



**HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION**

<http://www.hcda.org.uk>

**Minutes of the ANNUAL GENERAL MEETING**

**held on Wednesday 25 November 2015**

**In JHB 128 Executive Suite, Oxford Brookes University, London Road at 7pm**

**Present:**

Richard Bradley	Streets for People – <b>TREASURER</b>
Patrick Coulter	Headington Road Runners – <b>CHAIR</b>
Keith Frayn	Ramblers' Association – <b>VICE CHAIR</b>
Liz Grosvenor	CCoHRA – <b>ADMIN SUPPORT</b>
Carolyn Gulliver	London Court Residents'
Jill Haas	Low Carbon Headington
Sheila Hurst	New Headington Residents' Association
Tony Joyce	Oxford Civic Society
Glynis Phillips	Oxfordshire County Councillor (Barton, Sandhills & Risinghurst)
Andrea Siret	Oxford Brookes University
Peter West	St Anne's, Gathorne, Rock Edge, & Margaret Road Residents' Association
Lesley Williams	Headington Schools Partnership

**Observer:**

Elsa Bell	Local resident
Marco Pontecorvi	Prospective Labour Candidate

**Apologies:**

Rosemary Belton	Friends of Bury Knowle Park
Sonja Roffey	Mileway Gardens Residents' Association
Margaret Simpson	U3A Headington
Dee Sinclair	Oxford City Councillor (Quarry & Risinghurst)
Howard Stanbury	Friends of Old Headington
Marie Vickers	Friends of Quarry – <b>HONORARY SECRETARY</b>
Roz Smith	Oxfordshire County Councillor (Headington & Quarry)

Patrick Coulter (Chair) welcomed everyone to the Annual General Meeting 2015.

**1. Minutes of the 2014 AGM**

The minutes of the Headington Action Annual General Meeting held on 26 November 2014 were approved.

**2. Chair's Report**

Patrick Coulter circulated his Annual Report for the year ending November 2015, *see Appendix I* and highlighted the objectives of Headington Action (HA); the updates on The Neighbourhood Plan which is supported by HA; the Summer Festival, with thanks to the Festival Committee for all their hard work; the Farmers' Market with particular thanks to Charles Young and Jack McLeod; and the Christmas advent programme organised by Darren McFarlane & Roz Smith and their committee.

He was pleased to report that Headington Action is financially sound, and reiterated the priorities for the coming year.

He thanked the Councillors for their continued support and Andrea Siret and Brookes University for their continuing support in providing meeting rooms for us at no cost.

### 3. Treasurer's Report

The Treasurer referred to the draft accounts for the year ended 31 March 2015 (*Appendix II*) and highlighted the apparent increase in Festival income which appeared in the accounts as an anomaly owing to the timing of receipts and expenditure falling at the crossover of the financial year.

The market income is down, as reported in previous meetings, but we are hopeful that this will improve over the coming year.

The Headington Neighbourhood Plan (HNP) received outside grants which were reflected in the HA accounts before the HNP had their own bank account, hence the items appearing in income and expenditure. The difference is £3,000 which was the first tranche of funds that HA donated to the Plan.

The dispersal of grants was low this year but with extra advertising we are hoping that this will increase next year.

Of the Asset Change Figure of £-5696, £3,000 of this reflects the payment to HNP. The deposit and bank account balances amount to £16,863.

The Charity Commission require our accounts to be scrutinised (not audited) and this was carried out by Charles Young and deemed to be satisfactory.

The notes to the Accounts set out the funds designated to HNP, and a sketch of the budget for the period December 2015 to November 2016.

The Chair thanked the Treasurer for his work on the accounts.

### 4. Questions on Reports by Chair and Treasurer

In reply to a question from the committee regarding the level of £4,000 reserve of general funds, this had been agreed at previous meetings. And in response to a query about applying for more grants to help fund the HNP, it was thought that at this stage of the plan this was unlikely to be forthcoming. There is another £6,000 allocated to the plan in accordance with a previous decision to fund up to £12,000.

The chair was asked how we can give out more grants and we will address this shortly.

The Chairman's report and the Treasurer's draft accounts were approved and signed off.

The Vice-Chair on behalf of the committee thanked the Chair for all his work for HA.

### 5. Election of Officers for the coming year

A vote of thanks was extended to Marie Vickers for her several years' service as Honorary Secretary, and we hope to thank her formally at the next committee meeting in January.

We then asked for nominations for her successor and Elsa Bell was nominated by Richard Bradley and seconded by Peter West. She was unanimously duly elected as **Honorary Secretary** for the year from November 2015.

Richard Bradley for the post of **Treasurer** was nominated by Carolyn Gulliver and seconded by Glynis Philips and unanimously duly elected for the year from November 2015:

The Annual General Meeting closed at 7.30 was followed by refreshments before the first committee meeting of the year 2015/16 which is minuted separately.

