

Headington Community Development Association

Minutes for meeting 30th October 2002, 19h00 Headington Hill Hall

Andrew Brown
Angela Cristofoli
Arthur Treherne
Bob Clarke
David Edwards
Mary Hope
Stephanie Jenkins
Tony Joyce
Jill Cummings
Adrian Williams
Colin Crouch
Janet Isaac

Apologies from
Kat Luddecke
Laurie Price
Stephen Fairweather-Tall
Philip Allison
Susan Tolman
Sue Baker

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1. **Minutes of the previous meeting. Accuracy. Matters arising.**
Action Points: Accepted
 2. **Notification of any other business**
Update on Co-op forecourt
Budget and Funding from City Council
Hospital Developments
 3. **Presentation of Headington Community Development Association**
Presentation of the working of the constitution and of the system of meetings.
 4. **First Annual General Meeting of the Headington Community Development Association**
 - a. Registration of members
 - i. Co-op – represented by Kat Luddecke
 - ii. Headington Schools Partnership – represented by Sue Baker
 - iii. City Council – represented by Angela Cristofoli (officer), place for a member still vacant
 - iv. Headington Business Association – represented by Bob Clarke
 - v. Coordinating Committee of Headington Residents' Associations – represented by Arthur Treherne
 - vi. New Headington Residents Association – represented by Mary Hope
 - vii. Oxford Radcliffe Hospitals Trust – represented by David Edwards
 - viii. Oxford Brookes University – represented by Susan Tolman
 - ix. Highfield Residents Association – represented by Janet Isaac
 - x. Oxford Civic Society – represented by Tony Joyce
There are other organisations from which we are still awaiting a response, or who will decide in the light of their attendance at the AGM including:
 - xi. County Council – still awaiting responses from members and officers
 - xii. Friends of Old Headington
 - xiii. Beech Road, Horwood Close, Osler Road, and Sandfield Road (BHOS) Residents' Association
 - xiv. Police
 - xv. Nuffield Orthopaedic Centre – Andrew to contact them
 - xvi. Primary Care Trust
Any other organisations which feel that they should or could be a member are welcome to discuss joining with us at any time.
 - b. Election of Secretary and Treasurer. Nominations may be received at the meeting.
Angela Cristofoli elected as Secretary until April 2003 (as her position as

representative of Oxford City Council may change, and we could not assume that the position would pass to her replacement, if that is what happens).

Arthur Treherne elected as Treasurer.

- c. Appointment of the General Committee.

All members listed above are members of the General Committee.

The following individuals were co-opted to the General Committee:

Jill Cumming – for the Headington Xmas Event

Stephanie Jenkins – as Publicity Officer

Andrew Brown – as Special Assistant to the Chair and Secretary until April 2003 (given that Andrew has done most of the work as Chair and Secretary for the last couple of years, it would seem sensible to retain his support for the new Chair and Secretary of the formally constituted association for the first few months).

- d. Any other business

5. First Meeting of the HCDA General Committee

- a. Election of Chair and Vice Chair. Nominations may be received at the meeting.

Mary Hope elected as Chair.

No nominations were received for Vice Chair, so this position remains vacant, and may be filled at a future meeting of the General Committee, should a suitable candidate come forwards.

- b. Agreement of meeting dates for the year.

Approved – see list of meeting dates attached.

- c. Appointment of Executive Committee (if required).

Decided that it would not be necessary to have an Executive Committee at present, but that the option to appoint one in the future is retained.

- d. Any Other Business

Other business items

6. Headington Xmas Event – 1st December 2002

Funding – has been provided through the funds which the City Council has made available to HCDA; all the purchase orders have gone through.

A flyer will go out to all Headington Residents' Associations, asking for a contribution. £50 will get a name on a sponsor board.

Raffle tickets printed and ready to be sold. Any profits will come back to HCDA (as the major funder for the event, thanks to the City Council).

