

**Oakington and Westwick Community Association  
Annual General Meeting, 27 February, 2020 at 7.30 pm  
At the Church Hall**

**Minutes**

***Present:***

**Committee members:** Jo Mills (Chair); Adrienne Chaplin (membership secretary); Arthur Sillett (committee member; garden society; bowls club)

**Representatives of Parish Council:** Stephen Moore (chair); David Reeves

**Representatives of community groups:** Liz Davis (Monday Café); Jillian Wilkinson (Neighbourhood Watch); Jenny Prince (OWN and Journal); Sean Moroney (TAG); Lesley Guy; Shane Guy; Bernie Yates; Ranko Pinter (Journal); Helen Williams (WI and choir); James Youd

**1. Apologies:** Roger Duthie (Treasurer); Celine Pinter (committee member), Kathryn Coles, Hanna Lumley, John Terry, Irène Butlin, Geoffrey Butlin, Joan Petit, Elaine Bailey, Tony Leadley,

**2. Minutes of the Annual General Meeting held on 12 March, 2019** (circulated in advance)

The minutes were approved. Proposed by Liz Davis and seconded by Arthur Sillett.

**3. Matters arising**

There were no matters arising.

**4. Chair's Annual Report**

The chair opened by saying that, after three years of serving as chair, she would be standing down from the committee. Reflecting on what had been achieved during those years she highlighted the following:

- a review and update of the Constitution and Terms of Reference for Sub-Committees
- building a bank balance of £5,000 reserves to safeguard the Association through unforeseen events.
- expansion of the Village Journal
- three successful Village Days and Bonfire & Fireworks nights
- new initiatives such as: two Spring Markets and one Autumn Market; Crossways Community Space; a Carol Singing evening and Village Christmas tree in Pub car park; a campaign on OakyFolk to support the local shop; a monthly Community Pub night.
- strengthening links with member groups, local businesses and Primary School

- joining the Cambridge Council of Voluntary Services (CCVS) to benefit from their resources and advice on such things as safeguarding; attending a training session on recruiting and supporting volunteers.

Plans for the future include a review and possible simplification of the Village Day by ending it in the late afternoon and by having the bar and WI refreshments in the pavilion rather than a marquee (current date set for 27 June); another Spring Market on 4 April; the building of a website (by Adrienne with Clair Langston) to include calendars, all relevant CA documents (minutes, policies, accounts, etc.) and links to sub-committees and community groups.

The chair concluded her report by thanking everyone who had helped with activities during the year, including the Journal Team and those who deliver a copy to every home, the Village Day and Bonfire Teams and everyone who helped at both events, to those who helped set up the markets, to Nykki for booking the stalls for the markets, to James Youd for keeping the accounts for the Village Day and Bonfire, to the Crossways Team and those who run sessions there, as well as her fellow committee members: Celine, Adrienne, Roger and Arthur, and Ranko who has been our link with the Parish Council.

She finished with thanking Celine and Roger who both decided to step down from the committee after serving for two years and said how much she had appreciated their help and hard work.

## **5. Treasurer's Annual Report**

In the absence of the treasurer (Roger Duthie). James Youd presented the following Summary Figures of the accounts:

In the calendar year 2019, the CA made a small loss of (£221) versus a gain of £1,910 in 2018.

The Village Day was £1,069 in surplus, down on 2018's £2,274, whilst the Bonfire Night was £49 in surplus, down on 2018's £561.

The Journal deficit this year was slightly less at (£319), having been (£340) in 2018. The Parish Council (PC) has agreed to subsidise the 2019 shortfall by £150, with the remaining £169 coming from the CA reserve.

The Journal Team is budgeting on a shortfall of (£410) in 2020, and it has secured underwriting for up to (£500) downside from the Parish Council.

Specific plans for the Village Day and Bonfire Night should be drawn up by the respective sub-group committees. As neither of the teams have yet been formed the CA committee has made a preliminary budget for net income of £500 from Bonfire Night and £1,500 out of the Village Day. Consequently, the CA is planning on a surplus of some £840 for 2020, before including the Journal subsidy of up to £500 from the PC.

Third Party Liability insurance and Employers Liability cost was reduced in 2019 to (£702) from (£1,073) in 2018. The contract was moved from Zurich to Aviva.

The CA bank balance at 31/12/19 was £5,642.46 having risen from £4,263.91 at 31/12/18. The objective of the 2017 committee of restoring the CA financial reserve to £5,000 has therefore been achieved.

For the future James strongly recommended that the new CA Treasurer liaises, at the beginning of her/his term of office, with the CA auditor on the data and documents that should be kept. Then a Standard Operating Procedure (SOP) should be drawn up and approved by the CA committee for all future Treasurers and assistants to follow. This will lead to robust and accurate records being kept which will allow efficient continuity in the Treasury.

## **6. Election of the CA Committee**

Two of the five members old committee offered themselves for re-election: Arthur Sillett and Adrienne Chaplin.

Four new people were willing to stand for election: Ranko Pinter, Jillian Wilkinson, Liz Davis and Irène Butlin.

All were unanimously elected.

Officers to be decided at the first meeting of the new committee.

## **7. Annual subscription for groups and individual members.**

At last year's meeting it had been decided to eliminate the group and individual subscriptions to lower the barrier for groups and individuals to become members and to make it less onerous for the treasurer to collect many small amounts of money. After a brief discussion it was agreed to continue on this basis for the upcoming year.

## **8. Meeting Dates 2020**

Community Association General Meetings – for all members – 7.30pm

Tuesday 19 May

Tuesday 6 October

Annual General Meeting – Tuesday 26 January

Committee Meetings – 7.30pm

Tuesday 28 April

Tuesday 15 September

Tuesday 5 January

Village Day

Saturday 27 June

Bonfire and Fireworks Night

Saturday 7 November

During a break the chair was thanked for her hard work and dedication over the last three years and was presented with a homemade gift.

After the break the members reconvened and discussed ideas for the future.