

Oakington & Westwick Community Association

Minutes of the Community Association meeting 7 November 2017 at Oakington Pavilion

Present (12):

Jo Mills (Temporary Chair), **Irène Butlin** (Temporary Secretary, Journal team), **Bernie Yates** (Temporary Treasurer, Allotment Society), **Joan Pettit** (Tuesday Talk & Tea), **Kathryn Coles** (Country Dancing), **Mike Oakley** (Parish Council), **Geoffrey Butlin** (ex Journal), **Helen Williams** (WI, Oakington Singers), **Jenny Prince** (Journal Team, OWN), **Lou Ellis** (Scouts, Cubs, Beavers), **James Youd** (Environment Action Group), **Ross Smith** (Crossways Café)

Apologies for absence:

Jo Mowatt (Cubs), **Nykki Rogers** (Journal Team), **Ranko Pinter** (Journal Team), **Stephen Moore** (PC), **Simon Edwards** (PC), **Elaine Bailey** (Pavilion)

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

- Agenda
- Minutes of the last meeting 25 April 2017
- Report on Constitution
- Draft Constitution
- Draft Terms of Reference for Journal

Minutes of meeting 25 April 2017

The minutes were approved.

Matter arising (not on the agenda). None

The order of the Agenda items was then changed as follows:

Financial Report – Bernard Yates

Bernie provided a document (attached) giving an overview of the activities during the last year.

The Journal is projected to produce a surplus of £465, the Village Day produced a surplus of £1,837.22, which included a kids' fundraising disco and a cake sale, the Bonfire Night produced a surplus of £978.29 and a Halloween Disco £50.65. (The costs and surplus for the Halloween Disco were shared with Humpty Dumpty Pre-school.) The CA was grateful to the PC for funding the bund around the bonfire. Thanks were expressed to Hanna Lumley for her fundraising initiatives.

The CA paid £991.76 for an annual Public Liability & Employers Liability Insurance in October. This insurance will cover all CA events, including Bonfire Night (2017) and Village Day (2018) plus other events organized by the CA in the coming year.

The CA surplus as at 6 November was £1,878.40.

Given the fact that the CA started the year with few reserves, this was a great result on which to go forward.

Kathryn Coles reported that she has kept records of all CA papers for years, so may be able to shed some light on information currently missing from the records of previous years.

Village Day Report

In Hanna Lumley's absence the meeting reflected on the success of the Village Day, including the evening entertainment. The good team work of the committee was highlighted.

*A suggestion for next year was to move the WI tent and entertainment more to the centre of the field, so that all stalls were closer to the action.

* Secondly it was suggested that stall holders that stay day AND evening should be positioned close to the main marquee.

ACTION: Village Day committee

Verbal Village Journal report – Jenny Prince

Following the last CA meeting and Geoffrey Butlin stepping down as Journal Editor, a Journal Team of four has now been set up, headed by Ranko Pinter. Jenny Prince and Irène Butlin are co-editors and Nykki Rogers looking after advertising and finance. The team is seeking views from the village about the Journal via the Questionnaire included in the November Journal issue and available online.

As two of the initial Journal team participants are no longer available, the team is seeking one or two additional members.

ACTION: CA members to volunteer or suggest suitable candidates

The need for additional distributors of the Journal was also highlighted.

ACTION: Journal Team

ACTION: The draft 'Terms of Reference' for the Journal Team to be worked on further and brought to the next ordinary meeting

Verbal Bonfire Night report – Jo Mills

The Bonfire Night was another successful CA event, with a good turnout. We were fortunate with the weather and the atmosphere was great, but then also a lot of planning had gone into the evening to ensure its smooth and safe running.

Even so we could have done with a few more helpers.

The CA took the whole risk of putting on the event, including purchasing fireworks, food and insurance. The PSA and the Humpty Dumpty Pre-school added to the atmosphere by their stalls.

Thanks were expressed to the PC for their support and the Bonfire Night committee for all their work.

*The meeting suggested the CA had missed a trick by not charging a fee from the stall holders and suggested this be borne in mind for another occasion.

ACTION: Bonfire Night committee to consider next year

Constitution Report and Draft Constitution – Jo Mills

Jo went through the draft Constitution, with an eye on the report she had distributed and with reference to the Constitution of 2007.

The meeting spent a considerable time discussing words and interpretation, most of which were agreed upon. The edited draft Constitution will be presented to the AGM in January for approval, with an opportunity to fine tune the final version.

Points in discussion:

Paragraph 1: 'The name IS', or 'The name SHALL BE'. The former is 'plain English', but the latter is used in the rest of the document, so would add consistency.

Paragraph 2: Removed, as unnecessary as area of benefit is mentioned in both para 1 & 3.

Paragraph 3: The meeting opted for the first of the two alternatives, to read

3.1 To nurture community spirit and help Oakington and Westwick to be vibrant and welcoming etc.

The meeting asked what "vibrant and welcoming" meant, but this was not discussed further.

Paragraph 4.1: clarified that 'group's members means CA members

Paragraph 4.5: again 'group' being replaced by CA. Examples of raising awareness of other groups might include having a guest speaker from another village to inform us on how they had done things.

Paragraph 5.2: All agreed that the Parish Council had a special status.
The last sentence to read 'nominate one or more representatives'.