Plans for the event. Father Xmas will be at Chancellors. The Wizard from Harry Potter will be coming (possibility to switch on the lights). John Stallworthy (Professor of English Literature at Oxford University) will be judging the poetry competition, for which entries are already coming in. Children's story teller in the Queen of Hearts. Hope to have face painting (person who did it at the Jubilee). Lights have been ordered. Letters for sponsorship from local businesses are being prepared. Fusion will be coming to provide a sound stage. Hebborn's funfair will be in the closed Old High Street area. A programme of timed events will be prepared, including ensuring that events such as the drawing of raffle tickets and the presentation of prizes is as snappy as possible, to avoid having people stand in the cold for too long.

Support for the event. Stephanie is helping with the publicity. A meeting will be held on Wednesday 6th November at 6pm in the Queen of Hearts bakery for all and anyone interested in helping organise the event. Please pass this message on to all your contacts!

7. Transport – 10 mins

HAMATS and other transport issues in the greater Headington area.

Leaflets. Roger Williams at the County Council (consultancy on HAMATS), would like to produce a leaflet providing info about Headington and the bus routes etc. for the New Year. Angela Cristofoli has suggested that we could link this with the idea of generally promoting Headington businesses and amenities as has been discussed at previous meetings of the HCDA. Item to discuss further at the meeting, decide who needs to be involved. Stephanie and Frank Cummings to be involved

and on the timescales, which appear to be very loose and slipping. He will continue to work on trying to get the HAMATS committee to adjust the timetable.

8. Any other Business

Update on Co-op forecourt: Subject to the environmental report mentioned last time coming out with the right results, the timescale the Co-op are looking to for finalising the deal is now end of the year. That means the Christmas Fair will be taking place while the site is still not in the Co-op's possession. However Richard Holmes will check with the present lesee that it is okay for us to use the site, and to clarify insurance cover. To aid that Jill will be in touch with Kat about what kind of event she is planning for that site.

Budget and Funding from City Council: Angela reported that the City Council have agreed that the entire budget allocated does not have to be spend by April 2003, but that it could be carried over. As and when the HCDA is set up with a proper bank account, the City Council will consider passing any remaining funds over for HCDA to administer.

Hospital Developments: David reported on developments in the bus tenders and shuttles to the hospital. It looks as though the prices for the tenders for shuttles from Water Eaton park and ride were too high for the County to afford, but there will be a shuttle from Thornhill to the Churchill and the NOC, every 20 minutes at peak times, and every 30 minutes at other times.

There will be a meeting on 4th November to discuss future Hospital Developments.

9. Meeting closed at 20h45

Dates of Next Meetings –

- General Committee and Executive Committee on 27th November 2002, Headington Hill Hall, 19h00

Structure of Association

Membership

1. Local organisations (1 representative each)
2. Local authorities (1 officer, 1 member each)

General Committee

Elected each year at AGM

Meets at least 6 times per year

1. The Officers (Chair, Vice Chair, Treasurer, Secretary)
2. Local organisations (1 representative each)
3. Local authorities (1 officer, 1 member each)
4. One representative of each Section
5. Co-opted individuals, as long as the total number of such individuals does not exceed 25% of the total membership of the General Committee

Executive Committee (optional only)

Carries out the general policy of the General Committee, and reports to the General Committee.

Meets 6 times per year at least.

1. The Officers
2. Up to 5 members of the General Committee
3. Up to 5 co-opted individuals, as long as the total number of such individuals does not exceed 33% of the total membership of the Executive Committee.

Sub Committees (as required only)

Terms of reference set by General Committee

Reports to the General Committee or to the Executive Committee

Sections (as required only)

Terms of reference set by General Committee

Reports to the General Committee or to the Executive Committee

Operation of Headington Community Association in Practice

Meetings held on the last Wednesday of each month:

September	Annual General Meeting. First meeting of General Committee.
October	Executive Committee
November	General Committee (and Executive Committee)
January	Executive Committee
February	General Committee (and Executive Committee)
March	General Committee (and Executive Committee)
April	General Committee (and Executive Committee)
May	Executive Committee
June	General Committee (and Executive Committee)
July	Executive Committee

Financial Year runs from 1st April to 30th March each year.

Annual General Meeting in September each year, will receive the Financial Report.

Annual General Meeting will elect the General Committee, the Treasurer and the Secretary.

At its first meeting after the Annual General Meeting, the General Committee will elect a Chair and Vice Chair. It may also establish an Executive Committee to carry out its policy.