

**Minutes of the 2017 Annual General Meeting of The Bishop's Meadow Trust  
on 7<sup>th</sup> October 2017 at 2.30pm at The Pentecostal Church, Red Lion Lane, Farnham**

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| <b>Board Members Present:</b> | Jo Aylwin (Chairing the Meeting)<br>Graham Aston<br>Nick Green<br>Vic Green<br>Pippa Hoyland (Minutes)<br>Bill Dolan (Standing Down)               |
| <b>Apologies for Absence:</b> | Lou James<br>Jim Munro<br>Ed Partridge<br>Jeremy Ricketts  |
| <b>Members Present:</b>       | 20 members were present at the meeting; 5 proxy forms were received. A register of the attendees and the proxy forms are available for inspection. |

| <b>Item</b> |  |  |
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| <b>1.</b>   | <b>Opening of Meeting</b>  |  |
|             | <p>Jo Aylwin opened the meeting and informed the AGM that she was standing in as Chair of the meeting for Jim Munro who was not able to be present.</p> <p>According to the Constitution of the Bishop's Meadow Trust (BMT) there must be a minimum of 30 members at the AGM. As this quorum has not been met, she formally closed the meeting. She is mandated to re-open the meeting with those present making up a quorum.</p> <p>The AGM was formally re-opened.</p> |  |
| <b>2.</b>   | <b>Minutes of Last Meeting</b>   |  |
|             | <p>Minutes of the 2016 AGM were approved as a proper record.</p> <p>Proposed: Sue Aston<br/>Seconded: Patrick Quigley.</p>   |  |
| <b>3.</b>   | <b>Opening Remarks from Jo Aylwin following notes from Jim Munro</b>   |  |
|             | <p>We are now in our 9<sup>th</sup> year and there has been extraordinary progress with the Trust and with the Meadow. The Meadow is coming on by leaps and</p>  |  |

bounds.

Jo introduced some of the highlights of the last year:

- A gold award for the BMT from South and South East in Bloom  
The BMT was thrilled to have received a gold award in the Large Conservation Area category. This is the first time we entered alone rather than as a part of the overall Farnham entry. The award is a tribute to all the hard work which has gone into caring for the Meadow and shows that we have made a real difference. This is a national award and we should celebrate the fact that we have received it.  
**Applause from the floor.**
- Outstanding loan  
Our loan has now reduced from £75,000 to £44,000. We need to reduce it further but we are making great progress in bringing it down.
- Heritage Lottery Fund Grant  
We applied for the first time to the Heritage Lottery Fund and were successful in being awarded a grant of £9,500. The funds will be used to carry out surveys of what currently lives on the Meadow drawing on expertise from the Surrey Wildlife Trust (SWT). All the information received will then be used to prepare a forward looking land management plan which in turn will give us the ability to raise further funds.
- School Orchard  
The school orchard is thriving. Three schools have been recruited and children from these schools are coming down to the Meadow and enjoying their time there. We have purchased weather stations. We hope to build on this initiative into the future.
- Introducing cattle to the Meadow  
We are planning to introduce a small number of cattle to one area of the Meadow on a pilot basis. The fencing has been erected and we have money for the water supply although this is not yet complete. Progress is being made and we anticipate that the first group of cattle will be on the Meadow by March 2018.
- Tree Planting  
The family of the late Ronnie Broughton, a long-standing and

committed Board Member, requested that the BMT plant 6 native trees as a memorial to him. The trees were planted at the back of the orchard during a short, informal ceremony.

- The Weir on the River

The Environment Agency and SWT have put in place some improvements to the river. They have installed a fish ladder and a separate eel ladder. The purpose is to enable fish to migrate up and down stream which should encourage good breeding potential.

