

Oakington & Westwick Community Association

Minutes of the Community Association meeting 25 April 2017 at Oakington Pavilion

Present (21):

Jo Mills (Temporary Chair, OWN), **Irène Butlin** (Temporary Secretary, Village Day)
Joan Pettit (Tuesday Talk & Tea), **Ben Phillips** (Church, Little Steps, Humpty Dumpty, Jam Club), **Mike Oakley** (Parish Council), **Geoffrey Butlin** (Journal, EAG), **Di Wisbey** (Monday Café, TTT, OWN), **Linda Neech** (WI), **Bernie Yates** (Allotment Society), **Sally Daggianti** (School), **Celine Pinter** (Oakington Singers, Village Day), **Ranko Pinter** (Chess Club), **Jo Bryant** (OWN), **Jim Bryant** (Community Plan Steering Group, Transport Action Group), **Roger Goodden** (Bowls), **Helen Williams** (WI, Oakington Singers), **Elaine Bailey** (Pavilion, Brownies, Oakington Singers), **Jenny Prince** (Scouts inc cubs), **James Youd** (Environment Action Group, Village Day), **Hanna Lumley** (Village Day).
Kevin Fentiman (Finance report)

Apologies for absence:

Kathryn Coles (Country Dancing), **Julie Grove** (History Society, Garden Society), **Ron Koehler** (Allotment Society)

All groups had received the following papers by email and attendees received hard copies at the meeting:

- Agenda
- Minutes of the last meeting 10 Jan 2017
- Financial Report by Kevin Fentiman
- Village Day report by Hanna Lumley & James Youd
 - App 1: Events and Activities as at 20/4/17*
 - App 2: Stallholders as at 20/4/17*
 - App 3: Budget Summary as at 20/4/17*
- Journal Report by Geoffrey Butlin
- Options for the Future of the Association report by Jo Mills

Minutes of meeting 10 January 2017

The minutes were approved.

Matter arising (not on the agenda). None

Introduction

The Chair outlined the background for calling this meeting.

The AGM on 10 Jan 2017 had asked the temporary officers and working group to prepare some options for the future of the Association. Before presenting these options, the chair thought it would be helpful to know about the current status of the financial position of the Association, the Journal and the Village Day.

Financial Report

Kevin Fentiman had kindly reviewed the financial information available from the last few years. This was lacking information and substance to produce proper accounts. However, Kevin indicated that the bottom line was that

- a) there were no reserves for the Village Day and
- b) that with invoices still outstanding for the Journal it was still unclear if there would be enough funds to cover the printing for the rest of this year.

Kevin emphasized the need to follow proper financial procedures – something James Youd has already put in place for the Village Day. Kevin was thanked for producing this overview.

Several members expressed their dismay at the lack of funds and wondered how a large surplus could have been reduced to such an extent. They also questioned the lack of proper records.

However, the meeting decided to leave the past and start afresh with proper financial procedures and reporting lines.

Cheque Signatories

There followed a discussion around the Association's Bank Account with the Cambridge Building Society. Two of the cheque signatories were no longer living in the vicinity – Joan Sidaway and Mat Barnet. The remaining two lived in the village but were not officers of the Association. It was noted that the signatories had not been updated during the tenure of the previous Chairman.

The Chair reported that she had asked the Building Society in Histon for advice about updating the signatories. She was advised that the meeting should minute if the Community Association has lost contact with any signatories, and that she had forms to complete for new signatories, which should be signed by existing and 'outgoing' signatories.

It was agreed at the meeting that the Community Association has lost contact with Joan Sidaway and that no-one at the meeting has her current address or telephone number.

There was a discussion about updating the signatories, and questions raised about the length of time it might take to make changes. Sue Heaver would be willing to continue to be a signatory. Elaine Bailey also offered to remain a signatory, if that would be helpful to the new committee. James Youd and Hanna Lumley volunteered to be signatories.

