

## **Minutes of Meeting**

### **KMA AGM**

**03 March 2024**

**BOT Member Attendees:** Nadir Barakzai (Chair); Maz Khan; Mohammed Patel; Javed Rafiq and Ebrahim Ismailji

**Apologies:** Nadeem Goodur

**Minute Secretary:** Rahat Hassan - On behalf of BOT.

The Chairman addressed the meeting with general rules and etiquette for the session.

The Chairman advised that the meeting was being recorded and advised that if anyone objected then they should feel free to leave. Nobody objected or left.

Imam Abdus Samad opened the meeting with a recitation from the Quran.

1. **Minutes of Last AGM:**

The minutes of the last AGM (2022) were noted as accepted and agreed.

2. **Introductions:**

- The Chairman stated that as this was the first opportunity for the Members to meet the Board of Trustees (BOT) the Board would introduce themselves.
- The Chairman started by introducing himself, followed by the other BOT members.
- As Javed started his introduction, he was interrupted by a member in the audience who objected to the introductions since the member said he had several questions to ask and thought the introductions would take unnecessary time that could be used for questions. He was asked to save the questions until after the introductions and was informed that there was ample time set in the agenda for questions. After a short discussion the member accepted the process and the introductions continued.

### 3. Financial Report:

- The Trustees Annual Report and Accounts for April 2022 – March 2023 was presented. These accounts were completed before the new (current) Board was installed. These were submitted to the Charity Commission on 30<sup>th</sup> January 2024.
- It was pointed out that it was one of the Charity Commission’s complaints that the accounts were not submitted on time. So, for these accounts to be published on time was a considerable achievement.
- These accounts highlighted a major spend due to the ongoing legal case resulting from the assault on the Operations Manager, Mr. Badar Butt. It was pointed out to the Membership that the Board has a duty of care to ensure that the property and employees of the KMA are protected.
- A question was asked what is meant by “Restricted Funds” and it was explained restricted funds are ring fenced funds which are collected for specific projects such as Funeral van, Zakat etc, these cannot be used for the general running of the Mosque. Money collected in the unrestricted fund category is available for use in the general running of the Mosque. Money used from the unrestricted fund includes utility bills and quite significantly for the legal fees for the Court case which amounts to £44,000 up to 31/03/2023. This is expected to continue to rise as the case is still on going. The Trustees tried to resolve this issue by offering mediation with the other party. The Court had also ordered the parties to hold mediation, with set terms for the mediation, within three months from August 2023; no progress was made by November 2023. However, this offer was not taken up, the Defendants stating that they did not wish to enter mediation on the basis agreed to at a court hearing. This delay is continuing to cost the KMA funds. The BOT said they will keep the members apprised of any significant progress within the rules of sub judice transparency. **ACTION: AGM/3/3/2024/1 – The KMA website will be kept updated of any significant progress**
- It was stated that clarity of information about the accounts is taken very seriously by the Trustees. Therefore, all the information is available on the KMA website and is available to everyone.
- A question was raised regarding the usage and the low rent charged for 43 Acre Road. The BOT said this is something the Trustees are investigating as to how to make better use of this property to generate income on a commercial basis. **ACTION: AGM/3/3/2024/2 – BOT to look at how best to use 43 Acre Road to generate better income.**

### 4. Appointment of Auditors Via Member Vote:

- The accounts have been audited by the same accountants for several years. The Trustees recommended continuing with the accountants. A show of hands by the majority of members agreed with this recommendation. However, it was recognised that the Trustees can investigate whether they can get better services by changing the accountants in the

future. **ACTION: AGM/3/3/2024/3 – BOT to look at whether a better commercial rate is available for the auditing of KMA accounts.**

*NOTE: There was a quorate of 28 and numbers of Members present was 38, with one non member guest attendee.*

