

Oakington & Westwick Community Association
Meeting at 7.30pm on Wednesday 13 June
at the Oakington Pavilion Meeting Room
Agenda

1. Welcome and Apologies
2. Minutes of last meeting (January 2017)
3. **Updates**
 - a) Feedback from Spring Market and Flaming June Half Marathon
 - b) Plans for the Village Day
 - c) Update from the Village Journal
 - d) Membership and Financial Update
7. **Matters for Decision**
 - a) Terms of Reference for Journal Sub-Committee
 - b) Terms of Reference for Village Day Sub-Committee
 - c) Village Bonfire on 3 or 10 November
 - d) Data policy
 - e) Benefits of Membership
 - f) Committee Members (2 vacancies)
8. **Discussion Topic – Promoting Local Business such as the Village Shop**
9. Any Other Business
10. Date of Next Meetings

Minutes

1.

In attendance: (indication of group being represented in parenthesis)

Jo Mills JM (CA Chair), Bernie Yates BY (CA Treasurer), Roger Duthie (CA Sec)

Joan Petit (Tuesday Talk & Tea), Irène Butlin IB (Journal), Geoffrey Butlin (Parish Council - non-voting), Kathryn Coles (Country Dancing), Arthur Sillett (Bowls & Garden Soc), James Youd (EAG), Hanna Lumley HL (Village Day), Lou Ellis (Scouts), Ben Phillips (Humpty Dumpty & Family Worker - non-voting)

Apologies given in advance from: Jim Bryant (TAG), Jessica Summers (Humpty Dumpty- non-members), Elaine Bailey (Pavilion), Jenny Prince (OWN), Nykki Rogers NR (Journal), Ranko Pinter (Journal), Adrienne Dengerink-Chaplin

2.

Last Meeting's minutes were accepted

3.

- a. CA committee thanked EAG for stall at spring fair. It was reported by Jo Mills that the WI sold out of cake. It was reported by BY that the event made around £200 (net). A repeat event was suggested by JM, for Autumn. The possible clash with Jazz on the Lake (early September) was raised by IB, but Jo confirmed that JM and NR were aware and this had been taken account of when suggesting that the candidate date be the 29th September (TBC). Volunteers for the Flaming June were thanked and £200 will be donated to the CA as thank you from Histon for our help.
- b. HL reported that things going well with Village Day preparations. This will be the biggest year yet. There are double the number of stalls from last year at approaching 40 (incl. info stalls). Three bouncy castles are being kindly sponsored by the PC. A replacement marquee has been purchased to replace a damaged one from last year's event. IB mentioned that fast reporting may have allowed this to have been claimed on insurance, however JM & BY noted that repair of the damaged marquee was the initial goal, prompting the delay. Donations for a food hamper are welcome to HL in the Cafe. A couple of gazebos were requested by IB, which was replied to by AS as they might be provided by the bowls (TBC).
- c. IB gave a report on the journal consisting of a summary of activities since September. There may have been inconsistencies in the budget plan (the number of issues was reported as 5 for the year). The report will be revised and submitted to the CA. JB noted that there is a pressure on content in the journal if constrained to 16 pages; the journal could expand to 20 pages and attract more advertising to cover the additional costs. IB raised requesting funds from the CA to expand ahead of securing the advertising. The floor asked if there was a waiting list of advertisers; IB reported there wasn't. The motion to allow the journal access to CA funding to cover 20 page issues for the remainder of the year was put to a vote - 3 journals@£100 each = £300. The vote was unanimous. The CA would look to the journal to be active in securing the funds to cover the expanded publication. A report should be given in Autumn and the decision to keep the journal at 20 pages will be reviewed at the next AGM, nominally January 2019.
- d. Membership: 10 groups have become members, with a few waiting for member benefits information. Groups contributing to the Journal will be approached for subs.

Financial: £2k brought forward, if VD and bonfire go well, then the CA might have £4k by next AGM, which will be a strong position to fund events and groups in 2019 and beyond. JY mentioned Oakington in Bloom for funding from the current CA budget. £308 for 4 planters to accompany 10 planters sponsored by the PC; this was approved unanimously by vote. The funding will go ahead if a community chest funding application is not successful to fund 12 planters (22 total with PC funds).

7.

a./b.

Terms of reference were discussed and a decision to create a general ToR document to cover sub-committees and ad-hoc sub-committees (e.g. spring fair, bonfire). This will be

discussed again in the Autumn. The idea is to set out a limit of powers for any sub-committee or ad-hoc sub-committee.

c.

A vote was passed to hold a bonfire in the village again. BP will volunteer again and mentioned that 'Tom' is willing. RD also expressed willing to help, if firework training is given and not expensive. BP mentioned that there is 20% discount on fireworks if ordered before a date in July (TBC). Last year the fireworks were around £1100, which was with a 10% discount.

d.

Data policy was explained by RD. No objections were voiced. Descriptions of user issues with Google Docs were shared. RD suggested that anyone with issues accessing the online documentation should let him know and he'll troubleshoot.

e.

Benefits to be modified to include public liability insurance (with caveat), the wording of the CA funding benefit to avoid confusion ('you can apply for funding **from the CA**'), and deletion of the limitation that non-members can only talk for 3 minutes. LE asked whether the scouts could use the CA lottery licence and BY replied that it indeed seemed possible for this to happen.

f.

Adrienne Dengerink-Chaplin was co-opted onto the committee.

8.

An animated discussion of the local shop and the impact of the airfield road closure took place with most participants being generally positive about the shop, highlighting some of the benefits it presents and ways it can promote itself, including:

- personalised service: the shop can order you goods on request, unlike the Co-Op
- a life-line to some of the village residents
- a Post Office which Girton doesn't have: if the shop advertises in the Girton journal, perhaps Girton residents would be attracted to shop there - it's a quick cycle or car trip and there's a direct bus link
- the Oakington & Westwick journal will have a piece on the shop in the next issue and it can be an 'advertorial' which is a mix of article and advert. JB noted that advertising space is typically a pre-requisite to having this sort of article written.
- a stall at the village day might be a good promo for the shop, but the cost of staffing may be prohibitive. JM noted that suggestions to the shop on how to thrive shouldn't incur an increase in their already heavy workload
- the CA can certainly encourage the groups to spread word around their members to try to use the shop (or lose the shop)
- for the cynically minded, the shop (and pub) is a positive factor in property prices in Oakington and Westwick

This discussion will be summarised and reported to the shop.

9.

The logo used on the SF bags was discussed, which touched on powers of the committee to make decisions between meetings. However, the logo was approved by 5 votes to 1, and will be used as the CA logo going forward.

Additional items for discussion next time will be:

- how can various sub-committees and groups use the CA logo in their activities?

- what are the penalties for non-membership? e.g. £10/article in the Journal rather than for free

10. Next meeting's date not decided, but CA committee will meet to discuss and set a date.