The Chair thanked Elaine, James and Hanna. The next steps were left open to be considered in the light of the decision on the future of the Association and the appointment of a Treasurer.

Village Day Report

James Youd informed the meeting that Hanna Lumley (chair of VD) had a varied and effective committee of up to eight people meeting regularly. The report focused on the current plans for the Village Day on 1 July 2017, with appendices outlining planned activities, booked stalls and a detailed budget. As the Village Day had produced a loss the last three years, James drew our attention to

- a) the measures the committee is taking to reduce risk and
- b) to the fundraising events initiated by Hanna

The VD committee believed the Village Day would now be self funded and even have a small surplus. The village groups were encouraged to book stalls and members thought it fair for those selling things (e.g. bric-a-brac) to pay £10 to the VD. They also thought that it made sense to sell programmes door-to-door in advance and charge a £1 adult entrance fee for all, including stall helpers. They also agreed with the policy of discouraging own food and drink on site.

Regarding the Village Day raffle it was suggested to look into **paying the fee for a raffle license**, which would allow tickets to be sold more widely.

ACTION: The VD committee to look into this

Other suggestions included advertising in the Histon Feast programme (too late) and the Community page in the Cambridge News. (Nobody volunteered for this.)

All were in favour of the Village Day proposals.

Village Journal Report

The Journal is an activity run by the Community Association for the benefit of the village. Village groups can inform the community about their activities at no cost. Many years ago there had been an annual membership subscription of £10 for the Community Association, but the Journal is currently financed by advertising and a contribution by the Parish Council.

Geoffrey Butlin has been the editor for the last three or so years. He increased the pages from 12 to 16. In addition to the various groups' contributions, this allowed input from

- a) the Parish Council Chair and the District Councillors
- b) information from the Steering Group and Action Groups following the Community Planning initiative
- c) a Diary Page

David Chapman has been Advertising and Distribution manager but stepped down from his roles at the end of March. Geoffrey expressed his wish to step down by the end of the year. He drew attention to a lack of an editorial team and recommended that one be set up to deal with the various aspects of producing the Journal. It was noted that David Chapman is due to handover outstanding information about the advertisers and financial position in the near future.

The meeting unanimously supported the setting up of a team.

ACTION: The temporary chair and secretary would take this forward.

Options for the Future of the Community Association

The chair thoroughly outlined the background to where we now found ourselves and summed up the current position regarding the Journal and the Village Day. This was followed by the action on the working group set up at the AGM on 10 January 2017, i.e. to produce options on the future of the Community Association. These were:

- Option 1 was to wind up the Community Association and form 2 new groups, one for the Journal and one for the Village Day.
- Option 2 was to dissolve the Community Association and pass its functions to the Community Plan Steering Group
- Option 3 was to keep the Community Association and continue the current arrangements for the Journal and Village Day.

Further options were invited from the members present, but none were proposed.

The meeting quickly homed in on Option 3. Members felt it was useful to have an umbrella organization for various initiatives, including the Journal and the Village Day. Members expressed how they had missed regular CA meetings. They had provided a forum for keeping informed about each other's groups, asking for help and running joint activities. Members would like to meet three times a year. There was a discussion on membership fees, with a feeling that there could be a fee structure where groups that charged subs, paid a different amount to groups that did not have subs.

The meeting unanimously voted for Option 3, with additional work to be carried out, including amending the out-of-date Constitution.

ACTION: CA officers and working group

The meeting unanimously voted that

Jo Mills continue as Temporary Chair and
Irène Butlin as Temporary Secretary.

No-one came forward to act as Treasurer, but since the meeting, Bernie Yates has agreed to be Temporary Treasurer. Kevin Fentiman was thanked for his help in reviewing the Community Association finances.

Any other Business

The Head Teacher, Sally Daggianti, asked if the Community Association would take over the running of the Bonfire Night from the now folded Parent/Student/Association. The meeting was made aware that preparations would need to start this side of the summer.

There was a general murmur of agreement to this, but the proposal was not put to a formal vote.