*Appendix I – Chair’s report*

**HEADINGTON ACTION (Headington Committee for Development Action)  
 ANNUAL REPORT FOR THE YEAR ENDING NOVEMBER 2015**

Headington Action’s aims as set out in our constitution may be summarised as to:

- promote the area and create civic pride
- carry out community projects
- make environmental improvements
- advance education and reduce social deprivation
- provide facilities for recreation and leisure

We operate on the basis of our Forward Plan which covers all the activities of Headington Action (HA). This year our priorities in our Plan have been to:

**Support the progression of the Neighbourhood Plan to a referendum**

We have provided funding to support the project manager which has meant that the plan has made good progress and a draft is now with the City Council. The referendum is likely to be held next September and we will continue to provide support. Members of HA also contribute through their work developing the plan. We are now considering how we develop a successor body to implement the plan post the referendum. There may be a new role for HA in that situation.

**Provide an even better Summer Festival weekend**

The Festival was a real success and in particular the Saturday Festival offered a wide range of musical and other events building on our first full weekend festival held last year. It was also a financial success. We have retained most of the Festival Committee and planning for next year is well under way. I’d like to thank all the members of the Festival Committee for their hard work for Festival 2015.

**Reorganise the Farmers Market**

The market is our main source of income. Our profits are recycled back to the community through our grants scheme. In July following extensive consultation with the local authorities and local residents the Market moved to a weekly Saturday schedule and to a new venue in New High Street. The County Council who regulate our use of the street are content for us to continue following a three month trial. Thanks are due in particular to Charles Young and Jack McLeod our manager for steering the move so effectively.

**In addition to our priorities we have carried out a range of activities including**

- Awarding grants to community groups though the take up has been limited.
- Working to revise our Constitution, we hope to bring this forward in the Spring
- Organising Christmas activities – the first Advent in Headington was a real success, thanks in particular to Darren McFarlane and Roz Smith.

In summary 2015 has been a successful year for Headington Action. We are well organised, financially sound and, with some limited exceptions, have delivered our Plan for the year. For the coming year our priorities are to:

- Support the Neighbourhood Plan to referendum and assist the development of a successor body.**
- Produce a new constitution**
- Raise the profile of HA in our community through better communication**
- Strengthen the Market Working Group/improve market communication**
- Improve the take up of community grants**

.As Chair of Headington Action during the past year I have had excellent support from the Executive Committee who have always given their time very generously, and from the Committee. We are very well served by our excellent local City and County councillors. Andrea Siret and Brookes University have been keen supporters of HA and provide excellent rooms and facilities for our meetings. My thanks to you all.

Patrick Coulter 25/11//2015

Appendix II – Draft Accounts

**HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION (CHARITY NUMBER: 1099173)  
DRAFT ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015**

	Y/E 31/3/15	Y/E 31/3/14	Y/E 31/3/13
<b>RECEIPTS</b>	<b>£</b>	<b>£</b>	<b>£</b>
Festival income	8,056	4,097	0
Farmers' market stall receipts	9,136	9,610	11,540
Grants	48	0	0
Headington Plan	6,643	0	0
Xmas	200	0	152
Flower baskets	1,790	2,040	3,250
Other	0	1	137
Interest	424	448	359
<b>TOTAL RECEIPTS</b>	<b>26,297</b>	<b>16,196</b>	<b>15,438</b>
<b>PAYMENTS</b>		<b>£</b>	<b>£</b>
Festival Expenses	10,542	4,257	770
Farmers' Market costs	5,438	6,342	5,671
Grants	657	1,637	2,140
Headington Plan	9,643	157	0
Xmas	1,245	1,071	331
Flower baskets	2,264	2,026	2,489
Other HA expenses	1,483	329	626
Administration	720	660	816
<b>TOTAL PAYMENTS</b>	<b>31,993</b>	<b>16,480</b>	<b>12,844</b>
<b>NET RECEIPTS / (PAYMENTS) IN THE YEAR</b>	<b>£-5,696</b>	<b>£-284</b>	<b>£2,593</b>

Summary by Activity, 2014-15	Receipts	Outgoings	Difference
Festival	8,056	10,542	-2,486
Market	9,136	5,438	3,698
Grants	48	657	-610
Headington Plan	6,643	9,643	-3,000
Christmas	200	1,245	-1,045
Hanging baskets	1,790	2,264	-474
Other	0	2,203	-2,203
Interest	424	0	424
<b>Total</b>	<b>£26,297</b>	<b>£31,993</b>	<b>£-5,696</b>

<b>MONETARY ASSETS</b>	Y/E 31/3/15	Y/E 31/3/14	Y/E 31/3/13
Co-op Deposit Account	£14,074	£18,650	£18,202
Bank current account	£2,789	£3,908	£4,641
<b>TOTAL ASSETS</b>	<b>£16,863</b>	<b>£22,559</b>	<b>£22,843</b>
<b>ASSET CHANGE</b>	<b>£-5,696</b>	<b>£-284</b>	<b>£2,594</b>

## Notes to accounts - Reserves

Total reserves at 30/11/15 (est)	12500
Restricted funds	0
Designated funds - Neighbourhood Forum	6000
General funds (est)	6500
Target level of general funds	4000
GAP	2500



## Budget for December 2015 - November 2016 (P/L)

Festival	-£1,000
Market	£4,000
Core costs	-£1,500
Grants	-£2,000
Admin	-£720
Neighbourhood Plan	-£6,000
Xmas projects	-£500
Hanging baskets	£0
Interest	£250
	<b>-£7,470</b>