

OLD CHESTERTON RESIDENTS' ASSOCIATION

Public meeting 18 February 2009

Meeting to discuss The Formation of Chesterton Community Association

The following resolutions were passed by the meeting with no votes against

1. Resolution 1

- 1.1. That this meeting approves the proposal of Old Chesterton Residents' Association to form a Chesterton Community Association with the following primary objects and area of benefit:
 - 1.1.1. promote the benefit of the inhabitants of the area of benefit without distinction of sex, sexual orientation, nationality, age, disability, race or of political, religious or other opinions by associating together the said inhabitants and the statutory authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants;
 - 1.1.2. support the maintenance and management of St Andrew's Hall, St Andrew's Road, Chesterton, as a Community Centre for Chesterton (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the above objects;
 - 1.1.3. promote such other charitable purposes as may from time to time be determined.

2. Resolution 2

- 2.1. The Association shall be non-party in politics and non-sectarian in religion. The area of benefit shall be the Wards of East Chesterton and West Chesterton and the adjacent neighbourhoods in Cambridge City and South Cambridgeshire District in the County of Cambridgeshire.

3. Resolution 3

- 3.1. That a Steering Group be appointed to
 - 3.1.1. Secure the registration of the Chesterton Community Association as a registered charity based on the model documentation provided by Community Matters;
 - 3.1.2. Act as trustees for the Association up to its first Annual General Meeting;
 - 3.1.3. To make such arrangements as may be necessary to secure funding support for the Association including opening any necessary bank accounts for the receipt and disbursement of funds
 - 3.1.4. Seek financial support for the Association from individuals and organisations who wish to become members of the Association and from grant giving organisations.

4. The following were appointed to serve on the Steering Group:
Michael Bond, Clive Brown, Valerie Cutting, Nicky Morrison, Gillian Wallace, Philip White.

I certify that the above is a true record of the decisions of the meeting

Michael Bond

Secretary

Old Chesterton Residents' Association

CHESTERTON COMMUNITY ASSOCIATION

**Steering Group Meeting
Wednesday 4 March 2009
10.00am**

St Andrew's Hall, St Andrew's Road

Minutes

Attendance:

Clive Brown, Michael Bond, Valerie Cutting, Nicky Morrison, Gillian Wallace, Philip White

Apologies:

Ian Manning

1. Group Structure

- 1.1. Michael Bond was nominated and voted Chair of the Steering Group.
- 1.2. Gillian Wallace was nominated and voted Secretary of the Steering Group.
- 1.3. The Group noted its terms of reference approved at the public meeting held on 18 February 2009.

2. Constitution

- 2.1. The document Model Constitution for a Community Association, produced by Community Matters (the national association of community associations) and approved by the Charity Commission, was considered.
- 2.2. The following amendments were approved. A revised constitution to be distributed prior to the next meeting. (MB to action)
 - 2.2.1. Clause 1: the name shall be Chesterton Community Association
 - 2.2.2. Clause 2(b) to read "support the maintenance and management of St Andrew's Hall, St Andrew's Road, Chesterton, as a Community Centre for Chesterton (whether alone or in co-operation with any statutory authority or other person or body) in furtherance of the above objects;"
 - 2.2.3. Clause 4: Insert new sub-section (a)(iv) Provision for Corporate Members – A draft to be produced with consequential amendments (MB to action)
 - 2.2.4. Clause 4 existing (a)(iv) to become (a)(v)
 - 2.2.5. Clause 4 (d) qualifying date for members voting at the Annual General Meeting (AGM) to be 28 days before the AGM
 - 2.2.6. Clause 8 (b) insert 20 as the minimum number of members required to requisition a Special General Meeting of the Association.
 - 2.2.7. Clause 10 (a)(ii) insert 10 as the maximum number of individuals to be elected to the Management Committee at the AGM
- 2.3. Other amendments not listed will also be added to the revised constitution as approved by the Committee (MB to action)

