

# **Oakington & Westwick Community Association**

## **Minutes of the Community Association meeting 16 Jan 2018 and minutes of the Annual General Meeting 16 Jan 2018 at Oakington Pavilion, 7.30 pm**

**All groups had received the following papers by email and hard copies were available at the meeting:**

- Agenda
- Minutes of the last meeting, including Financial status, 7 Nov 2017
- Updated Draft Constitution
- Minutes of the Annual General Meeting, 10 Jan 2017

**Circulated at the meeting:**

- Chair's Report
- Treasurer's Report, including Year end Financial Status

### **1. Present (16):**

**Jo Mills** (Temporary Chair), **Irène Butlin** (Temporary Secretary, Journal Team, Village Day), **Bernard Yates** (Temporary Treasurer, Community Association, Allotment Society), **Jenny Prince** (Journal Team, OWN), **Nykki Rogers** (Journal Team, EAG), **Hanna Lumley** (Crossways Café, Village Day), **Kathryn Coles** (Country Dancing), **Stephen Moore** (Parish Council), **Celine Pinter** (Village Day, Bonfire Night), **Roger Duthie** (resident), **Adrienne Chaplin** (resident), **John Terry** (Environment Action Group), **James Youd** (EAG), **Geoffrey Butlin** (EAG), **Andrew Dennis** (EAG), **Arthur Sillett** (EAG, Village Day, Garden Soc, Bowls)

### **2. Apologies for absence (13):**

**Helen Williams** (WI, Oakington Singers), **Jo Bryant** (OWN), **Jim Bryant** (TAG), **Lou Ellis** (Scouts, Cubs, Beavers), **Jo Mowatt** (Cubs), **Ranko Pinter** (Journal Team), **Ben Phillips** (Children's groups, Bonfire Night, Village Day), **Simon Edwards** (PC), **Amy Duthie** (EAG), **Tom Probert** (Bonfire Night), **Di Wisbey** (Monday Café), **Julie Grove** (History Society), **Jessica Summers** (Humpty Dumpty Pre-School)

### **Introduction**

Jo Mills introduced the meeting, explaining we were having an ordinary meeting to deal with the updated draft Constitution before moving on to the AGM.

The Chair then sought the view of those present on how to deal with voting at the meeting. The meeting decided that decisions would be by simple majority of those present.

### **3. Minutes of meeting 7 November 2017**

The minutes were approved.

### **Matter arising**

The meeting was informed that although Mike Oakley had retired from the Parish Council, he would continue to deal with Neighbourhood Watch as an individual.

#### **4. Updated draft Constitution**

With several people attending who had not been at previous meetings, Jo Mills briefly explained the background to, and need for, a new Constitution.

Generally the meeting was happy with the updated draft, but a lively discussion ensued around the interpretation of membership and voting. To help us move forward, it was pointed out that further changes could later be suggested by members and dealt with according to the Constitution.

#### **Jo Mills proposed, seconded by Bernard Yates, that the presented version of the Constitution be adopted, providing the minor clarifications were added.**

These were:

- \* 4. Membership. Adjust numbering of paragraphs
- \* 4.1.c Individual Membership. Last line to read ..... *unless they are members of The Community Association committee or they chair a Community Association sub-group.*
- \* 5. The Committee. 5.5 Last sentence to read ..... and it may determine their powers and terms of reference *such as the Village Day sub-committee.*
- \* 9. Finance. 9.1. Add ..... *and which include detailed accounts of sub-committees...*

#### **5. Minutes of The Community Association's Annual General Meeting 10 Jan 2017**

The minutes were approved.

#### **6. Chair's Report** - included below:

##### **Chair's Report**

I would like to start by saying thank you to my fellow officers, Irène and Bernie, who have both worked very hard during 2017.

Looking back over the year, I was nominated to be Temporary Chair at the last AGM when, at the same time, Irène became Temporary Secretary. At that meeting, it was felt that the Community Association was 'no longer relevant to the community in its current form', although the Journal and Village Day should continue, if possible. It was agreed that a working group should be formed to develop proposals for the future of the Association, and also that work should start for the Village Day. Hanna Lumley led the creation of a new Village Day team, and the working group started to consider options for the future of the Association. I would like to thank the working group members who helped to develop the options: Mike Oakley, Chair of the Parish Council; Geoffrey Butlin, Parish Councillor; Irène Butlin, Temporary Secretary and Kevin Fentiman who was reviewing the financial position of the Association.

The Community Association met on 25 April to consider progress on the Village Day and consider the Options for the Future Report. At that meeting, it was agreed that the Community Association should be kept and should continue to run the Journal and the Village Day. It was also accepted that Kevin's financial report would form the base position for the annual accounts for 2017/18, that the constitution should be reviewed, and that a new journal team should be set up. It was noted that a Village Day team had been meeting since February and the plans for the Village Day were approved. Finally, at the request of the Head Teacher of Oakington School, it was agreed that the Association would consider running the Village Bonfire.

To conclude the update on governance matters:

- ❖ Bernie Yates kindly volunteered to be Temporary Treasurer in April, and has done a great job. During the year, we have changed the signatories for the building society account, so that all signatories are now currently active in the Association.
- ❖ The CA now has Public Liability Insurance that provides cover for its activities.

- ❖ The working groups have kept records of their meetings, and developed project plans and budgets. These helped to make sure our events were well-organised but will also make it easier to organise activities in 2018.
- ❖ We have produced a new Constitution that was discussed at a Community Association meeting in November, and has been considered earlier tonight.

