



# Hollingbourne Meadows Trust

community & nature working together

Date: 22<sup>nd</sup> January 2021

Re – The Hollingbourne Meadows Trust Ltd (HMTL) - Annual General Meeting (AGM).

Dear Member

On behalf of the Trustees, we are writing to inform you of and officially invite you to our AGM. We will be hosting The Trust's AGM online this year, due to Covid 19 and in accordance with strict government guidelines with regards to social distancing and large gatherings.

The HMTL AGM will be held at **7.00pm on the Tuesday 23<sup>rd</sup> February 2021** and this will be hosted online using the Zoom platform.

If you would like to attend, please RSVP via email, no later than midday on **Monday 15<sup>th</sup> February 2021** to:

[hollingbournemeadowstrust@gmail.com](mailto:hollingbournemeadowstrust@gmail.com)

A link to the event will then be emailed out to you by midday on Monday 22<sup>nd</sup> February 2021. For anyone not familiar with the Zoom platform and who feels they need instruction and guidance, then please let us know and someone will call to talk you through the process.

If you have any questions, yet will not be able to attend the AGM, please let us have these via email or post by Monday 15 February. Your questions will be raised and discussed at the meeting and recorded in the minutes.

Please find enclosed the following documents which are for your perusal and comments in advance of the AGM:

- The agenda for the AGM.
- Minutes of the last AGM.
- Two summaries to show the key figures from the accounts for 2019.

Please note a full set of accounts can be found on our website or alternatively a hard copy will be made available upon request.

<http://www.hollingbournemeadowstrust.co.uk>

If you have any concerns or questions then please feel free to contact any of the Directors/Trustees.

While this arrangement will not be suitable to all and cannot replace a face to face meeting, under the current circumstances we have no alternative but hold the AGM in this manner while complying with our legal requirements. We appreciate your continued support and participation and look forward to seeing you online on the 23<sup>rd</sup> February 2021 at 7.00pm.

Sincerely  
Directors / Trustees of The Hollingbourne Meadow Trust Ltd