

Tollwood Trust

Minutes AGM 2025

13th January 2025

Quick recap

The meeting began with technical difficulties being resolved before the group addressed charity compliance requirements and officer roles, including discussions about bank accounts, registration status, and insurance coverage. The group explored various projects including fence repairs, a potential forest classroom initiative, and the establishment of a forest school in the meadow area, with specific roles assigned for implementation. The conversation ended with discussions about community involvement, regular activities at the wood, and future coordination of events through existing communication channels.

Next steps

- [Martin and Nigel: Meet with Lynsted School head and their forest school lead on January 27th to discuss potential forest school/educational use of the wood.](#)
- [Martin: Review and circulate all grant paperwork regarding the £8,500 fencing grant to all trustees for review.](#)
- [Martin \(after school meeting\): Approach Angus Mitchell \(and/or Alex\) to discuss sharing costs/work for replacing the fence between the wood and their land, once requirements from the school are clarified.](#)

- Nigel: Consider/propose seed collection event in autumn to encourage community involvement and create a seed bank; potentially involve school and local community in growing seedlings at home.
- Nigel: Flag up regular annual events (e.g., birdsong walk, fungi foray, bluebell walk, seed collection) on the website and/or WhatsApp group for community participation.
- Martin: Circulate the AI-generated meeting transcript to all participants for review and redaction of sensitive/confidential content before any public release.
- David: Contact Paul Wilkinson (local archaeologist) to arrange an informal meeting with the group regarding the wood and possible archaeological interest.
- All: Review and formally approve core policies and the Woodland Management Plan as noted in the meeting.
- Martin and Nigel: Keep under review the status and information management regarding the WWII bunker, maintaining confidentiality until the group decides otherwise.
- Martin (or designated secretary): Schedule next meeting (informal or formal) after David's return in June, potentially at the Black Lion or as a checkers lunch, to review progress and next steps.
- Nigel: Consider feasibility of creating a "friends of the wood" WhatsApp group for community engagement (to be decided/parked for now).
- Martin: After the school meeting and depending on outcomes, coordinate with Angus/Alex and possibly the TWITS group regarding practicalities and timing for fence replacement.

Summary

Resolving Audio Connection Issues

The meeting participants experienced technical difficulties with audio and video connections, particularly with David's microphone being muted. After some troubleshooting, they determined that David's audio was muted in the

Zoom application, which was resolved. The group agreed to restart the meeting to ensure all participants could communicate effectively.

Charity Compliance and Initiatives

The group discussed compliance requirements for their charity, including the adoption of governing documents and the election of officers, with Nigel agreeing to serve as chairman. They confirmed that the bank account was properly set up with two signatories and had £2,378 in funds, though they noted that adding a third signatory would require additional paperwork. The group also discussed their charity registration status and a potential forest classroom initiative at Lynsted School, with Martin mentioning a meeting scheduled for January 27th to explore this further.

School Fence Grant Project

The group discussed using £8,500 of grant money to replace a fence near the school, with Martin suggesting they approach Angus Mitchell about the work. They agreed the project was feasible within the budget, and Nigel confirmed the funding could be used flexibly as long as they could account for the spending. The group also discussed future maintenance responsibilities for the fence once the land is transferred to a trust, though they decided this issue could be addressed later.

Officer Roles and Insurance Discussion

The group discussed and agreed on officer roles, with Martin confirmed as Treasurer, Jill as Secretary, and Maz (absent due to childcare) as safeguarding officer. They discussed insurance coverage for the property, which currently has a £1 million public liability insurance, and explored the need for specific charity insurance with Zurich. Sarah agreed to take on the role of Woodland Protection Officer, which involves monitoring and documenting the natural environment, though she noted she might not always be present. The group also discussed fly tipping issues and agreed

that the WhatsApp group is an effective mechanism for reporting problems, with Nigel and Martin handling immediate responses when needed.

Forest School Safety Planning

The group discussed establishing a forest school in the meadow area of the wood, with Martin suggesting replacing the existing style with a gate to create a safe meeting space for children. Nigel proposed marking a clear path using red tape and removing brambles, while Sarah emphasized the importance of safeguarding and having trained staff accompany children. The group agreed that if a forest school were to be implemented, it would likely be for children aged 7-9 years old, with the school taking full responsibility for leadership and safety measures.

Approvals, Events, and Archaeological Plans

The group discussed the formal approval of paperwork and upcoming events, including Nigel's presentation in September. They also talked about the success of recent metal detecting activities and the potential for involving the community in future projects. The group expressed interest in inviting an archaeologist named Paul Wilkinson to join them. They concluded by discussing the need to manage information about a World War II bunker and the importance of protecting the site from potential intruders.

Bunker Secrets and Community Projects

The group discussed keeping information about a bunker secret, with Nigel expressing concern about leaks and Martin agreeing on the need for secrecy. They explored ideas for community involvement, including seed collection events and potential collaboration with the school and RSPB for birdwatching activities. Nigel suggested offering seeds for home germination and potentially involving the school in the project. The group also briefly discussed the discovery of a second oak tree.

Wood Activities Coordination Plan

The group discussed organizing regular activities at the wood, including foraging events and nature walks. They considered using the existing WhatsApp group to coordinate these activities, rather than creating a new one. Sarah suggested adding information about regular events to the website. The conversation also touched on the BSBI plant hunt and the potential for organizing bluebell walks.

Fence Repair Project Discussion

The group discussed a fence repair project between a wood and Angus Mitchell's land, with Martin suggesting they first check with the school about feasibility before approaching Angus or his sister Alex. David mentioned he would be away until June but planned to meet informally with Paul Wilkinson upon his return. The conversation ended with an agreement to hold future check-ins on an ad-hoc basis, particularly when David returns, and Martin agreed to circulate the meeting recording to attendees.

1:21 PM

16/01/26

Accrual Basis

The Tollwood Trust
UK Balance Sheet - Standard
As of 31 December 2025

	<u>31 Dec 25</u>
ASSETS	
Current Assets	
Cash at bank and in hand	
The Tollwood Trust	<u>2,378.00</u>
Total Cash at bank and in hand	<u>2,378.00</u>
Total Current Assets	2,378.00
NET CURRENT ASSETS	<u>2,378.00</u>
TOTAL ASSETS LESS CURRENT LIABILITIES	<u>2,378.00</u>
NET ASSETS	<u>2,378.00</u>
Capital and Reserves	
Profit for the Year	<u>2,378.00</u>
Shareholder funds	<u>2,378.00</u>