Jo requested Vic Green to provide more information about progress to date with preparing for the cattle. The main points made by Vic were:

- ✓ Fencing has been put up around the West, South (part) and East boundaries of Oak Meadow.
- ✓ Much of the area has an existing hedge line around it so that the fencing is not too evident
- ✓ The fencing on the edges of the Wildlife Protection Areas needs strengthening
- ✓ There will be 3 kissing gates to allow access for people and their dogs and we have a licence from Surrey County Council for the one which will cross the footpath
- ✓ A water trough will be installed fed by a permanent water supply which we can also use to water the orchard in dry seasons.
- ✓ The main reason for having the cattle is to improve the condition of the Meadow overall. The cattle will eat the long grass and the action of their hooves will allow wild flower seed to take root in the soil. This should lead to more wild flowers.
- ✓ There will be between 4 – 6 animals which will be supplied by a local farmer who supplies cattle to Farnham Park.
- ✓ We are introducing the cattle on a trial basis. If our goals are achieved, it is possible that we could move the animals across to other areas of the Meadow on a rotational basis.
- ✓ There are high voltage electricity cables under the Meadow and we need to take care to avoid these in any work we do.

**Questions from the floor:**

- ✓ **What sort of cattle will they be?** There is a mixed herd in the Park so most likely it will be the same
- ✓ **What about dogs and people? DEFRA has regulations that dogs must be on leads close to cattle.** We will follow this and

put up notices. We should also rely on responsible dog owners.

✓ **Will the water be from the mains supply and not the river?**

If we took water from the river we would need a pump which could be subject to vandalism. Also Millbrook is shallow for much of the year. We need a practical solution which will give us a permanent water supply – a mains water supply.

✓ **Will there be full sized gates for vehicles?** Yes there will be a 12 foot gate for access.

Jo then extended the thanks of the BMT to all those who have made a huge contribution to its work.

- The annual Bridge Tea Fundraising Event

The Bridge Tea is an important date in our fundraising calendar.

People come together at St Joan's Centre to play bridge, have a fantastic tea and buy raffle tickets!

Many thanks to Peggy, Sue Green, Meg, Bill Dolan and Tessa.

The next event is on 20<sup>th</sup> November and help is needed if anyone is available.

- Hayfest

The summer garden party generously hosted by Jon and Lou James is another fantastic fundraising event for the BMT. We could not achieve it without them.

- Andy McLaren and his tractor

- Our volunteers who are out in all weathers

- Libby Ralph and the Wey River Partnership

- Surrey Wildlife Trust

- Scottish and Southern Electricity who provided a solid days work as a contribution from their Community Day scheme

- Farnham Town Council who have placed new finger signs around Farnham to direct people to the Meadow

- Waverley Borough Council which empties the litter/dog bins

- Many and various donors – Waitrose, British Car Auctions, Farnham Town Council, Surrey County Council, the Lions, Farnham Institute and the Building Preservation Trust.

In conclusion, Jo said that the Trust is increasing its professional approach to managing the Meadow. We need to keep moving forward. The Board is a small, committed group of people and we still need more help – either on the Board itself, through fundraising, helping on the Meadow or many different ways. So please consider stepping

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|                  | <p>forward.</p> <p>Lastly, Jo said she wanted to extend a very big thank you to Bill Dolan who is standing down from the Board at this meeting. He joined at the very beginning of the Trust and has been a fantastic support in many ways. <b>Applause from the floor.</b></p> <p>Thanks also to the Board who put in so much time and energy to making it all happen. <b>Applause from the floor.</b></p>  |  |
| <p><b>4.</b></p> | <p><b>FINANCE DIRECTOR'S REPORT</b></p> <p>Graham Aston introduced his report and summarised the main points:</p> <ul style="list-style-type: none"> <li>• Actual accounts to March 2017 have been completed and submitted to Branston Adams. They show another successful year with an income of over £20,000.</li> <li>• Our loan repayment has been at the rate of £1,500 per quarter or £6,000 per annum.</li> <li>• We have raised more money in this year than the previous year.</li> <li>• Our main areas of project expenditure have been on cattle fencing, water connection and water supply.</li> <li>• In relation to our income there are two important reminders. Firstly is Gift Aid. Any donations which are gift aided allow the BMT to claim 25% more from HMRC. So long as you are a UK tax payer we can claim Gift Aid on your donation if you complete the relevant form. Secondly Email. We pay a huge amount of postage to contact members for the AGM and other important notices which could be avoided if we had an up to date record of email addresses.</li> <li>• There is approximately £40,000 in our accounts in total which is great.</li> </ul> <p>Graham then went on to talk about membership. The BMT currently has a large number of inactive members who made a one off donation at the time of the Trust being formed but have had no further contact with us. In the future we will be asking for a minimum of £10 per annum as a subscription to become a member and from 2018 we will be introducing an annual subscription for existing members. If people make or have made donations then these are counted as subscriptions for membership purposes.</p> |  |

