

SHREE KSHATRIYA ASSOCIATION UK
MINUTES OF ANNUAL GENERAL MEETING
HELD ON SUNDAY, 24 OCTOBER 2010

Venue: SKA Hall, 2a Villiers Road, London NW2 5PH
Time: 3.00 pm – quorum achieved and meeting began

Chaired by: Bhavin Shantilal Khatri (President) (BSK)
Minutes by: Kiran Narhari Kapadia

Total Number of Members Present at time meeting convened: 40
Total number of Members Present: 71

AGENDA: As Published in SKA Newsletter No. 128 – September 2010

1. Approval of 2009 AGM Minutes
2. Approval of Audited Accounts for the year ended 31 March 2010
3. Appointment of Auditors
4. Hall Capacity
5. Gas Cylinders and Stoves
6. Any Other Business

BSK thanked everyone for coming and then asked Mukesh Vallabhbbhai Khatri (MVK) to present the first Agenda Item

1. Approval of 2009 AGM Minutes

MVK explained that in the past it had been accepted practice for the President or the Secretary to read out the Minutes in both English and Gujarati and the current Committee felt this is wasteful and, therefore, had endeavoured to provide Minutes in both English and Gujarati for everyone to read. There was then a 10 minute break for everyone to read the Minutes.

MVK then enquired whether everyone had read the Minutes and then asked if there were any questions. At this point *Girdharlal Bhanabhai Balsara (GBB)* requested clarification on the amendment that had been made to the 2008 Minutes. He felt the clarification did not state why the apology had been given and the purpose of the change. He also requested that we publish the amendment in the Newsletter.

Anil Amratlal Hazratwala (AAH) confirmed that he had apologised at the 2008 AGM but he had only apologised to him as an elder of the Community and not for the comments he had made. If he wanted an apology on this, GBB would have to bring the witness to the Statement to the Hall. It was noted there would be a fuller explanation of the apology given in the revised 2008 Minutes.

Mahendra Hargovind Kabawala (MHK) stated that this Minutes issue should no longer be presented at future AGMs and the issue between *GBB* and *AAH* should now be settled once and for all. There is no benefit in looking back, we should endeavour to look forward

GBB acknowledged this issue now being closed.

The Minutes for the previous meeting held on 11 October 2009 were then duly approved without any corrections by *Sudhir Dayaram Khatri (SDK)* and *Naresh Shantilal Kapadia (NSK)*.

2. Approval of Audited Accounts for the year ended 31 March 2010

The SKA Treasurer, *Vinod Chhaganlal Khatri (VCK)* presented the Financial Statements for the year ended 31 March 2010 and a concise summary of the movements within the Financial Statements. *MVK* gave an explanation of the transfer between Unrestricted Reserves and General Reserves in respect of the reallocation of depreciation previously charged to General Reserves which should have been charged to Restricted Funds.

Navin Durlabhbai Vakharia (NDV) enquired about the Repairs and Maintenance expense and why it had decreased. *VCK* explained this was due to ongoing maintenance and in the previous year we had the tail end of the refurbishment of the Hall which took place in 2008 but straddled the accounting period 2008/09.

Anil Amratlal Hazratwala (AAH) requested in future that detailed Income and Expenditure Account be provided. This was acknowledged and will be provided next year.

Mahendra Hargovind Kabawala (MHK) enquired about the significant reduction in interest income and when was this being reviewed by the Committee. *VCK* confirmed that we will not be making any risky investments and a review of Fixed Term Deposits takes place upon maturity.

NDV requested information about why the other Trustees were not on the information page of the Financial Statements. *MVK* referred him to the following pages where resignations and appointments were shown. *NDV* then enquired about the issue of Hall Trustees not being recognised in the Financial Statements. *MVK* said he was aware of this and this had already been discussed at Committee level and this needed some resolution. However, this was not currently a priority but would be looked at and reported on by next AGM.

AAH confirmed that when the property was bought the individuals who were Trustees were put onto the Title Deeds and it was noted that with the regular change in Trustees, it would not be efficient to arrange for the conveyance of the property into the names of new Trustees every two years.

NDV was of the opinion that the Constitution was not clear about what the situation was and who was not on the Title Deed and what the legal position was. *MVK* was of the opinion that effectively these individuals were acting as Nominees for SKA and could not actually sell the Hall without the approval of the current Committee and if they were to, they would probably be liable to the Charity for the debts due.

