David)	(11-01-2022)	
Mr Ben Colenbrander (Bernard)	(27-10-2022)	- signing authority

New trustee following this meeting:

Barrie Smillie

It is anticipated that future new trustees will be added to the Charity Commission Website following an AGM.

As last year all Trustees have offered to remain in their role and posts.

I would ask this meeting to approve these appointments.

Trustees who have left the trust over the last few years:

Mr RE Jones (Richard Evan)	(Resigned 30-06-2023)
Mr L Parkes (Lee)	(Resigned 31-03-2022)
Mr RL Brown (Roger)	(Resigned 27-04-2022)
Miss J Barber (Joanne)	(Resigned 17-01-2023)
Mrs L Scothern (Linda)	(Resigned 27-04-2022)

Our Hall Staff:

Elaine Byrne – Hall Manager

Julie Cockett – Hall Steward (started 11_2022)

Stewart True -- Hall Steward (started 05_2025) Welcome to your first AGM

The Hall has increased its presence within the community but many of our aspirations from the last AGM have not been realized. The trust is financially stable, but it has not been able to add to reserves. More details in the Treasury Report.

There seems to be no interest in the community for a Friends of the Hall group. Engagement opportunities have been advertised with zero take-up. So current suggestions, ideas and expectations floated at the last AGM are on hold.

The trustees have gained a new member, Barrie. He is starting to settle into the role and other Trustees are progressing our projects.

Work in progress:

Updating the Kitchen at the rear of the Main Hall.

Ongoing Maintenance.





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Garden Enhancements
Investment Consolidating

Matters arising from last year's AGM.

Councilor Fawthrop asked if the Hall and Trust had sufficient insurance cover.

We were confident at that time there was, but with this in mind and also considering 'Insure Our Future', a campaign to consider ethical insurers, the Trustees looked to move away from Zurich. This took longer than expected but temporary insurance cover was always in-place. The result was a much improved policy, covering not only obvious: Staff, Hall, Trustees, but also should we have volunteers assisting the Trust, plus other covers. After this exercise we were pleasantly surprised that the fees were actually similar to previous years for better cover. Since then, we have another interested ethical insurer to quote. So, this competition should help to maintain this value. The slight down side is that many more logs, processes and records are required. However, recent changes in a Safety Act require similar.

Review of the year: Summer 2024 to now.

By the 2024 AGM we were just getting dried out from the May Fayre and had two music events to look forward to. A successful new event was run by our neighbours One Inn The Wood., a beer festival with acoustic music in the gardens. This was sold out and has been repeated already at the end of May this year! And of course, the very successful Petts Wood Calling in August for which the weather remained dry throughout.

A new event has quickly established itself, The Petts Wood Antique Fair.

I was again proud to represent the Trust at the Remembrance Day Service at St. Francis and our Memorial Gardens War Memorial. Most recently a small remembrance was held by the local branch of the Royal British Legion for VE80 day.

Unfortunately, the Growing Network has moved to St Andrew's Church in Orpington, which is not far from a large allotment area. It was disappointing that the footfall to their meetings was not more, even free bicycle maintenance was on offer, and excellent soup for a donation.

Other hirers to leave the Hall in the past year:
The Friday Mosque has moved to St. Francis Church Hall.

However there has been a general increase in the use of the Hall with new groups gradually joining filling these newly vacated sessions.

Enquiries have been made by new Play-Schools and other potential long-term hirers who want to take advantage of the Halls' excellent location near to Petts Wood Station and its central location within Petts Wood. The new Kitchen will be an essential for these activities.

Most recently we have been pleased to welcome Tiny Messy Hands who have already become a notable addition to the hall's diverse range of activities.

At the last AGM it was decided to change the examining accountants to Baxter Accounting Practice. I have to report that we have only just submitted the accounts for year ending 2023. This has been recorded as late by the Charity Commission. The independent check for 2024 has only just started, the end cut-off date for this is the end of October 2025. It is hopeful that the lessons learnt by all parties will mean that this is submitted on time. (More in the treasury report)



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The whole process of getting our accounts completed and examined has not been as seamless as hoped for. It has taken an enormous amount of Trustee's time and stamina to progress. It had been hoped that by outsourcing the bookkeeping and the appointment of a local examining accountant this would have been a straightforward process.