## **5. Key Challenges & KMA Achievements:**

- **Ongoing Legal Case:** One Member raised an objection to the continued use of Mosque funds for the on-going Court case. This was seconded by a non member in the audience. This seconder was reminded since he is not a member, he isn't able to be part of any voting decisions. The Chair specifically asked the Members for a show of hands if anyone agreed with the Member's objection. There were no other Members that agreed with this objection. The Members were reminded that the Board of Trustees had a duty of care to protect the Mosque and its employees. Further discussion with the Members confirmed that it was right to continue to use Mosque funds for this purpose.
- **Funeral Services:** A very important activity of the Mosque is conducting funerals. In support of this the Funeral Van had to be replaced as it was not ULEZ compliant. This was an urgent need and it's where the community came together to fund the replacement Van. Funerals are an activity that requires a lot of time and expense. The Mosque does not charge for this service, and it is left to the families to donate what they can. brother Badar was congratulated for all the hard work and time he puts into supporting the families of the deceased and liaising with authorities at all hours of the day and night.
- **Youth Activities:** The KMA youth club is expanding the activities. Arrangements have been made with a boxing club to hold classes and this activity is up and running. Archery is another activity being looked into but as yet arrangements are at an early stage.
- **Ladies Activities:** It is seen important to get the ladies involved with the activities in the Mosque. One program is already active namely, women's fitness classes. These have been arranged for Sundays at 12.30pm and there has been a positive up take for this activity.
- **Emergency Support:** The BOT said it's to be commended that our community has been very supportive towards collecting for Emergency appeals. These have included support for Turkey, Syria, Libya and Pakistan.
- **Policy and Procedures:** The Trustees are working to enhance current procedures so that they are clear to follow, for example when there are complaints. Procedures are also required for when visitors are invited to make presentations at the Mosque.
- **Volunteers:** There is a shortage of volunteers to help with the Mosque activities such as funerals, sports events and for Eid. A list of volunteers is needed of people with professional skills that would benefit the KMA and the greater community.

- BOT Member Visibility: Member Masood (from the audience) suggested that Trustees should make themselves available at the Mosque at key times such as Friday Prayers or Isha where they can engage with the community. The BOT agreed ideally, they should be more visible and that it is difficult since Trustees are volunteers and most have day jobs, though efforts are made to attend Jummah (Friday) prayers and other prayers as and when possible.

## **6. Madrassa Update:**

Mufti Anwar presented an update of activities of the Madrassa.

- There are currently 313 students attending. This is based on how many took exams. There are currently more than 100 students on the waiting list.
- There are set times of the year when new students can join; September, January and April. There are three groups that are taught on different days within 4 classes per week. 15 teachers (7 male and 8 female teachers) together with a number of teaching assistants and volunteers following a set syllabus.
- The main focus of the Madrassa is teaching to read the Quran, followed by Duas and Suras which the students learn by heart, as well as Islamic Studies.
- There are also 15 adult students currently.
- As a result of Covid restrictions the Madrassa adapted to teaching on-line. This was very successful and as a result there are currently 20 students learning on-line. Parents frequently ask to have their child taught on-line where practical.
- Students are tested 4 times a year. This is followed by achievement awards for the children where they receive award certificates. In addition, there are outdoor activities that students take part in.
- The Madrassa is currently self-sufficient in funding. However, some parents are unable to pay the fees, but students are not turned away for this reason. Parents are gently reminded to pay the fees and generally they do so.

## **7. Transition to CIO:**

- This has been discussed since 2012 and in 2015 it was decided that we should transition to full CIO status. The CIO Constitution was registered with the Charity Commission on 1<sup>st</sup> February 2020. An explanation was given as to what it means to become a CIO. As a CIO, the organisation has a legal identity. Significantly, as a CIO the organisation has limited

liability as opposed to having unlimited liability if it were not so. Also, all of the assets will belong to the registered charity and NOT to any individual.

- On 30<sup>th</sup> October 2022, the previous Board of Trustees held an EGM in which it was decided that there has to be an asset transfer from the current charity to the CIO charity. There was a clear mandate from the members to take this forward and complete the transition. Since then there has been a consultation with the employees, which is a legal requirement, in which there was full support for the transition.
- The changeover of the bank accounts and asset transfer is currently in progress.

#### **8. Future Plans:**

- Complete the CIO process. All the legal processes are complete, it just now remains to finalise it.
- Operationally do we have the capacity in the Mosque for the people we are serving? Space is limited so we are required to have two sessions for Friday prayers and Eid prayers are spread over several sessions.
- There is some scope to extend the existing building.
- An option being looked at is to purchase adjacent properties.
- Relocation has also been considered.
- Each of these options' present significant challenges. As and when the options are further developed and ready to be considered, they will need to be put to the wider community as how to develop the Mosque to support the community.

The session of the AGM meeting closed with Mufti Anwar making dua.

#### **Actions on the Trustees:**

**AGM/3/3/2024/1** – The KMA website will be kept updated of any progress in the legal case.

**AGM/3/3/2024/2** – The Trustees will investigate as to how to make better use of 43 Acre Road to generate income on a commercial basis.

**AGM/3/3/2024/3** – The Trustees will look if they can get better services by changing the accountants in the future.