Pravin Thakorlal Jariwala (Pravin TJ) wanted to know where the Deeds were located. *MVK* confirmed that at this moment in time he did not know where the Deeds are, but believes they are kept in the safe.

Jitendra Thakorlal Ambaram (JTA) said that we were right to take legal advice to confirm the position. The Committee are not allowed to do as they wish and must act within the Constitution.

GBB requested people to come to the front to give their opinions. *MVK* said that the current Committee had taken extensive measures to ensure that this issue was not a problem as we have (a) installed a speaker (b) everyone talking from the table were using the mic and we had two roving mics for anyone who wanted to speak and it was important that you hear the people who talk, not see them. Therefore, no action would be taken on this suggestion.

The Financial Statements were then approved by *Harendra Dhirajal Khatri (HDK)* and *Chandrakant Harkishandas Damania (CHD)*.

3. Re-Appointment of Auditors

MVK stated that the current year's Auditors costs were in the region of £4,000 however *Prakash Thakorlal Jariwala (Prakash T J)* had successfully negotiated a fee with the Auditors of £2,000 including VAT and next year the fee was agreed at £2,000 plus VAT. A Resolution re-appointing them was presented to the Meeting and approved by *Hinesh Mahendra Khatri (HMK)* and *Deepak Pranjivan Khatri (DPK)*.

BSK stated at this stage that we wanted approval to switch Agenda items 4 and 5 around as this would allow for a more logical debate. This was accepted by all.

4. Gas Cylinders

BSK confirmed that following the last Meeting, we had proceeded to obtain ratification of the capacity presented by Solaria Architects. This had resulted in a Fire Brigade Report which stated that the gas cylinders could not be kept in the building and are now on the roof, but they are heavy and present a significant Health & Safety risk.

BSK then asked *MVK* to present the Committee's proposal on this matter. *MVK* stated that the gas cylinders would be reduced from 6kg to 4kg. This would make the carrying of them significantly easier. The cylinder regulators and stoves had previously not been serviced. This year the current Committee have arranged for them to be serviced and they have been added onto the list of products which will be certified gas safe on an annual basis.

The current Committee are also in the process of drafting procedures and guidance on the usage of the stoves and we will also be drafting new Terms and Conditions for hire. A specific clause within this will be that the hirer will be responsible for collecting the cylinders from and returning them to the roof. Failure to return these to the roof would result in a loss of deposit. Also, the hirer will have the option to hire just a stove and not necessarily the gas cylinders. They could be acquired locally from other gas cylinder businesses, in particular, DPS which was only a short distance from the Hall.

Mahendra Hargovind Kabawala (MHK) was of the opinion that SKA should not continue to undertake this hiring activity as it poses an unnecessary risk. *MVK* said that the Committee had thought about this also, but felt it would be counter-productive to serving the Community and, therefore, had come to the above decision.

AAH said the hiring of the cylinders wasn't a problem but the stoves were more difficult and he felt the current Committee had taken the right steps and the introduction of proper procedures and guidance and Terms and Conditions should be satisfactory.

Harendra Dhirajlal Kapadia (HDK) was of the opinion that we should continue to hire the stoves to the Community and that people can obtain their own cylinders.

Ganesh Deepak Khatri (GDK) felt that we shouldn't stop the hiring of the cylinders as it generated funds for SKA rather than another Company. However, he was concerned about the Terms and Conditions and what the consequences were of an unfortunate event taking place. *MVK* made it clear that if they were compliant with all the relevant Terms and Conditions then the risk would be no different than from hiring something from another commercial hirer.

Chandrakant H Damania (CHD) said this was not a new issue, it goes back several years. Previously cylinders were kept in people's garages and this became problematic. He confirmed that we should maintain the stoves, but we could cancel the cylinder hire if the Committee wanted to.

BSK confirmed that we are not proposing to abolish this hire, but just introduce procedures.

Deepak Pranjivan Khatri (DPK) felt we should keep the stoves but no longer hire the cylinders. *MHK* felt similarly.

AAH wanted to know what would happen if we didn't keep the cylinders, how we would accommodate people on Social Evenings. *AAH* felt that the Deposit should be lost if people don't return the cylinders to the roof. *Jitendra Pravinchandra Khatri (JPK)* felt the Committee had done a lot of work to provide these services and was happy to continue providing the Community co-operated.

BSK wanted to know whether the Community felt happy leaving the cylinders on the roof. *DPK* said it was acceptable to keep the cylinders in a vented cage on the roof. *CHD* confirmed the cage was purchased in compliance with Health & Safety Regulations.

