

**Oakington and Westwick Community Association  
General Meeting  
Pavilion, 17 July, 2019**

**MINUTES**

**Present:**

**Committee members:** Jo Mills (Chair), Adrienne Chaplin (membership secretary), Arthur Sillett; Celine Pinter

**Representatives of Parish Council:** Stephen Moore (chair), Geoffrey Butlin, Ranko Pinter (the PC link with the CA)

**Representatives of member groups and individual members:** Kathryn Coles (Country Dancing Club), Liz Davis (Monday Café), Jillian Wilkinson (Neighbour Watch), Sean Moray (TAG), James Youd (EAG), Hanna Lumley, Bernie Yates, Lena Nielson (scouts)

**Representatives of CA sub-committees:**

Journal - Ranko Pinter, Iréne Butlin

Village Day – Celine Pinter, Bernie Yates, Irene Butlin, Arthur Sillett, James Youd

Spring Market – Jo Mills

**Apologies:** Lou Willis (Scouts), Roger Duthie (Treasurer), Joan Pettit (Tuesday Talk n Tea)

**1. Minutes of the last meeting (12 March 2019)**

1.1 The minutes were approved on the condition that the minutes of 21 January with the proposed amendments from Irene Butlin would be sent for approval to all members as they were not listed on the Agenda and no-one had brought a copy to the meeting. (Post-meeting note – the minutes without from January without Irene's amendments were circulated to all members on 17 February).

1.2 With that condition it was agreed to accept the March minutes with the following two amendments:

Page 1 - Replace 'Journal Team Meetings - every two months' with 'Journal Team Meetings - every few months as required'

Page 2 - Replace 'the Crossways House team would work on the same CA terms and references' with 'the Crossways House team would work on similar CA terms and references.'

**2. Matters arising**

2.1 The Generic Terms of Reference for the sub-groups are not ready for circulation, and it was agreed to carry this item forward to the next meeting.

**3. Updates**

3.1 **Spring Market** - A second Spring Market was held on 6 April. It ran smoothly, and there were compliments from stall-holders and those who came. The overall income was £82. This was less than last year as the sub-group did not run a Community Association stall selling meat and produce. The income comprised stall-holders' fees

plus sale of bags. (Post-Meeting Additional Information - It was thought that the WI made a donation, however they opted to pay a stall fee. Also the stall fee was £15 including the loan of a table, and £10 if stallholders were bringing their own. Stalls providing information, and not fund-raising, did not pay a fee.)

**3.2 Flaming June Half Marathon on 2 June** – Six people volunteered as marshals, and said they enjoyed it. As a consequence, the CA has received a donation of £125 from Histon and Impington. This is less than last year as we did not supply our full quota of 8 volunteers.

**3.3 Village Day** – The Village Day team are holding a review meeting on 19 July, and will report to the next meeting. The general view was that it was a lovely, if rather hot, day with very positive feedback. Celine commented that it was especially nice to see so many volunteer community groups represented.

Jo reported that Nigel Kilbourn had offered to look into the CA purchasing the electricity kit instead of hiring it on an annual basis. If purchased, the CA could rent it out to other groups. It was agreed that a proposal would be brought to the next meeting. Bernie was supportive and recalled that he had recommended this last year.

It was noted that the insurance policy required more Health and Safety documents than previous years. Celine had completed the necessary documentation. In addition, a Safeguarding Policy was required. Jo has drafted a policy based on the County Council's guidance and with reference to the OWN Safeguarding Policy. It was agreed that Safeguarding should be on the agenda for the next meeting, and Celine will run a training session as part of the meeting. Lynne McCauley provided Safeguarding training for OWN volunteers when it started, and Celine said she would talk to Lynne. The policy will apply to all CA activities including Crossways.

**3.4 Crossways** – Adrienne reported that the community project/space re-opened at the end of May and is now run entirely by volunteers offering to host a one-off, weekly or monthly slot with an activity or just 'open café.' It operates on a 'pay-as-you-can' donation model supplemented by income from room hire. Once the project generates enough income to cover its costs and rent, it will pay the owner £100 per month for the use of up to 30 hours a week.

As a gesture of support Liz Davis spontaneously offered a £100 donation from the Monday café towards the first month (once it was in a position to pay the following months).

In response to a question it was stated that the CA was not responsible for any shortfalls. The CA was also reassured that Crossways will conform by all the necessary Health and Safety rules, Food Hygiene standards, and Safeguarding policies. Sub-committee member Lynne MacAulay is overlooking this aspect of the project.