Now, we have to believe that any issues of communication, and issues with Xero accountancy software have been resolved, lessons learnt, so now behind us. The lack of available time for the Trustees has been an issue for this, but another cause has been that we do not have a Trustee with Treasurer's experience.

We are facing another year of reviewing and updating our processes, procedures, assets, and investments.

I welcome a discussion with anyone who would like to be involved in the Hall's future, either as a hirer, a volunteer, or a Trustee.

I thank the Trustees for being Trustees and for supporting me and the Trust with the continued provision of our fully independent Hall and Gardens, which were conceived, provisioned and provided by past residents of Petts Wood over 80 years ago. This is a much-loved hall with so many memories, for so many people. It's always a real pleasure to hear these personal accounts of past times.

Many Thanks

Andrew Stotesbury
Chair of the Trustees.

Comments:

Cllr Fawthrop welcomed that his comments from last year was acted upon. His guidance was to ensure that the Trustees were sufficiently protected and commented that the Trustees should consider maximizing investments returns.

Cllr Fawthrop asked who was on the Land Register, and expressed his concern that in fact they may be the liable persons. The Hall Manager was able to confirm that there are three ex-Trustees listed: Lee Parkes, Evan Jones, Joanna Rebecca Barber.

The actual deeds are held by an external agency, the Official Custodian.
(Post meeting search) This was instigated in 2016 and completed by Barrister Matthew Kime by December 2017.

MEMORANDUM AS A DEED OF APPOINTMENT OF, AND DISCHARGE OF, TRUSTEES OF THE PETTS WOOD WAR MEMORIAL TRUST (SECTION 334, CHARITIES ACT 2011 PROCEDURES)

Cllr Owen asked who did the payroll as he was aware that Baxter offered this service. Currently this is done by Fairman Keable. Understanding what services have been bought to improve our financial management is something that the Trust





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is looking into. Stewart (our new Hall Steward) reported that his payroll onboarding was a very smooth process. The Trust intends to keep current arrangements.

Cllr Fawthrop commented that Baxter have been taken over by Affinia

Vice-Chair Mike Ricketts:

Reminded the meeting that this is a War Memorial Trust. He keeps in contact with the Petts Wood Royal British Legion, Recent event for VE80 and Remembrance Sunday. There was an audit carried out in 2024 of the memorials within the gardens. This was carried out by hall Steward Julie. About 80 were recorded.

Mike also thanked our Stewards and Hall Manager., to spontaneous applause.

Mike also thanked our Gardener: Adrian, who is now also looking after the flat garden.

The Trust is looking out to act as a base for more Community events.

Comments on Treasure's reports will be taken, but also Mike suggested using the contact form on our Website

7. **Presentation of the Financial Report for the year ended 31st December 2024:**

(Written by Chair as currently the Trust does not have a Treasurer, read by Mike Ricketts)

Treasurer's Report for Petts Wood Memorial Hall Trust AGM 2025

Report compiled by Andrew Stotesbury (as no Treasurer in post)

Independent Examiners for year ending 2023 accounts.:

As has been already mentioned in the Chair's report, the changes recently made to our bookkeeping and independent examination of our accounts to ensure transparency and effectiveness have not had the smooth implementation hoped for. For the year ending 2023 I can report that a thorough examination has taken place for which we thank Baxter (now trading as Affinia) for their persistence. However this has resulted in a much-increased fee for compiling the 2023 report, this was also up on the previous year's charge. One of the reasons for changing to Baxter was an expected reduction for this fee.

Another expectation was improved communications, but this also has not been achieved. It was hoped that being in Orpington and being able to visit would improve the process. However, communication has again been mainly by email, and bulk up-loads to a drop-box type folder. There has been very limited telephone interaction, it is noted that telephone calls have been instigated mainly by the Trust.

It is worthwhile noting that The Trust only operates through its main Barclays Bank account. Receipts are mainly by electronic bank transfer; there are some cheques. In the rare occasion that cash is tendered then this is paid in as soon as possible so it is recorded on the main account. Receipts are required for all transactions.

The 2023 accounts have now been agreed and submitted to the Charity Commission.