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|      | Graham then asked the meeting to vote on the following resolutions:  |  |
| 4.1. | <p><b>RESOLUTIONS</b></p> <ul style="list-style-type: none"> <li><i>Resolution No: 1 – The appointment of Branston Adams as Independent Examiners of the Company for 2017/18:</i></li> </ul> <p>Proposer: Bill Dolan<br/> Seconded : Gerry Hyman</p> <p>Those in favour – all<br/> By Proxy (in favour) - 5<br/> Those against – 0<br/> Those abstained – 0</p> <ul style="list-style-type: none"> <li><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 31<sup>st</sup> March 2017.</i></li> </ul> <p>Proposer: Sue Green<br/> Seconded: Dennis Banks</p> <p>Those in favour –all<br/> By Proxy (in favour) - 5<br/> Those against – 0<br/> Those abstained – 0</p> <p><b>Questions and comments:</b></p> <p><b>Do the rich companies of Farnham make any contribution to the work of the BMT?</b> Only a handful such as Waitrose, Ashgate Publishing and the British Car Auctions. It often takes a lot of time to approach local companies and if this is an area where anyone could help, it would be great.</p> <p><b>Did you receive any money with your recent award?</b> No but the Chairman of South and South East in Bloom did remark that we had raised over £150,000 in 8 years which is an amazing achievement.</p> <p><b>Is there an online application for membership?</b> There is an online form to be downloaded to apply for membership. We can look at this area again during the course of the year.</p> |  |

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| <p><b>5.</b></p> | <p><b>Adoption of new Articles of Association (approved at AGM 2015 and amended by the Charity Commissioners)</b></p> <p>Jo reminded the AGM that previous AGMs had discussed the fact that the Articles of Association required some modifications and re-writing. The work was completed and presented to the AGM in 2015 when it was approved pending further submission to the Charity Commission. The Charity Commission accepted the changes to the general Articles but not to the re-writing of the overall “objects” of the Trust.</p> <p>We have therefore decided to revert to the original wording of the “objects” while keeping the changes made to the Articles themselves.</p> <p>The AGM was asked to vote on this matter:</p> <p>Proposer: Vic Green<br/> Seconder: Sue Aston<br/> There were no objections.</p> |  |
| <p><b>6.</b></p> | <p><b>New Appointments</b></p> <p>Three directors are standing for election or re-election</p> <p>Nominees:<br/> <i>Vic Green</i><br/> <i>Nick Green</i><br/> <i>Graham Aston</i></p> <p>Nominees were voted unanimously and were accepted to the Board of Directors.</p>  |  |
| <p><b>7.</b></p> | <p><b>ANY OTHER BUSINESS</b></p> <p>No other business</p>  |  |
| <p><b>8.</b></p> | <p><b>CLOSING REMARKS</b></p> <p>On behalf of the Board of the Trust, Jo thanked all the members for coming to the AGM which she said had been conducted satisfactorily. She hoped that people would stay and socialise for a while to talk about the Meadow and get to know each other and Board Members.</p>   |  |