**3.5 Journal** – Irene reported that Jenny Broadway has taken on a lead role for advertising and the journal covered its costs for the July edition. A detailed financial report was presented. The committee thanked Jenny and also the previous treasurer Nykki Rogers for their input on this.

Liz reported that the family of Pat Few had appreciated the write-up on her life and asked if anyone had any spare copies.

In response to a question from Bernie, Irene clarified that the school did not pay for its display of photos of the school fete, as it was considered of interest to the community as a whole.

There was a discussion about raising the cost of advertising. One factor in deciding the level of increase is the fact that the on-line version of the journal on the Parish Council website does not include adverts as the PC cannot endorse businesses. This would not be the case if the CA had its own website. It was agreed to look out for someone who was able to design one.

#### **4. Forthcoming event planning**

**4.1 Bonfire night** - Celine reported that the sub-committee was considering using silent fireworks to eliminate the noise for children and pets. This was met with different responses. The first planning meeting will be held at Crossways on 10 September at 7.30pm.

**4.2 Autumn Market** – Jo reported that Nykki Rogers will try to book stalls for an Autumn Market. She reported that, last year, it was difficult to get bookings in the autumn. If the market goes ahead the date will be 16 November.

#### **5. Any Other Business**

**5.1 Grant request to Parish Council** – The Village Day team wanted to seek funding from the Parish Council as the PC had provided financial support for the last two years. A grant application was made by the CA asking for help to cover new costs for the Village Day, including the evening band. Ranko reported that the grant request had been rejected at the Parish Council meeting in July. Jo read out the email that she had received from the clerk Laura:

'I'm afraid the PC declined your grant application. The decision was based on the fact that the Village Day made a surplus so the grant was not considered to be necessary. Plus the CA already received other funding from the PC in the last 12 months.

The PC recommended that you consider submitting an application next Spring for the PC to underwrite Village Day 2020 in the event that a deficit is made. (A maximum amount would need to be agreed.)'

**5.2** Hanna Lumley suggested holding a Feast Week next year, starting with the School Fete and finishing with the Village Day on 4 July and added that the pub had expressed a provisional interest in hosting a quiz. The proposal was considered interesting but there was some caution about volunteer fatigue as it was often the same people who helped with events. It was proposed that Hanna would draw up a proposal for the next meeting.

**5.3 Neighbourhood Watch** - Jillian reported on the revival of the Neighbourhood Watch scheme with 10 people having come to two meetings organised by her at Crossways. The news was welcomed and the scheme was invited to join the CA.

**5.4** Jo reported that Histon and Impington had been in touch to offer their minibus for a few slots each month. Rampton use the minibus to provide a regular trip to Tesco's

at Bar Hill. Jo has met with OWN committee members who are interested in exploring the idea. Jo has requested more information, and will then liaise further with OWN. The Monday Café and Tuesday TalknTea, in particular, will be consulted on any proposals that emerge.

- 5.5** At the last meeting, there was a discussion on the Village Shop and it was proposed that the topic be put on the agenda for this meeting. As it was not listed on the agenda, the topic was covered under Any Other Business. It was reported that, following discussion in the committee, Adrienne had initiated a support campaign on Oaky Folk, following a similar activity last year. The focus this year is on drawing attention to goods and services not necessarily widely known, such as dry cleaning and alterations, and using naan as pizza bases. Jo reported that she had spoken to Raj and Kanwal, and they think it might be helpful if a group of volunteers came forward to help with things like shelf stocking, at particular times, such as when they have family demands. It could operate through a Whatsapp group which could be contacted for occasional help. There was majority support for this proposal.
- 5.6** Jo reported that Roger Duthie wished to step down as treasurer of the CA for family reasons and welcomed people coming forward to replace him in this position. She also repeated the need for more committee members, especially a secretary or, short of that, a volunteer happy to help with specific administrative tasks such setting up and maintaining a website. This arrangement works well for OWN. A financial statement was presented but, due to Roger's absence, a discussion of it was postponed until the next meeting.

**Date of next meeting:** Wednesday 16 October

**Actions:**

1. Items for next meeting:
  - a. Generic Terms of Reference for sub-groups
  - b. Safeguarding Policy and Awareness Training
  - c. Proposal to purchase electrical items
  - d. Oakington Village Feast
  - e. Updates on: Village Day, Crossways, Village Journal, Bonfire and Fireworks, Autumn Market, Village Shop
2. Complete draft Terms of Reference for Sub-Groups – CA Committee and Sub-Groups
3. Create Community Association Website
4. Work with the Village Shop to see if anyone in the village would like to help out in the shop on an occasional basis.
5. Advertise for administrative help and a Treasurer for the CA