

**Oakington and Westwick Community Association**  
**Minutes of the General Meeting on 16 October 2019**  
**Oakington Church of England School**

**1. Welcome and apologies**

**Present: Committee members:** Jo Mills (Chair), Roger Duthie (treasurer), Adrienne Chaplin (membership secretary and Crossways), Celine Pinter

**Representative of Parish Council:** Ranko Pinter (PC link with the CA and Chair of Journal Committee)

**Representatives of Sub-Committees:** Jenny Prince (Journal and OWN)

**Representative of groups:** Vicky McHugh (PSA); Geoffrey Butlin (EAG)

**Apologies:** James Youd, Iréne Butlin, Stephen Moore, Kathryn Coles, Liz Davis, (Monday Café), Jillian Wilkinson (Neighbour Watch), James Youd (EAG), Hanna Lumley, Bernard Yates, Arthur Sillett, Sue Kaufman (Bowls Club)

**2. Minutes of previous meetings**

The minutes of the meetings on 21 January and 16 July were approved

**3. Matters arising**

a. Since Nigel Kilbourn who has looked after the electrics for the Village Day for 16 years is standing down, his suggestion to purchase the electricity kit instead of hiring it on an annual basis, will not be pursued.

b. Since, Hanna Lumley's suggestion to hold a Village Feast by extending the Village Day to several more days did not receive sufficient uptake, it will not be pursued at this stage. Celine noted however that, if it had gone ahead, the Oakington Singers would have been willing to organise a concert and film evening on the extra days.

c. The CA's 'Village Store Awareness Month' campaign in April on Oaky Folk Facebook prompted many positive entries commenting on the products and services the shop provided was welcomed by Raj and Kanwel as a way to promote the shop and as a sign of appreciation.

d. The notice aiming to solicit volunteer help for the shop, CA administration and website development, and Crossways did not lead to any concrete offers.

**4. Terms of Reference**

A brief discussion was held on the draft Terms of Reference for sub-committees with an initial positive response. However, because the Village Journal sub-committee had not yet had a chance to discuss it because a planned meeting had to be postponed, a fuller discussion of it will take place at the AGM.

**5. Safeguarding Policy**

A discussion was held on a 6-page draft Safeguarding Policy based on the County Council's guidance and with reference to the OWN Safeguarding Policy. It was felt that because of its length and detail this might not be the best way to get the policy across to members. It was suggested that a 1-page sheet setting out its main principles and guidelines might be more suitable to backed up by a larger document setting out the details. The committee will review and present new draft to the AGM in January.

## **6. Finance Update**

Roger presented a brief intermediate update of the finances prior to presenting the full accounts at the AGM. The Village Day made a surplus of £1068 surplus (compared to around £2,200 last year). Jo informed the committee that, following consultations with the Village Day committee members, it had been decided to compensate Neil Pettit for his marquee that was damaged during the Village Day in 2017. The agreed compensation was £400, as the marquee had been hardly used. Jo, in consultation with the committee, arranged a new insurance policy with CaSE Charity Insurance which is underwritten by Aviva, that has saved around £500 on the renewal price and £300 on £2018 premium with Zurich Insurance. The CA may have to provide support of £300 to the Journal which the CA had agreed in January, pending on further information regarding some outstanding bad debts and possible new adverts.

The CA has an projected overall surplus this year of around £700 which is (considerably smaller than the previous two years, which each raised approx. £1800. The CA still has a healthy reserve bank balance of approx. £5000. This overall position should be taken into account in any future financial decisions.

## **7. Other updates**

a. Village Journal. Geoffrey reported on behalf of the committee that the November journal would come out a week later than usual and that, from the new year onwards, the first issue was to come out in February rather than January. There are a number of outstanding debts that prove difficult to retrieve in which case they might need to draw on the CA's agreed underwrite of £300 and, if more is required, ask the PC to make up the difference. The Journal Team will liaise with the committee as they monitor and assess the end of year position, and before approaching the PC.

b. Crossways. Adrienne presented a written report on the current state of Crossways accompanied by the accounts from May to October and a draft budget. (Documents attached). She reported that it is now up and running with a basic system in place involving monthly sign-up calendars that are being re-printed on posters on display in Crossways' windows and other locations and Oaky Folk Facebook. It continues to run on a very low budget with the owner allowing it to be used for up to 30 hours for free until it is established enough to pay a monthly rent of £100 or more. As this is an informal arrangement, it does not bind either party to an ongoing commitment and can be discontinued at any time.

A brief discussion took place about the draft budget which indicated an annual surplus after paying rent. It was understood that any such surplus would go into the general CA fund to be used for general expenditure or cover any shortfalls.

c. Bonfire and Fireworks. The team is still in need of more volunteers for building the pile in the afternoon and to clean up the next day at 9.00. James Youd to look after finances. Any offers of wood to be delivered on the day or reported to Jo if in need of collecting. So far 200 pallets offered. Humpty Dumpty to sell mulled wine and the PSA soft drinks for their own fundraising. Ranko Pinter encouraged them to do their purchases at the local store to support it and not just when stock is running on the evening. Geoffrey suggested to explore sale and return.

d. Autumn market on 16 November. Ten stalls have been booked and Trevor has offered to donate something for a raffle prize.

e. Christmas Tree and Carols. Tree to be obtained from Garden Centre (to be sold or donated). Proposed dates are: 16, 17, 18 or 23 December. Since 16 December coincides with PC meeting it was suggested to exclude that date. Leftover food from the bonfire to be handed out and a collection for the CA to be held. Jo to liaise with Pete Davies regarding Cottenham Brass Band etc.

## **8. Succession Planning**

Since Jo will be standing down as chair at the next AGM and Roger as of October the Committee needs new members. James willing to help with the finances of the sub-committees so that is a big help. Roger provisionally able to help with keeping the spreadsheets up to date but not able to arrange for the counter signing and payment of checks.

## **9. Any Other Business**

a. The PC has arranged for a Drop-In Event to comment on the plans for Phase III of Northstowe on 4 November from 4 pm - 6.30 pm to take place at the pavilion.

b. The District Council invites applications for a community chest grant of up to £1000 for specific items for community groups (i.e. not ongoing running costs)

c. Jo to consider ways of thanking Nigel and Bee for their many years help with the Village Day

d. Adrienne from now on to blind-copy addressees in CA mailings because of General Data Protection Regulation (GPDR)

e. Since no-one had come forward to create a website for CA Adrienne offered to have a go at it with the help of Paul Kershaw.

f. In response to a question from Jenny Prince regarding the storage of CA equipment: all property of CA (including the marquee, walkie-talkies, PA system, sand etc.) is now stored in the Pavilion (some in Brownies Cupboard) and nothing in the school. A suggestion to build additional shelving halted for now pending on a survey of walls.

g. OWN has offered the CA money to buy Teapots which can be used for CA gatherings, as well as OWN's annual fundraiser at the Lake

h. Geoffrey commented on the low attendance at the meeting and wondered whether it was a one-of or indicative of a trend in which case it might be could to explore how to make meetings more attractive to members.

## **10 Date of Next Meeting;**

The AGM will be held at 7.30pm on Tuesday 28 January at the Pavilion