MHK was concerned about theft of the cylinders. *MVK* felt the cylinders were not expensive and would be a difficult item to steal

It was agreed we would split the hire between stove and cylinders and therefore it would be an individual choice, but it was felt the deposit for hiring the cylinder would be £50 and for those individuals who do not return the cylinder upstairs, their deposit will be lost.

After this debate this was taken to the vote and the proposal of the Committee with a minimum of £50 deposit was passed unanimously.

5. Hall Capacity

The Hall capacity, following the Fire Brigade Report, had been reduced back to 60 and we had also obtained a verbal confirmation that cooking could not take place in the Hall. *MVK* was then asked to present the Committee's proposal.

The current Committee are undertaking several steps on this matter. Dialogue is currently ongoing with Solaria who are looking into the matter.

In addition, correspondence has now been entered into with the owners of 124 Willesden High Road in order to prepare another exit from the Hall. The right hand corner of the Hall as you enter it adjoins a yard and the yard has direct access to the High Road. If we could gain access to this yard, we would have a natural exit. We may have to pay to obtain this fire exit, but we have an informal understanding from the Fire Brigade that this would double our capacity. This is not being done purely to undertake an increase in capacity, but the Committee are ensuring the safety of the Community who use the Hall. This will have no impact on the ability to cook in the Hall, and cooking will only take place in the kitchen.

MVK reminded everyone that this is no different from the previous policy. Cooking has never been allowed in the Hall.

Ganesh Deepak Khatri (GDK) wanted to know what would happen if the capacity was exceeded by those individuals hiring the Hall. *MVK* confirmed this is no different from any other situation where you breached the terms of your hire. The person hiring would be ultimately responsible.

CHD said this was similar to when he was on the Committee and we hired a School Hall, we may have exceeded the capacity and we were asked often to take out our own Public Liability Insurance.

Navin Durlabhbai Vakharia (NDV) wanted to know whether our Planning Consent allowed us to hire the Hall to external parties. *MVK* was of the opinion that our consent was for 60 people and would allow us to hire to external people.

MHK wanted to know where the second exit would go. *MVK* confirmed it would go straight onto the High Road.

Sudhir Dayaram Khatri (SDK) confirmed that no insurance company would give you insurance to exceed the approved capacity. *MVK* confirmed once again that it was the hirer's responsibility to ensure we kept within the capacity of the Hall and agreed with *SDK*'s view on the matter

Pravin TJ felt that in the past the capacity had been exceeded, but currently there was a more responsible attitude to the Hall Hire.

Jitendra Thakorlal Ambaram (JTA) said that when he was secretary, they drafted a Hire Agreement with a capacity of 75, but from his recollection Planning Permission basically said 50 people. He also felt that we could not completely absolve ourselves from responsibility and willingly hire it to people who would exceed the capacity.

MVK said it would still be the Hirer's responsibility to ensure the capacity of the Hall is within the Terms and Conditions. He also confirmed the Fire Brigade Report stated that the Hall was low risk.

AAH stated that when Wembley was hired, within the Terms and Conditions there was an option to take out separate Public Liability Insurance so why not consider keeping such a clause within our own Terms and Conditions.

He also confirmed that he had recently been in discussions with Solaria and they were following up on this matter. Solaria had based their limit on the natural capacity of the Hall. However, fire exit was an issue but Solaria are in contact with the relevant individuals at the Fire Brigade and is hopeful that we can increase the capacity to 100. Solaria were also of the opinion that Building Regulation controls take precedence over Fire Brigade Report as that is only a recommendation. In fact, Solaria was of the opinion that we should never have called the Fire Brigade and taken assurance from their Report. Solaria also stated that his own Community, Hall in Brent, has an official capacity of 800 but at any weekend you will find more than 1,000 in attendance. Possibly even SKA had exceeded the Brent Town Hall capacity. He also felt all avenues were being pursued to increase the current Hall capacity.

DPK wanted to know if we were considering having a second fire case for the 1st Floor exit. *MVK* noted this and said that subject to our negotiations with the Landlord, we would progress this also as it would require plans being drawn.

Mahendra Jagmohan Gohil (MJG) confirmed that the Fire Brigade Report stated that the fire exit door leading onto the roof was illegal. *BSK* confirmed that this sign had now been taken away.