3. Finance

- 3.1. The Group considered an outline budget for the first three years of the association based on stated assumptions as to donations and subscription levels for individuals, corporate and community groups and rate of member recruitment which indicated a need for a starter grant of around £1,000 for the first year.
- 3.2. The following membership fees were agreed by consensus as follows:
 - 3.2.1. Individual: £15
 - 3.2.2. Family: £25
 - 3.2.3. Corporate: £50
 - 3.2.4. Community Group £10

4. Benefits of Membership

4.1. To include

4.1.1. Newsletters

4.1.2. Voting rights at meetings

4.1.3. Possible discounts at various local businesses (to be explored later).

4.1.4. To give an individual or group of individuals the opportunity to organise community activities.

5. Grants

5.1. It is expected that the City will contribute a start-up grant to the Association. The application process for 2009/2010 is not yet settled but the decision would rest with the North Area Committee.

5.2. It was noted that other sources of grant aid would be available for specific projects and activities.

6. Banking Arrangements

6.1. The Committee agreed that the Co-operative bank should be used.

7. Date of Next Meeting

7.1. 17 March 2009, 9:30am, St Andrew's Hall, St Andrew's Road

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

Tuesday 17 March 2009

10.00am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Valerie Cutting, Nicky Morrison, Gillian Wallace, Philip White

Apologies:

Clive Brown, Ian Manning

1. Minutes

1.1. The minutes of the previous meeting were approved.

2. Constitution

2.1. The revised constitution was approved for presentation at a public meeting.

3. Standing Orders

3.1. The following were comments and/or revisions as regards the Standing Orders and Financial Rules which were presented at the meeting:

3.1.1. Meet in St Andrew's Hall

3.1.2. Meeting in accordance with a timetable to be agreed by the Committee from time to time

3.1.3. Opt for 'reported to' rather than 'notified by'

3.1.4. Minutes should record decisions, not discussion, although they may include key points that were considered.

3.1.5. Limit to three years

4. Financial Rules

4.1. See if bank statements can be sent to St Andrew's Hall

4.2. Cheques – get four approved to sign

4.3. Expenditure – The limits for obtaining approval for expenditure should be changed to:

4.3.1. £500

4.3.2. £1000

4.3.3. Over a thousand

4.4. Petty Cash – The limit for obtaining approval for petty cash should be £50

5. Budget

5.1. Due to revised membership fees, a starter grant of £2,000 is needed.

5.2. As regards membership fees, a concession for unwaged or old age pensioners will be given upon request.

5.3. The benefits of membership will include discounts for events.

5.4. It was decided that the Community Association will not burden local businesses with offering discounts, although the Association will be happy to list businesses.

6. Banking Arrangements

6.1. The four signatories for the Co-operative bank account will be

6.1.1. Michael Bond

6.1.2. Nicky Morrison

6.1.3. Valerie Cutting

6.1.4. Philip White.

7. Activities

7.1. A number of activities were mooted, with most discussion focusing on the upcoming Chesterton Summer Festival.

7.1.1. A suggestion to organise a children's football tournament. (NM)

7.1.2. A suggestion to launch the Community Association formally at this event. (MB)

7.2. Summer Festival Steering Committee to be consulted regarding both ideas. (GW)

8. Other Business

8.1. There was no other business.

9. Date of Next Meeting

9.1. Tuesday 7 April 2009, 9.30am, St Andrew's Hall, St Andrew's Road

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

Tuesday 7 April 2009

9.30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Valerie Cutting, Gillian Wallace, Philip White

Apologies:

Clive Brown, Ian Manning, Nicky Morrison

1. Minutes

1.1. The minutes of the previous meeting were approved.

2. Matters Arising

2.1. There were no matters arising.

3. Standing Orders

3.1. Concern was expressed regarding the need for two meetings. The Chair gave assurance that they need not be laborious. The orders will stay as they stand.

3.2. No other comments were made.

4. Finance

4.1. Section 5 of the application was completed by PW and VC and handed to the Chair.

4.2. There is potentially a large pot of community-activity grants from the City and other sources, but the Association will need to have been in operation for at least a year before it will be eligible to make an application to the Grassroots fund.

4.3. An application for City Council funds will be submitted via the Cambridgeshire Community Foundation and decided by the North Area Committee.

