

THE HOLLINGBOURNE MEADOWS TRUST LIMITED

Minutes of the Annual General Meeting held at Cardwell Pavilion, Greenway Court Road,
Hollingbourne ME17 1QQ on 27 November 2024

Present: Shaun Cardwell (Trustee/Director)
Liz Jordan (Trustee/Director)
Ben Williams (Trustee/Director)
Twelve other members in person: David Ardley,
Andrew Cooper, Debbie Cooper, Andy Deacon, Jane
Deaves, Jackie Lock, Will Merryfield, Judy Mills,
Michael Mills, Julie Ness, Hazel Ware, Steve Ware
Ten other members represented by proxies:
Andrea Marshall, Dr Rodger Bancroft, John Blunden-
Codd, Janet Britton, Andrew Snowdon, Liz Willy, Ian
Willy- proxies to Shaun Cardwell
Sophie Johnstone, Laura Ware - proxies to Steve Ware
Dr Sam Booth – proxy to Dr Andy Deacon

1. **Chair of Meeting**

Shaun Cardwell took the Chair and welcomed all those attending.

2. **Apologies for Absence**

In addition to those who had appointed proxies, apologies for absence had been received from: Kathy Cox, Adriana Smith, Malcolm Smith.

3. **Approval of the Minutes of the Annual General Meeting held on 20 September 2023**

The minutes of the Annual General Meeting held on 20 September 2023 were approved.

Proposed: Hazel Ware

Seconded: Julie Ness

4. **Report of the Board of Trustees/Directors**

Shaun Cardwell addressed the meeting and presented a review of the activities of the trust in the period since the last Annual General Meeting.

5. **Adoption of the Trustees Report and Financial Statements for the year ended 31 December 2023**

Liz Jordan referred to the Income and Expenditure Summary and explained 2023 showed total income of £14.9k and total expenditure of £22.6k to give a deficit for the year of £7.7k. The Funds Analysis showed a surplus of £12k remaining in the Project 100 fund and illustrated the extent to which the remaining funds were held as property with a limited amount available for future maintenance.

The Trustees Report and Financial Statements for the year ended 31 December 2023 were received, approved and adopted.

Proposed: Michael Mills

Seconded: Andrew Cooper

6. **Election of Trustees/Directors**

Liz Jordan retired by rotation and offered herself for re-election. No other nominations had been received. The re-election of Liz Jordan was unanimously agreed.

Proposed: Michael Mills

Seconded: Debbie Cooper

7. **Any Other Business**

There were no other matters to be dealt with as part of the formal business of the AGM.

8. **Update on Plans for 2024/25 and General Discussion**

- The trust is celebrating its 20th year and within the next five years plans to set out its objectives for the next 20 years.
- The trustees would like to recruit new members and additional donors to the charity. There are new residents in the village who are potential Friends of the Meadows and dog walkers using the meadows who do not realise they are maintained by a charity dependent on donated income.
- More members are now assisting with fundraising activities and the Fundraising Subcommittee will be meeting in January to discuss ideas for fundraising activities in 2025.
- The trustees are still seeking assistance at management level and wish to recruit additional trustees/directors to future proof the charity.
- The trustees are looking at a new cloud based accounting package.
- The website and communication with members and supporters need to be updated. The use of Mailchimp was suggested.
- The policies of the trust are to be reviewed and updated where necessary.
- The trustees hope to complete acquisition of the Section 106 land from the developers of Woodcut Farm in 2025.
- Suggestions for fundraising and increased awareness of the charity included the introduction of a 100 Club, a happy birthday to dogs of members and an information leaflet in the marketing pack issued for the new houses behind the Windmill.
- It was noted that the proposed information boards and map had not been progressed and agreed these were required.
- Shaun made the point that all the ideas mentioned need people to action them and this is the assistance the trustees are requesting.
- A WhatsApp group is being set up "HMTL Fun" which all are welcome to join to find out what is happening and to exchange ideas.

The meeting closed at 8 pm