

**Minutes of the 2016 Annual General Meeting of The Bishop's Meadow Trust
on 9th October 2016 at 2.30pm at The Pentecostal Church, Red Lion Lane, Farnham**

Board Members Present:	Jim Munro (chairing) Jo Aylwin Graham Aston Vic Green Pippa Hoyland Ed Partridge
Apologies for Absence:	Jeremy Ricketts
Item	Actions
1. Opening of Meeting JM opened the meeting and welcomed everyone to the 7 th AGM.	
2. Minutes of Last Meeting Minutes of the 2015 AGM were approved as a proper record. Proposed by Jo Aylwin, seconded Vic Green.	
3. Chairman's Opening Remarks <ul style="list-style-type: none"> • <i>What worked in our 7th Year:</i> JM summarised the progress made over the past year. He thanked Pippa Hoyland and Sue Green for working so hard in putting together the strategic plan for the Trust and believes that it is a good foundation for the future development of the Trust. However, it was stressed that a Land Management Plan was also needed. With both these documents in place, this would then serve the Trust for the next five years. • <i>Charity Commission:</i> At the last AGM the Articles of Association were discussed along with governing rules and regulations. These have now been collated and put together and sent to the Charity Commission as is required by law. Still waiting approval. • <i>New Website:</i> A new website had been created by Stop and Stare with a lot of hard work from Pippa who has also agreed to 	

manage it on behalf of the Trust. Members should take a look at it and comment where necessary. Feedback was important. At present Meadow Lark (the Trust Newsletter) was on hold, but the Chair hoped that the website would compensate for this for the time being.

- *Community Schools Project* : the 1st stage was enlisting schools in planting the children's' orchard, and the 2nd is encouraging schools to use it as part of their curriculum – Jo Aylwin has already signed up 3 of the original schools . The orchard itself is flourishing although we have lost two or three of the young trees - which is expected.

- *Flower Meadow* The flower meadow was revived for 2016 but is an experiment which we are unlikely to repeat. It had been an impressive display, thanks to the seed provided by Farnham Town Council and Friends of the Earth, and impressed the judges of South East in Bloom. In the future, our aim is to encourage the spread of wild meadow flowers across the whole meadow as a long term plan

- *Meadow restoration*
 - We have cleared ragwort from the hay Meadow and Himalaya Balsam from the river. We have left some ragwort for insects in the border strip around the Meadow
 - Thanks to a generous donor we have re created an avenue of trees stretching from the Tudor ditch to Church walk – we believed the original was clear felled in the 1940s
 - Farnham Town Council has repaired the cemetery wall in three places cutting off the unofficial footpath that led from the cemetery to the Meadow by the orchard. We have asked them to create a new footpath from the Meadow's western edge to the allotments.
 - We have continued with creating protected areas by the river, to give nesting sites for snipe and water birds, and on the north side of the Meadow to give cover for hedgehogs and other mammals
 - The Environment Department has installed the new fish ladder and eel pass on the flow measuring weir so the upper reaches of the river are no longer cut off.

- *Notice Boards:* There are three new notice boards paid for by donations from British Car Auctions, Surrey County Council, Sir Ray Tindle and the Farnham Institute. These have been placed in strategic points in the meadows and members should make a point of taking a look at them from time to time.
- *South Eastern Bloom Chairman's Award:* The Trust was surprised and delighted to hear that we have been awarded the SE in Bloom Chairman's Award, which is the highest it is possible for them to give a community organisation. **The floor applauded.**

The Chair wishes to thank:

- The bridge Tea Team – Meg Daniels, Sue Green, Tessa Trench, Bill Dolan and Sheila Scrivens - for setting up, arranging and magnificently catering for this very successful event. Members are reminded that the next bridge Tea is on 21st November so please make note in diaries. Help and prizes for the raffle will be much appreciated.
- Lou & Jon James for their extraordinary generosity in holding another midsummer garden party for the Trust. This is a very significant contributor to our annual income.
- All volunteers for their hard work on the Meadow in all weathers
- Rod Mouldsley for his work on the orchard trees.
- Andy MacLaren and his splendid red vintage tractor which cultivated the seed bed for the flower meadow and has kept the field margins under control
- Surrey Wildlife Trust for their advice and help with planning.
- Farnham Town Council for their support, water supply and flower seed
- All our generous donors and especially Sir Ray Tindle, British Car Auctions, the Farnham Lions and the Farnham Institute for their support which has made so many things possible.
- Our two retiring Directors, Brian Martin and Sheila Scrivens. Brian's enthusiasm and hard work on organising our volunteers has made a big difference to our care of the land and Sheila has given unfailing support and let us use her conservatory for our meetings providing endless supplies of tea and chocolate biscuits.