5. Activities

5.1. Chesterton Summer Festival:

5.1.1. The organisers are happy for the Association to have stalls at both venues. A meeting must be held in June to found the Association and adopt the Constitution.

5.2. Other things which need to be done prior to this are:

5.2.1. Membership Form – one needs to be composed

5.2.2. Website – is up and running already, but needs updating and the possibility of a web-based forum is to be explored by MB and IM

6. Residents Associations

6.1. It was generally agreed that the Community Association should provide support for a forum but that individual Residents Associations should represent themselves.

7. Newsletter

7.1. A decision has to be made about whether the newsletter is to be distributed just to members or to the wider community. Most of the following discussion seemed to imply that it should be aimed at the wider community.

7.2. Gillian said that Nick Moir was willing to talk to the Community Association about Chesterton Chimes if the Association wanted to use this to relay news. There was

concern about having community news included in a religious document, in that the Association might be seen to have a religious affiliation.

- 7.3. It was suggested that the distribution networks of the existing religious newsletters be used, and that the Association have its newsletter included as an insert. Two problems with this is that the religious newsletters are distributed on alternating months and that past experience suggests that inserts are not likely to be accepted.
- 7.4. Most of those present thought that it was important to produce a newsletter which was very useful. It should be distributed quarterly. It should include advertisements, events and reports.
- 7.5. It was decided that further research was needed in regards to what the churches distribute and what the charges would be to distribute the newsletter via the postal service.

8. June Meeting

- 8.1. The date of the June meeting is the 23 June in Room 2 of St Andrew's Hall. The time is 7:15 for 7:45. Residents Associations and other interested parties should be informed of this date.

9. Other Business

- 9.1. The Chair is to use his home address for the Community Association for the time being.

10. Date of Next Meeting

- 10.1. Wednesday 6 May 2009, 9.30am, St Andrew's Hall, St Andrew's Road

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

Wednesday 6 May 2009

9.30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Valerie Cutting, Nicky Morrison, Gillian Wallace, Philip White

Apologies:

Clive Brown, Ian Manning

1. Minutes

1.1. The minutes of the previous meeting were approved.

2. Matters Arising

2.1. There were no matters arising.

3. Standing Orders

3.1. Progress is being made regarding the standing orders.

4. Finance

4.1. MB spoke with Lucy Eyers, Regional Development Officer for Community Matters, who gave advice concerning vocabulary and concepts which Chesterton Community Association (CCA) might use for future funding applications. Many of these centre around the latest trend, i.e. CCA being a 'Community Anchor'. Ms Eyers hopes to attend the 23 June meeting.

5. Activities

5.1. There is a lot of support and enthusiasm from the contacts of those present for Chesterton Summer Festival, but small fliers would be helpful to get the dates in people's diaries. GW reported that she would pass on this suggestion to the Festival's Steering Group.

5.2. It was also suggested that a date for next year's Festival be set prior to this year's.

5.3. CCA intends to have a suggestions book for next year's Festival.

6. Newsletter

6.1. GW reported on the costings and mechanics for printing and distributing Chesterton Chimes and Chesterton Challenge.

6.1.1. Chesterton Chimes: Has a distribution of about 3750, and costs roughly £300 from the Hester Adrian Centre, which employs disabled people and is located just off Hawthorn Way. It is printed bi-monthly, and is a folded A3 to give 4 pages of A4. There are 60 people designated to deliver this publication, but it is difficult to replace those who drop-out due to age or moving elsewhere. Also, some people deliver very few papers (i.e. 12) and others deliver many (i.e. 120).

6.1.2. Chesterton Challenge: Has a distribution of 3300, and is printed monthly. Falcon Print at Ronald Rolph Court on Wadloes Road prints this at a reduced price for £360. The cost of the publication is covered entirely through advertising, but no issue ever has more than 50% adverts. Chesterton Challenge has 75 volunteer distributors. It comprises two A4 sheets together.