2023 Summary:

Incoming Resources:	(Total Income)	£78,164
Resources expended	(Total Expenditure)	£89,284
		loss over the year £10,120 (ref:Baxter)



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Investments _ 12-2023 £438,650
Investments _ 12-2022 £433,668 gain over the year £ 4,982 (ref:Baxter)

During this year 2023 the trust was looking to open a Metro Bank account as Barclays was not responding to the Changes in the active Trustees. During this time our bookkeeper was constant and had access to the account so invoices and salaries continued to be paid. However, the Trustees had no oversight of the account. No monthly reports were supplied by Fairman Keable.

Before the Metro bank account opening process was concluded, and only by resorting to communications via the Barclays 'Twitter' help line access was finally made available to Andrew then a few months later to Susan. From this point at each management meeting the full transaction statement is made available to all Trustees and the account balances notified.

Today's Balances

PETTS WOOD WAR MEMORIAL TRUST COMMUNITY >		£7,256.56 Available balance Last night's balance £7,256.56
PETTS WOOD WAR MEMORIAL TRUST Business Premium ME >		£140,000.00 Available balance Last night's balance £140,000.00

The loss of the Pre-school, the increase in accountancy fees (for this period) means that although the trust has been reluctant to increase cost to our hirers as we are aware that local business are affected increases in the cost of living.

Costs during 2023 included:

Tree removal.

Upgrade of our Website

Drain surveys

Year 2024: A report has been produced by Fairman Keable based on the Xero software. This will be progressed as quickly as possible to be submitted by the end of October, embracing all the lessons learnt from the 2023 process.

Incoming Resources:	(Total Income)	£86,918
Resources expended	(Total Expenditure)	£93,677

loss over the year £6,759 (ref:FK)

It will be noted that the loss is less than 2023 but this is expected to increase as the accounts are examined, as a contingency should be set aside for payment of the Gas supply.

These results will explain why this year 2025 the Trust has increased the fees to hire our halls.

Staff payment hourly rates were reviewed and increased as they had not altered for several years.

The increase in Hire revenue, up by £12,610, is welcomed. It is hoped that the efforts of the staff and the general public awareness of the value and advantages of the hall will result in further hirers and events.

Services: There have been ongoing issues with the utilities.





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WATER/SEWAGE: The charges for this have been sorted. For some reason the premises were changed to be that of school, so water fees were adjusted to match this use. It has now been established that we are a community centre. We are expecting a rebate!

However:

GAS has been an ongoing issue since 2022. Initially the huge% increase was put down to an error, or a meter malfunction. There has been extensive correspondence with British Gas Lite, during which the trust was reminded that the renewal of a contract had been done in June 2022 through an Energy Consultant (Bionic). It is reported that Trust was set up so at renewal of contract this may have been on a default roll-over type arrangement.

This arrangement was not authorised by any 2022 Trustee. There was no approval by any of the current management team at that time..

Our Hall Manager has recently been personally approached by debt collectors. We understand that this is on hold. The Chair of the PWWMT has also made contact with Bionic. The last correspondence was an email from them on 29th November 2024 following a Trust Pilot review. This was responded to on 1st December providing the requested information.

The trust has offered to continue making a level of payment similar to the pre-2022 amounts. But until there an understanding we are withholding some payments.

2021 £10,399 of which gas was £8000 so £2000 for others
2022 £11304
2023 £6124
2024 £4477
2025 ????

So a possible contingency required for
2023 £4000
2024 £6000
2025 £3000 estimate as half year?

However, the validity of this arrangement is doubtful. A detailed analysis will be required. It is understood that the autorenewal is at the end of a 3 years. This default position has been stopped. This account is expected to be up for renewal this month. To date the chair has not received any information.

Investments:

Throughout 2023 Lina was in contact with our investment holders. It proved very difficult to get any movement on change of Mandate or signatures.

This continued throughout 2024. During this year it became evident that should it be possible to change the access, there needed to be a re-think of how our investments are managed. The Trustees went out to find active fund managers that could provide a service that would work for the trust and bring an increased return.

This search was concluded following a full review of our investments. And a series of on-line meetings were held with possible providers.





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It was agreed that the Trust will migrate the funds into two Ethical Managed accounts. An existing account with CCLA and a new account with Eden-Tree.

Our Business Premium Account has been an accumulation fund for this transfer. Recent interest rate reductions notified in May make this more of a priority.

