



HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION

www.headingtonaction.org

Minutes of the ANNUAL GENERAL MEETING held on Wednesday 30 November 2016

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

Present:

Present:

Elsa Bell
Rosemary Belton
Richard Bradley
Patrick Coulter
Adam Fields
Liz Grosvenor
Carolyn Gulliver
Jill Haas
Maggie Maguire
Jeff McIlhinney
JC Niala
Margaret Simpson
Andrea Siret
Howard Stanbury
Lesley Williams

HONORARY SECRETARY
Friends of Bury Knowle Park
Friends of Quarry – **TREASURER & TRUSTEE**
Headington Road Runners – **CHAIR & TRUSTEE**
Oxford Brookes University
ADMIN SUPPORT
London Court Residents'
Low Carbon Headington
Oxford Brookes University
Webmaster
Local resident
U3A Oxford
Oxford Brookes University
Friends of Old Headington
Headington Schools Partnership

Apologies:

Tanya Field
Keith Frayn
Sheila Hurst
Tony Joyce
Roz Smith
Ruth Wilkinson

Headington Community Association
Ramblers – **VICE CHAIR & TRUSTEE**
New Headington Residents' Association
Oxford Civic Society
Oxfordshire County Councillor (Headington & Quarry)
Oxford City Councillor (Headington)

Patrick Coulter (Chair) welcomed everyone to the Annual General Meeting 2016.

1. **Minutes of the 2015 AGM**

The minutes of the Headington Action Annual General Meeting held on 25 November 2015 were approved.

2. **Chair's Report**

Patrick Coulter circulated his Annual Report for the year ending November 2016, *see Appendix I* and highlighted the objectives of Headington Action (HA).

He thanked Charles Young for his organisation of the Farmers' Market, and thanked the HA Executive.

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 2016 (*Appendix II*) and explained the apparent deficit in Festival outcome which appeared in the accounts as an anomaly owing to the timing of receipts and expenditure falling at the crossover of the financial year.

He explained the overall deficit of £-2,789 as attributable to the Headington Neighbourhood Plan (HNP), and in response to a query explained that the "other" items consisted of insurance, administration costs and room hire.

We have been advised to look at Community Action Group (CAG) as they do pay insurance for charities. (Our insurance is high as it covers the Market and Festival). **RB**

Budget

He said that there may not be much leeway to spend money over the next year, but it is possible that HNP will not require all of the £6,000 currently ring-fenced for them. This will be clearer in two months' time. If HNP require the full £6k will need to at least break even on the Festival and Hanging Baskets next year and will have little available for grants.

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

4. Questions on Reports by Chair and Treasurer

There were no further questions.

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

5. Election of Officers for the coming year

Elsa Bell was nominated by Jill Haas and seconded by Carolyn Gulliver. She was unanimously duly elected as **Honorary Secretary** for the year from November 2016.

Richard Bradley for the post of **Treasurer** was nominated by Howard Stanbury and seconded by Jill Haas and unanimously duly elected for the year from November 2016.

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

The Annual General Meeting was then closed before the first committee meeting of the year 2016/17 which is minuted separately.

HEADINGTON ACTION (*Headington Committee for Development Action*)

ANNUAL REPORT FOR THE YEAR ENDING NOVEMBER 2016

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 examining Inspector. The referendum is likely to be held next May we will continue to provide support. Members of HA also contribute through their work developing the plan. We are in the process of planning for 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 with record numbers attending on Sunday in fine sunny weather. The Saturday Festival offered a wide range of musical and other events. It was also a financial success. We have retained most of the Festival Committee and are beginning to plan for next year. I'd like to thank all the members of the Festival Committee for their hard work for Festival 2016.

- ***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 the manager resigned and we appointed a new manager, Charlie Manning, supported by a new Market committee led by Keith Frayn. Thanks to their efforts the transition was relatively smooth and we relaunched as "Headington Market" in October with the aim of making our market a leading market in Oxford. Thanks are also due to Charles Young who has steered the market since its inception and will continue as a member of the Market committee.

- ***Produce a new constitution***

We have now submitted our proposed new constitution to the Charity Commission for their approval. The constitution will define our area of activity as that of the Headington Neighbourhood Plan area. It will also simplify our membership criteria and will extend membership to all our local councillors.

- ***Promote Headington Action within our community***

We have redesigned our website and improved our publicity materials. We held a stall at the Headington Market relaunch on 1st October to engage with members of the public. I'd like to thank Jeff McIlhinney for his assistance with the design and maintenance of the website.