- 6.2. GW questioned again the logic of producing a dedicated newsletter when space in both of the existing publications could be made for CCA's news. NM pointed out that it would be a lot of work to produce a separate newsletter. MB said that, even with a newsletter, CCA would need to add to Chimes and Challenge.
- 6.3. VC said one option could be to produce a leaflet as and when it was needed, and pointed out that it might be possible to pay people to deliver a CCA newsletter or leaflet with the Cambridge Crier.
- 6.4. PW pointed out, per previous discussions, that it is very important that people in Chesterton know that CCA is active. This is not only to report on upcoming events, but also to bring to people's attention to progress which is being made on current issues facing the community.

7. General

- 7.1. GW noted that many of the activities discussed to date were of a political nature, and raised the question of whether events which bring people together will be a focus once CCA is formed. MB replied that events would definitely be a focus, and that it will be up to individuals within CCA to initiate and execute these.

8. Other Business

- 8.1. There was no other business.

9. Date of Next Meeting

- 9.1. Tuesday 9 June 2009, 9.30am, The location is to be confirmed.

CHESTERTON COMMUNITY ASSOCIATION

**Steering Group Meeting
Tuesday 9 June 2009
9.30am
To be confirmed**

Minutes

Minutes of this meeting are unavailable

Old Chesterton Residents' Association

Open Public Meeting to form Chesterton Community Association 23 June 2009

Report of the Chesterton Community Association Steering Group

Membership:

Michael Bond (Chairman), Old Chesterton Residents' Association

Clive Brown, Old Chesterton Residents' Association

Valerie Cutting, Hundred Houses Residents' Association

Gillian Wallace, St Andrew's Hall

Ian Manning, Vie Residents' Association

Nicky Morrison, St Andrew's Road Residents' Association

Philip White Thrift's Walk Residents Association

1. Background

- 1.1. The Steering Group has met on five occasions and presents its report on the matters referred to it by Resolution 3 of the Open Public Meeting held on 18 February, 2009:
- 1.2. Secure the registration of the Chesterton Community Association as a registered charity based on the model documentation provided by Community Matters;
- 1.3. Act as trustees for the Association up to its first Annual General Meeting;
- 1.4. To make such arrangements as may be necessary to secure funding support for the Association including opening any necessary bank accounts for the receipt and disbursement of funds
- 1.5. Seek financial support for the Association from individuals and organisations who wish to become members of the Association and from grant giving organisations.

2. Constitution

- 2.1. We considered the Charity Commission approved model document provided by Community Matters and incorporated the items approved in Resolutions 1 and 2 on 18 February regarding the objects of the Association and its Area of Benefit. We made other changes permitted by the model and our final draft is set out at Appendix 1 to this report. We recommend its adoption.
- 2.2. The members of the Steering Group are willing to act as trustees of the Association up to its first Annual General Meeting.

3. Registration of the Charity

- 3.1. We are unable to register the new charity at the moment as it does not have a turnover above the £10,000 threshold for registration and we do not expect this to be achieved for some time.

4. Standing Orders of the Association

- 4.1. We considered the model Standing Orders for a Community Association provided by Community Matters and made appropriate amendments to provide a strong set of rules for the Association. These are set out in Appendix 2. We recommend their adoption.

5. Finance

- 5.1. We have opened an account with the Co-operative Bank and are now in a position to solicit subscriptions and grants to support the activities of the Association. We propose the following rates of subscriptions:

Category of Membership	Subscription
Individual	£15
Family	£25
Corporate	£50
Community Group	£10
Junior	nil

5.2. Types of Membership

5.2.1. Individual Members are those 18 and over

5.2.2. Family Members are two or more individuals living in the same household

5.2.3. Corporate includes private businesses and public authorities

5.2.4. Community Group are small groups based within the area of benefit

5.2.5. Junior Members are individuals who are under 18.

5.3. The Steering Group intends to seek a starter grant from the City Council as soon as we are in a position to comply with their grant requirements. We will also seek funding for specific activities.

6. Activities

6.1. We have identified a need to keep members and the wider public informed of the Association's activities and to provide a platform for members to tell everyone who they are and what they are doing. We consider that a regular newsletter is essential that could be distributed by E-mail, in hard copy and published on our website.

