

THE HOLLINGBOURNE MEADOWS TRUST LIMITED

Minutes of the Annual General Meeting held at Cardwell Pavilion, Greenway Court Road, Hollingbourne ME17 1QQ on 20 September 2023

Present: Shaun Cardwell (Trustee/Director)
Liz Jordan (Trustee/Director)
Ben Williams (Trustee/Director)
Five other members in person: Andrea Marshall, Julie Ness, Andrew Snowdon, Lydia Vadgama, Hazel Ware.
Five other members represented by proxies: Sophie Johnstone, Laura Ware, Stephen Ware-proxies to Hazel Ware and John Blunden-Codd, Janet Britton-proxies to Andrea Marshall.

1. **Chair of Meeting**

Shaun Cardwell took the Chair and welcomed all those attending.

2. **Apologies for Absence**

Apologies for absence had been received from: Judi Mills, Michael Mills, Adriana Smith, Malcolm Smith and Ian Willy.

3. **Approval of the Minutes of the Annual General Meeting held on 8 March 2023**

The minutes of the Annual General Meeting held on 8 March 2023 were approved.

Proposed: Andrew Snowdon

Seconded: Hazel Ware

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 2022**

Liz Jordan referred to the Income and Expenditure Summary and explained 2022 showed total income of £13k and total expenditure of £25k to give a deficit for the year of £12k. The Funds Analysis showed a surplus of £12.5k 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 31 December 2022 were received, approved and adopted.

Proposed: Julie Ness

Seconded: Andrea Marshall

6. **Election of Trustees/Directors**

Ben Williams retired by rotation and offered himself for re-election. No other nominations had been received.

The re-election of Ben Williams was unanimously agreed.

Proposed: Andrew Snowdon

Seconded: Hazel Ware

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 2023/24 and General Discussion**

- A grant application has been submitted to Valpak, who provide compliance services to the packaging industry. If successful this will be a restricted fund for a specific purpose and flower meadow fencing has been proposed.
- The acquisition of the Section 106 land from the developers of Woodcut Farm is still in progress with solicitors, but once a site map has been received the transfer document should be ready for signature.
- There had been some successful fund raising in 2023 with Fete £315, Pantomime donation £1,000, Duck Race and BBQ £747.
- The plaques are being changed from being on posts to circular ones which are screwed to the tress. These will safer for dogs where there is long grass.
- The trustees would like more of the villagers to become Friends of the Meadows and make a monthly donation. Of the 500 households in Hollingbourne only 44 are currently Friends of the Meadows producing annual income of £7k.
- The stall at the Fete was busy with a good impact in the community. About 20 green forms were completed by those offering support.
- It was agreed a sub committee meeting would discuss further how best to contact all villagers to improve awareness of the charity and the need for support.
- Raffle prizes are required for the Quiz Night on 18 November.
- Plans for 2024 include grant funded work in the flower meadow and conservation grazing in parts of the land at certain times of the year.
- There was discussion about a 20th anniversary party in the summer of 2024. A Picnic in the Park event was not considered to be viable, and the consensus was for a summer solstice picnic without music for awareness.
- Andrew has some ideas for information boards and a map and it was agreed he would progress these with Andrea.
- A QR code on the entrance board for donations was suggested and also a wooden box with the ability to pay by card as at the Wildlife Trust.

- Something to identify dogs, perhaps a collar, whose owners are Friends of the Meadows was suggested.
- The trustees are still seeking assistance at management level and wish to recruit additional trustees/directors, as well as more volunteers for assistance with maintenance and fundraising activities.

The meeting closed at 8.30 pm