There was also a discussion about the Pavilion and the CA.
The CA has been granted some storage space in the Pavilion e.g. for its marquee.
There was a recommendation that the CA have a conversation with Elaine Bailey regarding relationship and membership.

ACTION: Chair

Paragraph 5.3: There was a long discussion on groups and who qualified.
It was agreed to remove sentences 2 & 3 and replace with wording saying
Only 'not for profit' organizations are eligible for membership and to add
The Association's decision on eligibility is final.

Sentence 5 will also be removed, so that groups can easily send someone other than their regular representative to CA meetings if necessary.

Paragraph 5.4: There was also a long discussion on why have individual membership and potential risks. It was pointed out that a group of individuals could outnumber the sole voting representatives of member groups.
On the other hand the meeting would like to encourage individuals who worked for the good of the Association.
On balance, the meeting supported individual membership but thought that individual members should only have voting rights if they were members of the CA Committee.
It was also thought that all chairs of sub-groups should be invited to attend CA meetings, and all members of CA sub-groups may be encouraged to join the CA as individual members.

Paragraph 5.6: All agreed to remove the first sentence.

Paragraph 6.2: There was a discussion as to whether the Chair person of the CA committee should be an ex-officio member of all sub-committees.
It was pointed out that if so, the Chair had a lot of meetings to attend, in addition to the 3 + 3 already lined up on CA business – and may discourage future Chairs from taking on the role of Chair.
It was also questioned if this was not overly controlling, a lack of delegation and trust in the officers of sub groups. However, it was stated that this arrangement is common practice in other organisations, and that the Chair would not be expected to attend all meetings of the sub-groups.

There was a discussion on whether to keep 'ex-officio' or choose a plain 'English' expression, e.g. 'automatically'. It was agreed to retain "ex-officio".

Paragraphs 6.8 & 6.9: The meeting agreed to delete these.

Paragraph 7.1: The three meetings a year to include the AGM.
Replace 'each year' with 'through the year'.
Agendas to be sent out 'at least a week in advance', replacing 'a week in advance'.

Paragraph 7.2: Last sentence to indicate Draft paragraph 13 (not 16) (because paragraphs will be renumbered after adjustments).

Paragraph 8.2: Replace 'ten' with 'seven' to form a quorum.

Replace 'four' members to 'three' to form a quorum at committee meetings.

Paragraph 9: After discussion it was agreed to charge CA members a modest annual subscription.

The amount will be decided at the AGM, but the meeting suggested £5 for groups and £1 for individuals.

CA membership benefits groups by providing networking opportunities, free write-up of their groups' activities in the Journal, and reduced rate as stall holders at the Village Day. (Originally they also gained reduced rate of school hall hire.)

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

One argument was that all community groups, whether CA members or not, should be free to write in the Journal.

Another argued that subscriptions help to pay for the Journal, as the Parish Council is currently subsidising it.

No conclusion was reached.

It was said that many people in the village did not know what the CA was and that it would be an idea to add faces and names. This was not discussed further.

A question was raised, and discussion held, about who could advertise; local organisations only or also those from further afield. Currently all adverts are accepted as there is space for more advertisers.

ACTION: Journal team to consider before discussion with CA committee

Paragraph 10:1: It was raised that there should be some restriction on the committee or sub-committees deciding to spend large amounts (other than those usually expended e.g. for fireworks) without reference to the rest of the CA.

- It was proposed that Bernard Yates suggest some suitable wording to amend the Constitution to add some safeguards.

ACTION: Bernard Yates

Community Association Policies etc

Record-keeping (notably financial record-keeping) has been much improved this year (2017). It was suggested that space might be found in the Pavilion for a box of the CA's paper records, and that the CA Committee could make use of shared internet 'cloud' space for their working documents. (Ref section 12 of Jo Mill's Constitution Report).

A small number of policies/procedures are needed in addition to the Constitution, e.g. Equal Opportunities, Health & Safety, and the CA Committee and sub-committees should work on these in the coming year. (Ref. section 11 of Constitution Report.)

It was proposed that an information sheet explaining the CA and the benefits to its members be produced and this was welcomed as a good idea. (Ref section 13 of Constitution Report.) It was suggested that these points could be taken forward in 2018.

ACTION: CA Committee

Verbal Group Reports

Postponed

Any other Business

Neighbourhood Watch. This still needs addressing. Mike Oakley reported that he and Hanna Lumley were keen to become Village Co-ordinators, liaising with the Police, but so far they had not had time to do anything about it.

Charitable Status. It was suggested that it would benefit the CA to acquire Charitable Status. This has not been ruled out, but due to the amount of work this year and with few officers to look into it, the matter has been deferred. However, in updating the Constitution an eye has been kept on the requirements set by the Charity Commission.

Christmas Fair. Jo informed the meeting that she and Nykki Rogers were hoping to organise a small Christmas Fair on 9 Dec, 10-2, as joint venture with the Village Shop and the Pub. Planning was at an early stage and the event was provisional, dependent on securing stall-holders.

A concern was expressed that this might clash with the Carol Concert in the Pavilion that same afternoon, but Jo reassured that the timing of the CA event was chosen so it would not clash.

Date of Annual General Meeting: Tue 16 January, 7:30 at the Pavilion