6.2. Our website is www.chestertoncommunityassociation.org.uk currently hosted by Spanglefish. We intend to develop it with interactive facilities to allow members to share information, ideas and opinions.

6.3. The constitution provides for Forums of specific interest groups. We consider that Forums might be created around: Sports Clubs; Youth organisations; Residents' Associations; Social Groups and Craft Clubs according to need.

6.4. By bringing people together we can pool ideas and resources and select representatives to represent Chesterton on various bodies such as Love Cambridge, Cleaner Cambridge, Save our Green Spaces.

6.5. Care of local amenities by supporting nascent local groups such as Friends of Stourbridge Common and actively supporting the management of local facilities such as St Andrew's Hall, Pye Rec., Pye Fen and Stourbridge Common.

6.6. Working with the Cam Conservators, Rowing Clubs and Camboaters on ideas for protecting and enhancing the river as an amenity for all.

6.7. Supporting the organisation of local activities and events by taking a lead role if necessary. The first Chesterton Festival takes place on 4 July 2009 and is expected to become an annual event under the umbrella of the Association.

Michael Bond
 Chairman
 Chesterton Community Association Steering Group
 23 June 2009.

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

21 July 2009

9.30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Clive Brown, Valerie Cutting, Nicky Morrison, Gillian Wallace, Philip White

Apologies:

Ian Manning

1. Minutes

1.1. The minutes of the previous meeting had not been circulated so were not approved.

2. Matters Arising

2.1. There were no matters arising.

3. Finance

3.1. The Constitution was signed by the appropriate members for the purposes of Inland Revenue.

3.2. MB has now received notification that the bank account is open so funds can be paid in. He donated funds to open this account.

3.3. MB is going to apply for a starter grant.

4. Membership

4.1. The Committee need to be members of the Association, so each person filled out a form and submitted payment.

5. Room Hire

5.1. The room hire at St Andrew's has totalled £93 including the present meeting, and it was agreed that this sum should be paid.

6. Chesterton Festival

6.1. Feedback from the Festival was that some stallholders sold out of goods while others felt that it could be consolidated, perhaps only two not many venues.

6.2. Some people filled out forms for the Association.

6.3. Once a final report on the Festival is received the Association will take things forward, preferably with Sally Roden as Chair.

7. Pye Fen

7.1. The possibilities for Pye Fen were discussed. At least one member of the Committee was in favour of a Pavilion and to have a sporting (cricket) area.

8. A 'Freshers' Type Fair

8.1. PW volunteered to compile a Directory of local organisations which could be contacted to participate in a stall fair.

9. Date of Next Meeting

9.1. Tuesday 8 September 2009, 9.30am. St Andrew's Hall, St Andrew's Road

CHESTERTON COMMUNITY ASSOCIATION

**Steering Group Meeting
Tuesday 8 September 2009
9.30am
St Andrew's Hall, St Andrew's Road**

Minutes

Minutes of this meeting are unavailable

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

3 November 2009

9.30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Clive Brown, Valerie Cutting, Philip White, Jeane Underwood, Eleanor Whalley

Apologies:

Nicky Morrison, Gillian Wallace, Ian Manning

1. Minutes

1.1. The minutes of the previous (inquorate) meeting had not been circulated so were not approved.

2. Matters Arising

2.1. There were no matters arising.

3. Finance

3.1. A grant application had been submitted on behalf of the Association requesting start-up funding of £2,487, this was expected to go before the North Area Committee of Cambridge City Council on 12 November for decision.

3.2. The Association had a current balance of £500 with £36 in invoices due to St. Andrew's Hall which were approved for payment.

3.3. It was agreed that the Association should affiliate to Cambridge Council for Voluntary Service (CCVS). Eleanor had found the information and support from CCVS very useful. The affiliation fee would be £15.

4. Membership

4.1. The Association had 5 paid-up members as at 30 October.

5. Directory

5.1. JU had offered to help with the development of a directory and the committee had accepted this proposal at its last meeting. It was agreed that the directory should be accessed through the CCA website and comprise organisations and groups providing services and facilities in Chesterton. The information would be the name of the organisation, contact details and a brief summary of its activities (maximum 50 words). JU would be given limited Administrator rights to the website to enable her to do this work.