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.
- Organising Christmas activities – the second Live Advent in Headington was a real success, thanks in particular to Darren McFarlane and Roz Smith.
- Set up the Headington Planning Group to monitor significant planning proposals which affect Headington
- Organising the provision of hanging baskets in the shopping centre during the Summer

In summary 2016 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.*
- *Raise the profile of HA in our community*
- *Continue to improve the Headington Market*
- *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 20/11/2016

Appendix II – Draft Accounts

**HEADINGTON COMMITTEE FOR DEVELOPMENT ACTION (CHARITY NUMBER: 1099173)
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2016**

	Y/E 31/3/16	Y/E 31/3/15	Y/E 31/3/14
RECEIPTS	£	£	£
Festival income	7,350	8,056	4,097
Farmers' market	10,445	9,136	9,610
Grants	415	48	0
Headington Plan	0	6,643	0
Christmas	710	200	0
Flower baskets	2,553	1,790	2,040
Other	63	0	1
Interest	352	424	448
TOTAL RECEIPTS	21,887	26,297	16,196
PAYMENTS			£
Festival Expenses	7573.06	10,542	4,257
Farmers' Market	7994.86	5,438	6,342
Grants	507	657	1,637
Headington Plan	3,000	9,643	157
Christmas	1,326	1,245	1,071
Flower baskets	2,308	2,264	2,026
Other HA expenses	1,307	1,483	329
Administration	660	720	660
TOTAL PAYMENTS	24,676	31,993	16,480
NET RECEIPTS / (PAYMENTS) IN THE YEAR	£-2,789	£-5,696	£-284

Summary by Activity, 2015-16	Receipts	Outgoings	Difference
Festival	7,350	7,573	-224
Market	10,445	7,995	2,450
Grants	415	507	-92
Headington Plan	0	3,000	-3,000
Christmas	710	1,326	-616
Hanging baskets	2,553	2,308	245
Other	63	1,967	-1,905
Interest	352	0	352
Total	£21,887	£24,676	£-2,789

	Y/E 31/3/16	Y/E 31/3/15	Y/E 31/3/14
MONETARY ASSETS			
Co-op Deposit Account	£11,426	£14,074	£18,650
Bank current account	£2,648	£2,789	£3,908
TOTAL ASSETS	£14,074	£16,863	£22,559
ASSET CHANGE	£-2,789	£-5,696	£-284

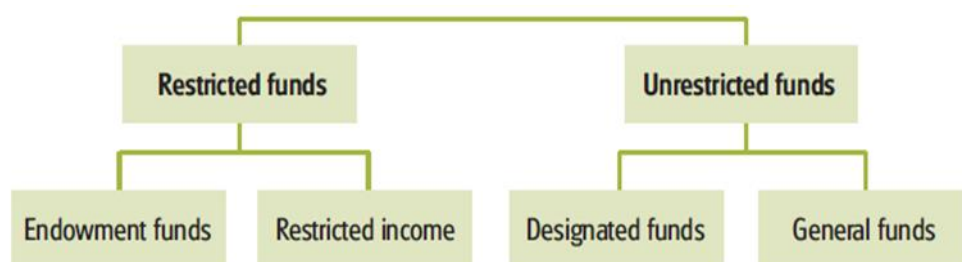
Notes to accounts

1. Accounting method

Accounts prepared on the receipts and payments basis.

2. Reserves

Total reserves at 30/11/16 (est)	10100	
Restricted funds	0	
Designated funds - Neighbourhood Forum	6000	note 4
General funds (est)	4100	
Target level of general funds	4000	
GAP	£100	



Budget (P/L)

	Budget		budget	actual Dec 2015 - Nov 2016
	Dec 2016 - Nov 2107		Dec 2015 - Nov 2016	
Festival	note 4		-£1,000	-£370
Market	£2,200	note 1	£4,000	£400
Core costs	-£1,500		-£1,500	-£1,800
Grants	note 4		-£2,000	-£600
Admin	-£720		-£720	-£720
Neighbourhood Plan	note 4		-£6,000	£0
Xmas projects	-£500		-£500	-£550
Hanging baskets	note 2		£0	-£700
Interest	£200		£250	£250
	-£320	note 3	-£7,470	-£4,090

Note 1

Market Business Plan predicts:

Income Dec 2016 - Nov 2017	£14,360
Expenditure Dec 16 - Nov 17	-£12,174
Net income Dec 16 - Nov 17	£2,186

Note 2

One-off cost of labels tbd

Note 3

funded by reserves

Note 4

Under review

