

**Oakington and Westwick Community Association  
Meeting at 7.30 pm on Monday 21 January 2019  
At the Crossroads Communita Café**

**AGENDA**

1. Welcome and apologies
2. Minutes of the last meeting (18 October 2018) and matters arising
3. Budget
4. Journal
5. Spring Market
6. Village Day
7. Community Café
8. Date of AGM

**MINUTES**

1

*In attendance:*

Committee members: Jo Mills (Chair); Roger Duthie (Treasurer); Adrienne Chaplin.

Representative of Parish Council: Geoffrey Butlin

Representatives of CA sub-committees: Iréne Butlin (Journal); Jenny Prince (Journal)

Representatives of community groups: Kathryn Coles (Country Dancing); Liz Davis (Monday Café); Lou Ellis (Scouts); Alice Jondorf (OWN); Arthur Sillet (Bowls and Garden Society); James Youd (EAG)

Individual attendees: Jillian Wilkinson; Bernard Yates; Patsy Grosvernor

*Apologies:* Elaine Bailey (Chair of Pavilion Committee); Terry King (Ten Sing); Joan Petit (Tuesday Talk & Tea); Ben Philips (St. Andrew's Church Family Support Worker).

2. The chair commented on the minutes of the previous CA meeting of 13 June 2018 and, where necessary, provided updates on various issues. It seemed several members had not received the agenda or the minutes for which apologies were expressed.

*Matters arising:*

Liz Davis raised a question about the status of the CA Committee as, in previous years, there had not been an executive management committee apart from the three main officers (chair, secretary and treasurer). Jo clarified that, according to the new constitution as agreed at the last AGM in January 2018, there should be an executive committee of at least five members. As the current committee only has four members she hopes more people will come forward to fill the vacancy.

This is especially important as the CA committee has been quite busy with overseeing various activities and sub-committees - village day, journal, bonfire night, village market, Christmas tree and carol singing - all of whom could make use of the CA's status, banking facilities, Public Liability Insurance and Raffle Licence.

On behalf of the Journal Team, Iréne Butlin raised a question about one of the CA membership benefits clauses which states that community groups can have free space in the Journal to report on and promote their activities. She reported said that, since it is difficult for the Journal to keep track of paid-up members, the Journal Team preferred to have that particular benefit removed from the list. More generally, they preferred not to charge anyone

for a contribution to the journal, except for commercial advertisers. It was suggested that if the Journal Team wanted to change the membership benefits list they put a proposal forward for the next meeting.

This led into a discussion about voting rights and subscription fees. At the last AGM it had been agreed to charge £10 for groups and £1 for individual members, and that only groups had voting rights. Since there is a wide diversity of (strong) views on these issues they can, if desired, be discussed again at the next AGM. Jo reminded the meeting that any proposals to change the constitution should be submitted at least 21 days in advance.

3. The treasurer reported that all CA funds have now been transferred from the Cambridge Building Society Account to the Barclays account and that the on-line banking service is now fully operative. After payments for the village tubs (£306) and the extra pages for the Journal (£300), its current bank balance is around 3500-3750 (dependent on pending transactions). Its aim is to attain a healthy reserve fund of around £5000 for eventualities such as unforeseen poor turn outs to events or replacement of equipment.

4. Ranko Pinter, chair of the Journal Team, reported (by letter) that the journal has increased its number of pages from 16 to 20 (with 24 for the special July issue) with the help of additional funding from the CA (£300) and the Monday Morning Café (£100). The Journal Team would now like CA backing to increase its pages from 20 to 24 starting with its next issue in March. While it aims to cover the additional expenses through increased advertising, it requested that the CA underwrite any possible shortfall of up to £300. Following a vote this was agreed.

5. The chair reported that there will be two markets organised by a team spearheaded by Nykki Rogers who welcomes more volunteers.

6. The chair reported that the village day has been set for 29 June organised by a team spearheaded by herself and that she welcomed more volunteers. Iréne and Bernie offered their help.

7. Adrienne provided a brief background history of the Crossways Communita Café before opening a discussion on possible future uses of the space under the umbrella of the CA. Although the café had become a popular venue for a variety of people, it had not created enough revenue to make it a financially sustainable with a full-time manager. However, the owner of Crossways House, Ross Smith, is still willing to make the space available for the village and is open to further suggestions. In the discussion the following views were expressed:

- Valuable additional community resource for small-scale gatherings and activities.
- The space and facilities (seating, deco, kitchen, toilets etc.) are not adequate for it to be run as a proper café
- The opening times (Monday to Friday from 9-5) meant that the space could not be used by people with day jobs
- If the rent was nominal it could possibly be run by volunteers as a drop-in space with coffee and tea facilities
- The community plan showed that about 40% of residents expressed an interest in a community space.

- From someone who had volunteered: attracts different kinds of people and enables conversations which may not easily happen otherwise elsewhere
- The space could make use of the CA Public Liability Insurance and banking facilities.
- If the CA were to oversee it, it should not be a financial risk.
- If the CA were to oversee it it should have a proper agreement or licence with the owner about security, health and safety and mutual responsibility.
- A question was raised whether the space could be used by teenagers and young people
- A question was raised whether the space could be used by residents of neighbouring villages

It was agreed to ask Adrienne to prepare a more detailed proposal for the next AGM.

8. The date for the next meeting was set for Tuesday 12 March which double as the AGM. The meeting will be held at the Pavilion at 7.30 pm.