5.2. It was also agreed that the website should carry details of bookable venues in Chesterton and that information on local businesses could also be carried provided they were prepared to become members of the Association.

5.3. It was agreed that the diary page needed to be filled with information about local events and EW and Reverend. Nick Moir should be given limited Administrator rights to do this. It was also agreed that at least one other member of the committee should have full administrator rights and Clive offered to provide this back-up.

6. Chesterton Festival

6.1. The committee received a brief report on the developing programme for next year's Chesterton Festival for which it had agreed to act as fundholder.

- 6.2. There would be an event targeted at local organisations on 4 February 2009, at which the 2009 Lil Speed Award for voluntary service in Chesterton would be awarded.
- 6.3. The Association would be making the grant application for Festival funding. The draft accounts for the 2009 Festival were reviewed. It was agreed to ask for the same sum as last year and include an item for a centrepiece to the events on Pye Rec. and a greater allocation for publicity and programmes.
- 6.4. The inputs from St. Andrew's Hall, the Methodist Church and Brown's Field Community Centre had been recognised in the accounts of the Festival. It was agreed that sponsorship should be sought for specific aspects of the Festival programme. The suggestion had been made at the last Festival Committee Meeting that the Festival could provide an opportunity for fund-raising for local charities but no conclusion had been reached on this idea.

7. Date of Next Meeting

- 7.1. Tuesday 12 January 2010, 9.30am, St Andrew's Hall, St Andrew's Road

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

12 January 2010

9.30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Clive Brown, Valerie Cutting, Philip White, Eleanor Whalley Steve Vincent

Apologies:

Nicky Morrison, Gillian Wallace, Ian Manning, Jeane Underwood

1. Minutes

1.1. The minutes of the meeting held on 3 November were amended and approved.

2. Matters Arising

2.1. EW introduced Steve Vincent who would be on attachment at St Andrew's Church and assisting with community matters as part of his role.

2.2. Arising from this there would be no joint appointment with the Church and Hall this year so a part-time post of Administrative Support Worker was being advertised. VC agreed to insert 600 flyers into 100 Houses Tenants' Association newsletter that was due to be sent out that week.

3. Finance

3.1. The grant application for start-up funding of £2,487 was approved by the North Area Committee of Cambridge City Council on 12 November 2009.

3.2. The Association had a current balance of £2,951.

3.3. It was agreed that the Association should apply to Awards for All for grant funding.

4. Membership

4.1. The Association has 5 paid-up members.

4.2. It was agreed that there should be an introductory offer of Association membership at £5 on 4 February subject to the agreement of the Festival Committee.

4.3. It was noted that one incentive for joining was the platform provided for people to have a say in the future of Chesterton.

5. Directory

5.1. Jeane had found it difficult to make contact with prospective groups and would not be doing anything further on compiling a directory.

6. Activities

6.1. It was agreed that CCA act as recipient on behalf of residents of Primary Court for a grant to renew orphan fencing between their estate and Scotland Road Recreation Ground.

6.2. Chesterton Community Carols, advertised as being supported by the Association although all the work was done by EW and others, was well-attended despite poor weather and is likely to be repeated.

6.3. Chesterton Festival 25-28 June 2010

6.3.1. Grant application being made to Cambridgeshire Community Foundation for Festival funding

6.3.2. Pye Rec. being booked for 26 June

6.3.3. Licence application being made for accompanying entertainments.

6.3.4. It was agreed that approaches be made to local Co-Operative stores for support.

6.4. Support for management of recreational facilities specifically on land adjacent the river "Pye Fen – no response from City Council officers to views expressed by the Association

6.5. Lil Speed Award presentation would take place on 4 February at 7.30pm at St Andrew's Hall

7. Date of Next Meeting

7.1. Wednesday 3 March 2010, 9.30am, St Andrew's Hall. St Andrew's Road

7.2. (Subsequently changed to 24 March due to clash with the original date.)