MHK felt we should acquire a bigger hall, but *MVK* felt that the current Committee strategy is to enhance the capacity of this Hall, and also that the Community would not be ready to acquire a new Hall just yet.

GBB confirmed that he could, with his contacts, arrange a grant of £100,000 to buy a larger Hall, and would be happy to set up a meeting if required. He stated that in the past we could have acquired land and built the Hall ourselves. *MVK* acknowledged this but said the current Committee was focused on increasing the Hall capacity.

MVK also confirmed that new Terms and Conditions would be issued clarifying Hall Hire conditions.

Bharat Jagjivan Vakharia (BJV) wanted to know whose responsibility it would be to ensure the Terms and Conditions are complied with. *MVK* confirmed that it would be the hirer's responsibility and this has always been the case.

Deepak Pranjivan Khatri (DPK) suggested we ensure that the new Terms and Conditions are published in the Newsletter.

Prakash TJ wanted to know when the current Committee organised events would they keep the limit to 60. *MVK* stated they would.

Anila Dilip Motiram (ADM) suggested we consider having a larger kitchen. *MVK* confirmed that the Committee had considered this and felt this was an impractical suggestion at the moment and reiterated that this Resolution resulted in no change in the existing practice. The resolution to maintain the Hall capacity as 60 and issue revised Terms and Conditions was passed unanimously.

6. Any Other Business

Pravin TJ wanted to know why we had changed insurance companies. **BSK** confirmed that we had obtained several quotes in discharging our responsibilities as Trustees and we endeavoured to obtain the best value for money but maintaining the same Terms and Conditions.

HDK wanted to know why the invoices were being issued so late for membership and why this wasn't being done earlier. **Prakash TJ** confirmed that when **HDK** was Treasurer it was done manually, but now it is computerised, it is hard to teach others to do it. **Anil Kanayalal Jadav (AKJ)** had for the last sixteen years looked after the Accounts and he had worked singlehandedly on this. For one reason or another, such as Christmas and personal holiday, it becomes too much work for one person.

SDK stated that why don't people send their cheques without a request. **Prakash TJ** said this would create more work as they would have to match the pledges off to the amounts received.

CHD said that we are still asking for cheque payments and suggested we have a Direct Debit system as many people do not use cheques and we should consider alternative payment methods. **MVK** stated that SKA now have Online Banking facilities but to have our own Direct Debit facility is slightly more complicated. However, the current Committee are actively considering allowing individuals to pay online, but this also has its complications as if you do not put the appropriate reference, the money will sit in the SKA Account unallocated. Therefore, it was imperative that everyone who had made payments should state their reference.

CHD confirmed that this wasn't a problem, everyone makes online payments and quotes the relevant reference. He congratulated the Committee on already having this suggestion in hand.

MHK wanted to congratulate the Committee on the success of the 50th Mahotsav and that this was an extremely successful event. All those attending applauded the Committee for their hard work.

MHK then wanted to know about the cost of the Mahotsav. **VCK** gave a breakdown and said we were able to work within our £50K budget for all the direct costs, i.e. Hall Hire, food, facilities. However, all the incidental costs – plaques, videos, larni etc had pushed the cost to £62K. However, the current estimate of income is in the region of £50K and there were still overseas donations to be included.

AAH felt that with the Gift Aid on the donations made by Members the income level would increase and we would end up at breakeven. **MHK** stated that all those who had previously questioned this expense should now acknowledge that the 50th Mahotsav was a success on all bases.

Rashmi Bhupendra Khatri (RBK) wanted to know when the 50th Mahotsav DVD would be available. **MVK** confirmed that work on the DVD was ongoing and it should be available for the Diwali Party. **SDK** wanted to know the cost of the DVD and **MVK** said that he was still unsure.

Deepak PK wanted to know if the videographer would be providing copies of the DVD directly to anyone other than the Committee. *MVK* said the Committee would have the master.

BSK enquired whether there were any other questions at which none were forthcoming. *BSK* confirmed that 71 people had attended today's AGM. He also thanked (Need full name here) (*Raj Pravinchandra Khatri for* setting up the mics and introducing a new way of recording the AGM. He also suggested that more young people should be involved.

BSK confirmed that in due course we would have an Online Directory and people would update their own entries and the Website Project is making good progress.

AGM concluded at 5.30 pm

The above is a true representation of the proceedings derived from the Notes made at the meeting.

Ratified by
Bhavin Shantilal Khatri – President

Ratified by
Mukesh Vallabhbhai Khatri – Secretary

Dated