

ANNUAL GENERAL MEETING OF THE FALCON MEADOW COMMUNITY TRUST

Zoom Meeting

7:30pm on 18th November 2020

Agenda

1. Chairman's welcome and apologies
2. Minutes of the previous meeting
3. Financial report and accounts 2019-20
4. Trustee appointments
 - Retirement and re-election of current Trustees
 - Nominations and elections of new Trustees
5. Report on current year
 - Falcon Meadow conservation
 - Finance; Loans and fundraising
6. AOB

Attendees

Allan Myatt, Treasurer

Deirdre Shepherd, Trustee

Tony Dawes, Trustee

Katie Utting, Trustee

Graham Halliwell

Dorothy Casey

Apologies: Tim Child, Sue Child, Laura Myatt, David Green, Mark Webster,

1. AM welcomed all to the meeting, which was being conducted on Zoom video-conferencing platform in light of the current Covid19 lockdown. AM specifically noted Tim Child's apologies as Chair, hence AM stepping up to cover.
2. Minutes of the previous AGM
Draft minutes are available on the Falcon Meadow Community Trust and Charity Commission websites. These were approved by those present.
3. Financial report and accounts 2019-2020
The Treasurer summarised the accounts for the previous year, as submitted to the Charity Commission in July:
 - a. Income from events and donations was £9,877.
 - b. £530 of restricted income came from Musker McIntyre who again kindly sponsored the Duck Race in 2019.
 - c. The total income was £10,407 for the year.
 - d. No new loans were taken on in 2019/20.
 - e. Expenditure amounted to £3,349, of which £539 was from restricted funds; primarily the Musker McIntyre donation for the Duck Race.
 - f. Having started the year with 3,900 in the bank, and with the subsequent income raised, we were able to repay £9,000 of loans. This meant we finished the year with

a just £1,500 of loans to pay, plus £1,960 in the bank; of which almost £600 was restricted grants. The remaining £1,360 being required for running costs – insurance, meadow cuts, etc.

- g. Copies of our Trustee report and accounts for 2019-20 are available on our website, as well as the Charity Commission site.
 - h. The Treasurer then provided a summary of the 2019-20 Trustees report on activity taking place since the AGM last November; particularly noting the Christmas and New Year appeal to help pay off the remaining loans. This generated over £2,000. Had we not received this income, immediately prior to cancelling the Quiz Night and several other planned events for 2020, we would have started this year with £3,500 of loans still due and we would have faced a far greater challenge from Covid-19.
4. Trustee retirements, re-elections, and appointments
- a. In line with the requirement for one third of the Trustees to stand down at each AGM, Tony Dawes and Katie Utting retired as the longest serving Trustees in their current term. Katie Utting was then re-elected for a second term. DS proposed and GH seconded. Carried unanimously.
 - b. Having stood for the maximum period of three terms, Tony could not stand for re-election but very kindly offered to continue to volunteer for Falcon Meadow in several roles, particularly the management of our website. The Trustees paid tribute to Tony as a founding member of the Trust, his dedication as a Trustee and for his many additional contributions; most notably his technical wizardry with sound and cameras over the years and his role as landlord of the Falcon Inn.
 - c. Nominations for two new Trustees were received at the meeting with the following appointments being unanimously agreed.
Dorothy Casey – Proposed by AM and seconded by KU.
Graham Halliwell – Proposed by KU and seconded by TD.
 - d. Another party had also expressed an interest in a Trustee role, but unfortunately could not attend this evening. AM noted that Trustee appointments do not have to be made at an AGM, so any interested party would be welcome to attend a Trustee meeting or two as a guest, to get to know the charity and other Trustees better, before committing to the role. Those interested should contact AM as Treasurer/Company Secretary.
5. Report on the current year:
- a. Meadow Plans – KU noted the following conservation activity being considered for coming months subject to Covid restrictions:
 - Pond clearance guidance being sought to establish if this is a sensible project. Needs to be assessed by someone knowledgeable. DC also advised thought is given to what to do with the spoil once it has been removed. Can't be spread on the meadow.
 - Dyke clearance – KU noted this is may be possible with the assistance of Environment Agency. She has approached a contact there. Dyke is deeper than it looks, so likely to require hiring specialist machinery. Those present felt this was worth pursuing further.

- KU keen to establish some sweeping bays in the vegetation on the riverbank. Could be done by working party. Agreed, subject to being able to organise in accordance within Covid restrictions.
- Scythe Cutter needs a service and the blades sharpening – May need to be transported to mechanic. GH offered to find out if SJ Last could do it. AM may have another contact if not.
- KU asked if we could purchase some hayforks and other tools. AM noted there was around £460 of restricted funding available to cover the cost of tools and the Scythe Cutter repair. KU to prepare a list of items required with approximate costs for Trustees to approve. Can be agreed by email.
- KU and DC proposed a BioBlitz in the spring to identify what flora and fauna species we have on the meadow. Would be useful to establish as an annual activity to identify trends and would help build profile of meadow as a conservation project. All agreed.
- AM note that Paul Jackson (Tree surgeon) would be coming down to the meadow soon to remove some potentially dangerous branches. Discussion followed about the need to balance cutting back with retention of diverse habitats (e.g. leaving some dead wood in situ). Paul is known for his environmental awareness and has assisted us previously with the owl box. GH is assisting him and will convey concerns.

b. 2020/21 Finance; Loans and fundraising;

- As reported earlier – we started this year with almost £2,000 in the bank following the Christmas appeal, with £1,500 still due on the loans. AM noted we couldn't use the remaining £2,000 to repay the loans at the point, due to:
 - £600 being restricted grants
 - ongoing running costs – e.g. insurance
 - essential meadow maintenance
- Fortunately, the socially distanced 2020 Duck Race raised around £1,160 profit and some donations were received during the first lockdown period. With this in the bank and the insurance paid, we therefore felt able to repay the outstanding loans.
- Laura was also successful with two grant funding bids
 - a £912 bid to the Harris Family Trust (through the Suffolk Community Foundation) to cover two cut & bails
 - a bid to the 'Movement for Good Award' (Ecclesiastical Charities Trust) which raised £1,000
- Since then further donations and some income raised by Katie from hiring out the beast has helped to maintain a reasonable financial holding position through the remainder of the year, whilst Covid persists. As at the end of October, we had £2,500 in the account, of which half is restricted grant funding.

6. Any other business

- a. DS to write to the South Norfolk team that empty the dog waste bins to thank them for doing such a good job.
- b. It was noted we still don't have the fishing policy, discussed last year, to give to visiting anglers and to have on our website. Significant points for inclusion;

- Individuals only – no club events
 - Only to use fixed fishing platforms – no flattening/cutting back of greenery
 - Respect the rights of the general public use to use the meadow and river whilst they are fishing
- c. Several people were keen to put up a sign to advise meadow users of inappropriate activities (BBQs, camping, etc). AM to consider how this may be achieved, adopting a constructive and educational tone.
- d. AM noted the Trustees thanks to R Howes for donating the funds to replace the kissing gate at the Bridge Street end of the Meadow and to GH for his constant assistance with path clearing and monitoring of the meadow throughout the year.

There being no further business the meeting closed at 8.50pm.