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

24 March 2010

9:30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance

Michael Bond, Clive Brown, Philip White, Olive Hamblin

Apologies:

Valerie Cutting, Eleanor Whalley, Nicky Morrison, Gillian Wallace, Ian Manning

1. Minutes

1.1. The minutes of the meeting held on 21 January 2010 were approved.

2. Matters Arising

2.1. No matters arising were raised.

3. Finance

3.1. Bid to North Area Committee: the Cambridgeshire Community Foundation deadline for reporting on this grant has been extended to 31 May 2010.

3.2. CCA has now registered as an employer with HM Revenue and Customs.

3.3. Olive Hamblin was appointed as Administrative Support Worker with effect from 8 February 2010 for a period of three months initially.

3.4. CCA has a current bank balance of £2,914.

3.5. It was agreed that Geoff Mann should be approached to act as Independent Examiner of the year end accounts (MB to action).

3.6. Insurance cover is now in place for Employers liability and Public liability for the Association, including Chesterton Festival. The possibility of providing umbrella cover to small groups on a one off basis was discussed. This would require individual Committee approval and may incur a fee to the group concerned. Community Matters to be consulted (MB to action).

4. Activities

4.1. Membership: 6 Individual, 4 Family, 1 Associate and 5 Affiliate members.

4.2. Mission statement approved: "Chesterton Community Association is the Community Anchor for Chesterton, aiming to bring together residents, businesses, statutory authorities, voluntary and other organisations to make social, education and leisure facilities more easily available to all." This is to be added to the website (OH to action).

4.3. A brief statement of what prospective donors are being invited to contribute their money to was discussed. The decision was taken that this should be intentionally vague at the moment. Local businesses will be invited to support the local area and increase their visibility at the same time. For a small annual tax deductible donation their business will be listed on the website and newsletter as a Sponsor (OH to action).

4.4. The final draft of the newsletter, with some minor amendments, was approved. A delivery method is to be determined. It was estimated that 7,000 copies will be required. Three quotes for printing are to be obtained. Also quotes for a letterhead to be obtained at the same time (MB/OH to action).

- 4.5. The website has been thoroughly redesigned over recent weeks, with the addition of Paypal as an additional collection service for donations. Visitor numbers to the website are increasing daily.
- 4.6. Primary Court fencing is due to be renewed on 25 March. No further information on the grant is available at this time.
- 4.7. Chesterton Festival 25 - 28 June 2010 – grant application for Festival funding of £3,543 to Cambridgeshire Community Foundation was successful. Pye Rec. has been booked for 26 June, awaiting confirmation. The temporary event notice under the Licensing Act for accompanying entertainments has been endorsed by the City Council's Licensing Officer.
- 4.8. Lil Speed Award was presented posthumously and received by Rosemary Stubbings, widow of the late Derek Stubbings founder Chairman of Chesterton Local History Society, on 4 February at 7.30pm at St Andrew's Hall. Mrs Speed has asked that her name be removed from the award and proposed it should be renamed as the Chesterton Community Award. This suggestion will be considered by the Award Committee in due course.

5. Annual General Meeting

- 5.1. The draft Annual Report was considered. 8 July 2010 was set for first AGM. Evening to commence at 7.15pm with meeting to commence at 7.45pm.
- 5.2. The procedure for election of representatives of member groups not enjoying full voting rights was discussed but not decided.
- 5.3. In accordance with the constitution, Honorary Officers should include Treasurer and Secretary and such other Honorary Officers as the Association may from time to time decide. This is to be discussed further at AGM.
- 5.4. Members of the Management Committee: up to ten individuals elected by the members with the power to vote present at the Annual General Meeting.
- 5.5. Note that the Chair and Vice-Chair of the Management Committee are elected at its first meeting after the AGM and that the chair of the Management Committee will chair the following AGM.

6. Other Business

- 6.1. Out of pocket expenses due to MB were approved and reimbursed.
- 6.2. OH to attend Old Chesterton Residents Association meeting as minute taker. CCA to pay OH. OCRA to reimburse CCA.

