

**FRIENDS OF KNOLLS WOOD**

**MINUTES OF THE ANNUAL GENERAL MEETING**

Held on Tuesday 2 July 2019

<b>1</b>	<p><b>PRESENT</b>  Jack Owens, Michael Hewett, Rosemary Hewett, Martin Purvis, Gary Peach  <i>(Greensand Trust Ranger)</i>.</p>	<b>ACTIONS</b>
<b>2</b>	<p><b>APOLOGIES</b>  Apologies were received from Clive Atkins, Jenny Monk, Roger Seldon, Diane Liness,  Fiona Shillitto and Claire Mills.</p> <p>Due to a somewhat exceptional set of circumstances, the meeting had been in practical terms, a formality with only a skeleton group of Committee Members in attendance and the principal officers - Chairman, Treasurer and Secretary as well as several Committee Members unable to attend.</p> <p>A slide presentation detailing the year's activities had been prepared by the Chairman which formed the framework for the evening. In addition, the Treasurer had provided a report on the Group's financial activity and the current balance.</p> <p>Jack Owens took the Chair in the absence of Clive Atkins.</p>	
<b>3</b>	<p><b>MINUTES OF THE PREVIOUS AGM MEETING</b>  The Minutes of the meeting held on 4 July 2018 were reviewed and formally accepted.</p> <p><b>Matters arising</b>  <i>Knolls Wood Constitution</i>  The wording of the Constitution had been duly amended to reflect and emphasize an educational element.</p> <p><i>Task list</i>  A walk through the woods to identify tasks had been completed by Gary Peach during the course of the year. The list would be utilised for arranging future Volunteer Sessions.</p> <p><i>Leaflet holders</i>  Plastic leaflet holders had been purchased and fitted to the two Notice Boards and had been successful in generating interest from several visitors to the Wood who had taken leaflets away.</p> <p><i>Secretary</i>  The post of Secretary had been filled by Diane Liness who, having responded to the advertised position, had been welcomed to the Committee.</p> <p><i>Committee recruitment</i>  Fiona Shillitto had attended one of our Volunteer sessions and expressed an interest in joining the Committee. She was welcomed to the Committee and hoped to attend the September meeting.</p>	
<b>4</b>	<p><b>REPORT FROM THE CHAIR</b>  The PowerPoint presentation detailing the past year's activity was shown to the Committee and discussed in the Chairman's absence.</p>	

5	<p><b>REPORT FROM THE TREASURER - FINANCIAL YEAR 2018-2019</b>  Roger Seldon had prepared a report on the Group's financial activity for the year which was reported and discussed in his absence:</p> <ul style="list-style-type: none"> <li>▪ The outgoings for the year 2018-2019 were very much in line with the previous 12 months.</li> <li>▪ No significant income had been raised during the year.</li> <li>▪ Most of the year's expenditure had been directed towards communication although, in the case of the website, a significant element had been the addition of an essential archive.</li> <li>▪ Committee were extremely grateful to Claire Mills who had carried out a great deal of successful work on our Facebook page as well as valuable liaison with our Website Manager.</li> <li>▪ <b>Committee were asked to provide feedback regarding communication - how successful they felt it was and how it could be improved.</b>  Since we were spending approximately £200 a year on newsletters and website maintenance and bearing in mind that the website fees were set to increase slightly, Martin felt that it was time to review the effectiveness of the newsletters comparing the Noticeboards, website and the Facebook page.</li> <li>▪ The Waitrose Community Matters fundraising scheme was likely to be available to us every two or three years.  <b>It was agreed that would we should avail ourselves of this scheme and also look into the one run by Tesco.</b></li> </ul>	<p>All</p> <p>Roger</p>
6	<p><b>ELECTION OF COMMITTEE 2019-2020</b></p> <ul style="list-style-type: none"> <li>▪ Confirmation of re-election from current Members unable to attend the meeting had been sought prior to the meeting.</li> <li>▪ All Committee Members, both present and absent, confirmed that they were willing to continue their membership in their current roles.</li> <li>▪ As no other candidates had been put forward, it was resolved that all Members be re-elected and for Committee to continue with its current membership for 2019-20.</li> </ul>	
7	<p><b>ANY OTHER BUSINESS</b>  Due to the greatly reduced attendance at the meeting, there was limited discussion but the following matters were raised:</p> <p><i>Website</i>  The website was due to undergo significant change following the need to amend the "hosting" arrangements which would result in a cost element going forward. <b>A sub-Committee comprising Clive, Jenny and Mick would meet to discuss suggestions and recommendations and liaise with John Foreman about his ideas for revamping the site.</b></p> <p><i>Greensand Trust Principal Ranger</i>  Gary Peach reported that he had been asked by the Greensand Trust to take on other responsibilities which precluded his continued role with the Friends Group. John Creasey will therefore be returning in the role of Principal Greensand Trust Ranger and would be invited to the September Committee meeting.</p> <p>The Committee thanked Gary for the valuable role he had played in guiding our activities and for the energy and enthusiasm he had exhibited throughout his tenure. Gary leaves a great legacy which is clearly shown by the great shape that Knolls Wood is now in compared to when he first became involved.</p>	<p>Clive, Jenny Mick</p>
8	<p><b>DATE &amp; TIME OF NEXT MEETING</b>  The 2020 AGM meeting date would be discussed and arranged.</p>	<p>Clive</p>