	<ul style="list-style-type: none"> • Alex Scrivens for planning and planting the flower meadow and fencing <p>Thoughts for the future: The Trust is no longer purely concerned with acquiring land. Now we are land owners responsible for farming and maintaining the land entrusted to us.</p> <p>We have two main concerns; people and funding.</p> <p><i>People:</i> The Meadow cannot exist in its present form without management and this needs people prepared to give their time and expertise. The Board is not getting any younger and we need new members to come forward and join us either as Directors or Trustees or as providers of expertise in areas such as administration and planning. In the coming year we intend to make an effort to seek new volunteers through the Maltings' 'Refresher Fair'</p> <p><i>Future financial sustainability</i> – The Trust needs to generate a steady flow of income to support what it does with land management and restoration.</p> <p>Future structure – we are now considering restructuring the administrative core of the Trust so that the Board plays the part of setting and monitoring planning and strategy with a larger group of members managing volunteering, publicity, fundraising etc.</p> <p>Planning: This year we have created a comprehensive strategic plan based on our new role as land managers. This will underpin future funding and management strategy and ensure a long term future of the Meadows. It will link in with a new Land Management plan which we have approached Surrey Wildlife Trust for advice and guidance on creating. Their advice and help is expensive but worth every penny</p> <p>Finally, I am happy to announce that Ronnie Broughton's family have donated a grove of native species trees to the Trust, which are insect friendly and appropriate to the Meadow. This will be in memory of Ronnie who was one of our earliest Directors and a fount of knowledge on insects and fishing. The trees will be planted in November in the children's orchard.</p>	
4.	<p>FINANCE DIRECTOR'S COMMENTS</p> <p>Graham Aston opened up by focussing on the figures.</p> <ul style="list-style-type: none"> • <i>Loan:</i> Our loan at the year's end has been reduced to £53,500, 	

but since then we have paid off a further £3,500, reducing the sum owed to **£50,000**. We have just under 16 years to pay off this outstanding amount. Although we have the land, GA emphasised that raising money was still a big part of the Trust's aim.

- *Legacies*: GA said that by end of March 2015 we had only received one legacy of £10,000. This year there has been nothing. GA wished to draw this to the attention of the Trust and its members by producing a small leaflet (distributed) called "Leaving a Lasting Legacy". He encouraged everyone to read it.

- *Restricted Funds*: These have been introduced in previous years so that money can be "ring fenced" for various projects. This has been successful to date and a number of projects have been funded this way. The system also ensures that those giving grants to the Trust can be assured that their money will be used for the purpose it was given. So far the projects that have benefitted are:
 - Website
 - Wildlife Protection Areas
 - Dog waste and litter bins
 - The notice boards (these are recent and not in 2015 to 2016 figures)
 - Loan payments

There are a number of "restricted funds" now being used for a variety of purposes:

- Furthering the Orchard work : £500
- Survey and Management Plans : £1,000
- Water Supply £1,250
- Cattle Fencing £1,600
- Sinking fund for equipment replacements £750
- Loan payment fund £6,000

We are also approaching local and national firms and organisations for grants to help raise the funds in order to

	<p>commence these projects.</p> <ul style="list-style-type: none"> • <i>Postage and Administration:</i> GA wanted to remind the members that post and administration costs have risen and if you are still using “snail mail” and would like to switch to email, please let JM know. GA buys stamps at a discounted price and because of this he has managed to save in excess of £150. But email is the best way to go for communicating where possible. • <i>Bank balances as of date of meeting :</i> <ul style="list-style-type: none"> ▪ General Account - £11,512 + £735 in cash and cheques to be paid in. Total £12,247 ▪ Restricted Funds Account - £12,475 ▪ Overall total : £24,722 (again this is subject to receipts and invoices not yet paid). • <i>Branston Adams :</i> For the year ending 31st March 2016 members will have received a “Financial Summary” of our Income and Expenditure together with a comparison of the figures for the previous. GA is still to submit last year's accounts to Branston Adams (accountants) for an independent examination. 	
<p>5.</p>	<p>RESOLUTIONS</p> <ul style="list-style-type: none"> • <i>Resolution No: 1 – The appointment of Branston Adams as Independent Examiners of the Company for 2016/17:</i> <p>Proposer – Jo Aylwin Seconder – Pippa</p> <p>Those in favour – 15 By Proxy (in favour) - 5 Those against – 0 Those abstained – 0</p> <ul style="list-style-type: none"> • <i>Resolution No: 2 – The acceptance of the Finance Director's report on the past year and a resolution to approve the provisional accounts for the year ended 31st March 2016.</i> 	

	<p>Proposer – Ed Partridge Secunder – Sue Green</p> <p>Those in favour – Unanimous By Proxy (in favour) - 5 Those against – 0 Those abstained – 0</p> <p>The Chair thanked Graham Aston for his report to the AGM and also for all his hard work as Finance Director and Company.</p>	
<p>6.</p>	<p>New Appointments We have two nominees</p> <p>Nominees:</p> <ul style="list-style-type: none"> • Lou James (Co-opted last year) <p>Proposed – Vic Green Seconded – Ed Partridge</p> <ul style="list-style-type: none"> • Jo Aylwin <p>Proposed – Jim Munro Seconded – Graham Aston</p> <p>Both nominees were voted unanimously and were accepted to the Board of Directors.</p>	
<p>7.</p>	<p>ANY OTHER BUSINESS</p> <p>Sue Green asked whether it would be possible if a diary could be added to the website with proposed events, so that if people wanted to volunteer they could do. Pippa said that there was a column with dates for your diary and that this was kept up to date, but she said they could try and incorporate Sue's idea into this also. GA also added that there are the notice boards and these should be utilised wherever possible.</p> <p>Nick Green asked if the notices will also go onto the notice boards in Farnham and around town? GA said yes they will still be using those</p>	

	<p>as well as the town cryer. The Chair added that we don't use them that much as they are really connected with Farnham Town Council.</p> <p>With no further business or questions, The Chair thanked everyone for coming and closed the meeting at 3.20pm</p>	
8.	Date of next meeting: To be advised	