7. Date of Next Meeting

- 7.1. Wednesday 1 June 2010, 9.30am, St Andrew's Hall, St Andrew's Road

CHESTERTON COMMUNITY ASSOCIATION

Steering Group Meeting

Tuesday 1 June 2010

9.30am

St Andrew's Hall, St Andrew's Road

Minutes

Attendance:

Michael Bond, Clive Brown, Valerie Cutting, Olive Hamblin

Apologies:

Philip White, Eleanor Whalley, Nicky Morrison, Gillian Wallace, Ian Manning

1. Minutes

- 1.1. The minutes of the meeting held on 24 March 2010 were approved and the following items updated:
 - 1.1.1. Geoff Mann has agreed to act as Independent Examiner of the year end accounts.
 - 1.1.2. The current insurance does not provide umbrella cover to small groups.
 - 1.1.3. The Mission statement as approved has been added to the website.
 - 1.1.4. The decision taken that the explanation of use of funds should be intentionally vague was upheld.
 - 1.1.5. 7,500 copies of the first newsletter were printed by Minuteman Press. Approximately 6,400 were delivered by LDS in April. The remainder are to be placed in doctors surgeries, small businesses etc.
 - 1.1.6. Quotes for a letterhead have been obtained at the cost of £145 per 1,000.

2. Matters Arising

- 2.1. No matters arising were raised.

3. Finance

- 3.1. The draft Annual Report and Accounts for the year ended 31 March 2010 were considered. It was agreed that a note explaining the distribution of admin salary should be added and that grants and their purpose should be identified. Their submission for independent examination by Geoff Mann was approved pending these revisions. (MB to action)
- 3.2. An application has been made to register the Association with the Charity Commission and their response is awaited.
- 3.3. The financial report for the current year to date was received.
- 3.4. The Cambridgeshire Community Foundation grant deadline expired on 31 May 2010. An amount of £410.12 remains unused. The possibility of using this to cover the cost of the next newsletter was discussed. CCF are to be approached for their approval. (MB to action)
- 3.5. Olive Hamblin is to be retained on an ongoing basis.
- 3.6. CCA has a current bank balance of £5,027.
- 3.7. Primary Court fencing was renewed on 25 March. The grant was awarded and payment to the contractor made directly by Cambridge City Council who were able to recover the VAT payable on the works.

4. Activities

- 4.1. Membership: 16 Individual, 19 Family, 1 Associate and 12 Affiliate members.

- 4.2. The second edition of the newsletter is due for distribution week commencing 28 June, prior to AGM. Submissions have been requested from Committee and Members. Items of interest were offered. (VC/MB/OH to action)
- 4.3. The proposal that the Association have its own telephone number was considered. It was agreed that an 030 number should be obtained following charity registration confirmation. Actual cost of obtaining and running the service to be confirmed. (OH to action)
- 4.4. The development of the website was noted with no changes requested at this time. The layout, design and content of the website should be developed from suggestions by both the Committee and Association Members. Visitor numbers to the website have increased significantly since distribution of newsletter.
- 4.5. Chesterton Festival 25-28 June 2010 – grant application for Festival funding of £3,543 to CCF was successful. Pye Rec. has been booked for 26 June and the temporary event notice under the Licensing Act for accompanying entertainments has been endorsed by the City Council's Licensing Officer.
- 4.6. A grant application has been made in respect of a competition to design and suggest location(s) for village sign(s) for Chesterton. This will be considered by the North Area Committee on 10 June.

5. Annual General Meeting

- 5.1. The procedure for election of representatives of specific member groups not enjoying full voting rights was considered. Clarification was given on Affiliate and Corporate groups. Each group is to be allowed one vote. This information is to be corrected on website. (OH to action)
- 5.2. The issue of information on the election of Association Honorary Officers, in accordance with the constitution, was noted. To date one application for the post of Housing Association Liaison and one application as Ordinary Member have been received. The current Chairman expressed a desire to resign as Chairman but to continue as Treasurer. Further bulletins to be sent to members inviting them to join the Committee. (OH to action)

6. Other Business

- 6.1. No other business was discussed

7. Date of Next Meeting

- 7.1. Annual General Meeting
8 July 2010, 7.15pm, St Andrew's Hall, St Andrew's Road