Now moving to the activities of the Association:

- ❖ The Village Day was held on 1 July 2017. It is worth saying that there were no financial reserves to support the Village Day last year, and the Village Day team produced a financial plan that they hoped would create a small surplus. This included selling programmes in advance, charging a £1 entrance fee to all including stall helpers, and asking village groups who wanted to fundraise to pay £10 to the Community Association. Tim Wilson kindly offered to run and underwrite the bar for the Village Day. The outcome was a very successful event that raised around £1700. I would like to thank all the Village Day team and also the many people who helped on the day, in advance and with the clear up.
- ❖ A new Journal Team met for the first time in July, and has since met to plan each edition of the Journal and its future. In November, Geoffrey Butlin stepped down after serving as editor for four years. Thank you, Geoffrey. He has been succeeded by Irène Butlin and Jenny Prince who have just edited/compiled their first Journal that will be delivered in the next few weeks. Ranko Pinter is the chair of the new Journal Team and Nykki Rogers is Treasurer. There are plans to increase advertising revenue to allow for more local news to be covered and pay for more colour pages.
- ❖ The Village Bonfire team started to meet in August, with Jo Mowatt leading our team. It was decided that the Community Association should run the bonfire, fireworks and BBQ, with the Parent School Association and Humpty Dumpty each running a fund-raising stalls. Many thanks to everyone who helped in advance, on the day and with the clear up.
- ❖ Income from two children's discos and a cake sale has been given to the Community Association – organised by Hanna Lumley.

It has been a rewarding, exciting and, at times, nerve-wracking year. I'm pleased to have helped to lead the Association to a sounder financial position with each core activity supported by a team of helpers who share the work. Looking forward, I hope the creation of a committee will mean that the overall organisation of events and activities feels easier, and that the Association can develop an effective role as an umbrella organisation for all the groups in the village.

The 2018 Village Day will be held on 30 June, and the Village Day team will be meeting on Wednesday 30 January to start the planning. We're also hoping to organise a Spring Fair in March.

Jo Mills  
CA Chair

The meeting adopted the report and thanks were expressed to Jo Mills, Irène Butlin and Bernard Yates for their work as the CA officers this year.

## 7. Financial Report – included below:

### Community Association Financial Report

I will just be reviewing the overall summary report but included in your information pack is more detail regarding the building society account.

At present the funds of the association are generated from the proceeds of the Village Day and any excess from the publication of the Village Journal plus the proceeds from Bonfire night.

The journal is self-financing from the advertising income and a donation from the Parish Council.

Prior to 2017 there were very few records but Kevin Fentiman did a sterling job reconstructing the accounts from the limited information available. Many thanks to him for this.

There was very little in the way of reserves at the start of the year. £228.96 with just £45.96 in the building society account. At present there is £2046.16 in the account.

The Village Day was extremely successful this year and generated an eventual surplus of £1837.22. Income of £2397.72 with expenditure of £560.50. This was somewhat of an act of faith starting with no reserves but careful control of the budget by James did the trick. Great thanks for all the hard work by all those involved in the event.

The Journal for the six issues for 2017 had a surplus of £403.80.

Bonfire night was also a great success. It is an expensive event to put on but there was at least some reserves from the Village Day to fund it. The income was £3217.12 and expenditure £2238.83 leaving a surplus of £978.29.

Again many thanks to all those helpers and especially Jo Mowatt who was a great help with her experience of previous years.

There was £51.65 generated by the Halloween disco organised by Hanna. There was the cake sale and disco earlier in the year that created a “float” for the Village Day and the proceeds are included in the village day figures.

It is a great credit to the whole village community that we are in the position we are.

Bernard Yates

Treasurer, Oakington and Westwick Community Association

Bernie was pleased to report that the finances are now in good order. Having started the year with no reserves, a number of activities and some sponsorships had enabled us to end the year with a surplus of **£2,046.16**. It should be noted that this was after paying for an annual PLI insurance of £978.29 for CA events.

However, one outstanding expense had just come to light, towards repairs of a tent that got damaged on the Village Day.

**Action:** Jo Mills

A question was raised about previous years' losses, and it was noted that one of the reasons was that The Association had paid for the bar and taken the risk, whereas this year we were in the fortunate position of Tim Wilson having taken on the responsibility with no risk of losses to the CA.

The meeting adopted the accounts.

Bernie was thanked for all the work he had done.

## **8. Discuss and decide Annual Subscription**

A lively discussion ensued on pros and cons of subscriptions and amounts.

CA membership benefits groups by free write-up of their group's activity in the Journal, reduced rate as stall holders at the Village Day, insurance cover when taking part in CA events and by providing networking opportunities.

The benefit to the Association is to have a formal list of members who they know are committed to the Association and its aims.

The meeting first voted on the recommendation, from the previous meeting, of £5 for groups. This was not carried.

The meeting then voted on a £10 subscription (which had been the previous amount years ago). This was carried.

A vote on £1 for individuals was also carried.

## **9. Election of CA committee – Stephen Moore in the Chair**

The outgoing committee were asked if they would stand for re-election. Jo Mills and Bernard Yates would, but Irène was stepping down.

The following were voted in: Jo Mills, Bernard Yates, Celine Pinter, Roger Duthie.

There is still at least one vacancy, so perhaps somebody who was unable to attend the meeting would like to come forward.

The date of the next AGM will be set in due course.

*Irène Butlin, Temporary Secretary (Jan 2017-Jan 2018)*