THE HOLLINGBOURNE MEADOWS TRUST LIMITED

Minutes of the Annual General Meeting held at Cardwell Pavilion, Greenway Court Road, Hollingbourne ME17 1QQ on 5th December 2025

Present: Shaun Cardwell (Trustee/Director)
Liz Jordan (Trustee/Director)
Ben Williams (Trustee/Director)
Ten other members in person: Dr Roger Bancroft, Dr Andrew Deacon, Hugh Fox, Peter Gough, Stanley Graham, Jackie Lock, Judy Mills, Michael Mills, Julie Ness, Ian Willy.
Ten other members represented by proxies:
John Blunden-Codd, Andrew Cooper, Deborah Cooper, Andrea Marshall, Adriana Smith, Malcolm Smith, Hazel Ware, Laura Ware, Steve Ware, Leigh Wood- proxies to Shaun Cardwell.

1. **Chair of Meeting**
Shaun Cardwell took the Chair (apart from item 6 which was led by Liz Jordan) and welcomed all those attending.

2. **Apologies for Absence**
In addition to those who had appointed proxies, apologies for absence had been received from: Chris Childs, Kathy Cox, Andrew Snowdon, Frank Stephenson, Andy Wright and Lyn Wright.
Members who passed away in 2025
Janet Britton, Roger Graynoth, Maureen Lee, Jane Deaves.

3. **Approval of the Minutes of the Annual General Meeting held on 27th November 2024**
The minutes of the Annual General Meeting held on 27th November 2024 were approved.

Proposed: Hugh Fox
Seconded: Julie Ness

4. **Report of the Board of Trustees/Directors**
Ben Williams addressed the meeting and presented a review of the activities of the trust in the period since the last Annual General Meeting to include the delayed completion of the acquisition of the Section 106 land from the developers of Woodcut Farm. Ben expressed the appreciation of the Board for the contribution made by the fundraising team and assistance given by Dr Andrew Deacon with grant applications.

5. **Adoption of the Trustees Report and Financial Statements for the year ended 31st December 2024**
Liz Jordan referred to the Income and Expenditure Summary and explained 2024 showed total income of £14.6k and total expenditure of £18.2k to give a deficit for the year of £3.6k. The Funds Analysis showed a surplus of £11.5k 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 31st December 2024 were received, approved and adopted.

Proposed: Michael Mills
Seconded: Dr Andrew Deacon

6. **Election of Trustees/Directors**
Shaun Cardwell retired by rotation and offered himself for re-election**.** No other nominations had been received. The re-election of Shaun Cardwell was unanimously agreed.

Proposed: Julie Ness
Seconded: Jackie Lock

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 2026 and General Discussion**
- Ben Williams spoke about the trust at the Village Assembly in 2025 and this was followed by a leaflet drop. A further leaflet drop is planned for 2026.
- There are currently 80 members and 49 Friends of the Meadows of whom 8 don't live in the village. The aim is to double the number of Friends and dog walkers are being asked if they contribute to the facilities they are using.
- Agreed that signs are needed to remind dog walkers that the charity owning the land relies on donations to maintain it and without donations the meadows would need to close.
- Suggested that local businesses be contacted to request sponsorship for signage and agreed that each business on the new industrial estate would be visited.
- The trust is now using Xero, a cloud based accounting package which facilitates the preparation of regular management accounts.
- The trustees are still seeking assistance at management level and wish to recruit additional trustees/directors to future proof the charity.
- Helpers are needed for a trust stand at the Hollingbourne Fete as those who usually do this are away in June.
- During 2025 potential funds through MBC for local land acquisition were made available, however no local landowners wished to sell. Other suitable adjacent land is in trust and cannot be sold.
- Funding is needed to update the website and it would be good to recruit a young content creator. The possibility of this being a D of E project for a sixth former was raised.
- A change of the law as regards the sorting of commercial waste means that dog waste can no longer be put in the Parish Councils commercial bins and the Trust needs a Waste Carriers Licence to be able to collect this from the meadows and transport on the road. The possibility of MBC providing three bins which they would empty is being investigated. Ben is also looking at the possibility of an incinerator.

The meeting closed at 8.04 pm