Business Premium Account

Balance	Current standard rates	Rates from 12 August 2025	Change in rates
£1+	1.25%	1.20%	Reduced by 0.05%
£1 million+	1.55%	1.45%	Reduced by 0.10%
£10 million+	1.75%	1.65%	Reduced by 0.10%

This process is expected to commence with funds being transferred from the Barclays Business Premium Account to Eden-Tree to initially match the funds in CCLA, then as funds become accessible these will be equally split between the two providers. Each provider has an on-line portal so that balances can be reviewed by the Trustees at management meetings, and that risk profiles can be adjusted to allow for the Trust exposure to risk vs gain.

The Trust would welcome a discussion with anyone with relevant experience interested in joining the Management Team as a Trustee to assist with the management of our finances, investments and supervision of our book-keeping and Independent Examiners appointments.

2025 has started a transformation of the Trust's finances to: maximise the returns from investments, to further increase transparency, to simplify signature/mandate changes, and reduce Trustee time.

All Trustees are voluntary and receive no financial reward for their involvement. I thank the Staff and the Trustee for being involved with the Trust and for their support.

Andrew Stotesbury
(stand-in for Treasurer).

Comments: The chair emphasized that the Trust is having to draw on savings at the moment. So there is the need to increase our fees to hires. Andrew reminded the meeting the building is 70 years old. It needs constant maintenance. The idea was to replace the hall, but that is not required currently.

Susan commented: That income did increase BUT expenses are also UP!

Cllr Fawthrop: Q. Asked the mix of our investments. A. Some are for re-investing, some produce an income paid quarterly. The Trustees are looking at this, future risk profiles are to be reviewed. Andrew reminded the meeting that the Trust is a NO-cash organization. Our bank account is a true record of our business.

Cllr Fawthrop: Q Should /Does the Trust Maximize the return, rather than consider restrictions. A. Susan commented that the Trust has looked into this. By careful consideration we feel we can get a fair/good return for risk! Lina reported that our prime consideration is Capital Preservation. We do want a suitable yield. So there are companies and funds that can meet our aims.





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Cllr Fawthrop suggested: Q. Simplify our investments A. This is exactly why the Trust is making these changes, into two accounts so they can be compared (we currently have 8 funds/accounts). Also signature changes for authorization becomes much more straightforward.

8. Election of the Independent Examiners:

Proposed by: Andrew Stotesbury (for 2024 accounts at least) continue with Baxter/Affinia

Seconded by: Susan Radford

Carried by show of hands.

9. Re-election of Trustees and Officers. (note: this is done yearly)

All Trustees are willing to stand again. NO changes to posts/roles are proposed.

Andrew Stotesbury (Chair)

Mike Ricketts (Vice Chair)

Susan Radford (Secretary)

Lina Karim

Ben Colenbrander

Chris Jones

And to be joined by: Barrie Smillie

Proposed by: Susan Radford that all current Trustees are re-elected with the addition of Barrie.

Seconded by Chris Jones.

All appointments carried unopposed.

Open discussion and any other business, and Questions.

1. Need to make a sign to direct guests to the Towncourt Room, perhaps make a banner.
2. Imogen Q. Why did the Growing Network group move. A. They have moved to St. Andrew's in Orpington. They felt they would get greater footfall there. It is right next to a large allotment. Petts Wood did not support their initiative.
3. Imogen Q. Why did the Friday faith group move? A. They outgrew the Hall, and found a new venue. Moved to St Francis Hall.
4. Imogen Q. Raise an appeal? A. This can be done. There has been a request for volunteers, but none have come forward. Three gardening sessions, not one. We are not in need for funding at the moment. Perhaps if there was a significant need? People can become a member of the Trust. Perhaps if a new building is needed, but this is in the future. It is noted that PWDRA often give a donation to the Hall. The hall has a policy to have no policy on memorials. Cllr Fawthrop suggested that there could





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be formal rules – a list of options but have alternatives. It is recognised that these may be exploited. Individual cases are discussed, to be kept reviewed by the Trustees.

The Chair thanked everyone for coming.

Elaine Byrne and Juile Crockett were thanked for providing the refreshments which were served after the meeting. The discussions continue for some time.

The formal meeting closed at 9.05pm. The Hall was closed 10.10pm

