



Minutes of Graven Hill Residents' Association (GHRA)

Annual General Meeting (via Zoom)

Monday 22nd August 2022 @ 19:30 hrs

Attendance:

Chair: Karen Sims (KMS)
Secretary: Christine Clynes (CC)
Treasurer: Sam Omotayo (SO)
General Committee: Helen Baker (HB)
James Adeyemi (JA)
Rhys Williams (RW)
Damien Maguire

In addition to the committee, there were 28 log-ins from Residents and Councillors

1. Welcome and apologies

KMS welcomed the meeting participants and reminded everybody about the meeting etiquette to be respectful of each other. There were no apologies from the outgoing committee.

2. Minutes of Annual General Meeting held on 15th September 2021 and Residents Meeting held on 9th June 2022

Agreed as true records

3. Chair's / Committee Annual Report by Karen Sims

Attached as Appendix 1

4. Treasurer's Annual Report by Sam Omotayo

Attached as Appendix 2

5. GHRA Events Group Annual Report

Janis Lane presented a slide show of all events organised by the GHRA Events Group so far in 2022. They were

- Easter Trail
- Jubilee Event
- Summer BBQ/Party

Events currently in the planning:

- Halloween
- Remembrance Service
- Advent Calendar Windows
- Christmas Event
- "Graven Hill through the Seasons" Photo Competition launched and closing on 31st August 2022

Janis Lane thanked the Events Group volunteers who give their time to plan, organise and deliver events on behalf of GHRA and encouraged more residents to join the Group. She explained that it was an informal group that was open to all residents to join, even if it was only for manning stalls at selected events, making suggestions, putting forward ideas, baking cakes etc.



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6. Graven Hill Warriner Trust School

Claire El Mouden explained that Annabel Kay (CEO of the Warriner Multi Academy Trust) could not attend the meeting due to prior commitments but had expressed an interest in attending future residents' meetings. In her absence, Claire El Mouden gave a brief update on the Graven Hill Primary School which is due to open in September 2023. She said that the Trust was in the process of appointing staff, starting with a Head Teacher whose first job would be to recruit School Governors. Claire El Mouden encouraged any residents who may be interested in becoming a school governor to watch out for further information. Claire El Mouden informed the meeting that the current catchment area for the primary school was just Graven Hill and applications for pre-school and primary school places could be made by downloading an application form from the school website <https://www.gravenhillprimary.school/>.

Councillor Callum Miller gave an update on the sharing of community facilities. He said that the school may be able to share some facilities with the residents (in principle) outside of school hours.

7. Appointment of Committee Members

KMS informed the meeting that eight nominations had been received for the ten available positions. Therefore, an election was not required and all residents who put themselves forward would be automatically appointed. Nominations had been received from:

Officers

Stephen Aggett (Chair)
Claire El Mouden (Secretary)
Sam Omotayo (Treasurer)

General Committee Members:

Clare Lowe
Craig Lewis
Damien Maguire
James Adeyemi
Jo Withers

KMS congratulated the incoming committee on their appointments and thanked the outgoing committee for their hard work during the past year. CC expressed her thanks to KMS for her professional leadership of the committee throughout her tenure as Chair.

KMS then stood down as Chair and handed over to Stephen Aggett as the new Chair.

8. Any other business

Stephen Aggett (Chair) welcomed the new committee members. He said that he would be reaching out to the community to find out about major issues and to ensure that there was a good and mutual understanding of conditions between stakeholders and residents.

Signed as a true record: Karen Sims (Outgoing Chair) _____

Date _____



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Chair's Annual Report on behalf of GHRA Committee

August 2022

This was the 2nd year of the GHRA operating and this report is a brief summary of the activities of the GHRA committee over the last year.

At the beginning of this term, some key focuses were agreed relating to

- Increasing direct engagement between residents and stakeholders
- Enhancing communication and creating a clearer infrastructure for residents to engage with and gain information/support
- Sharing the load amongst the committee, with 'champions' working on particular focus areas

Direct Stakeholder Engagement with Residents

• GHVDC

Prior to this committee, involvement was with Self-Build/Liaison group – residents had no exposure.

Agreement gained from GHVDC to engage as follows:

1. GHVDC representative to meet **directly with Residents**, facilitated by GHRA, on 3 occasions annually.
2. GHVDC generating regular newsletters for direct distribution by GHVDC to every resident.

These meetings took place and monthly newsletters were produced for when there was no meeting

Note – the Self-Build group still meet a GHVDC rep to discuss self-build matters only (approx. every 4 months), this remains independent of the RA.

• CDC

CDC stakeholders attended 3 direct resident engagement sessions in last 12 months.

Engaging directly re Community Centre/Sports Pavilion development, having surveyed the Residents about preferences. GHVDC design plans are currently with CDC. Next steps CDC to engage with residents again.

• OCC

Developed relationships with various stakeholders involved in decision making for matters related to Graven Hill, including A41 consultation, London Road, A41 footway, cycleways. Direct engagement with residents included attending the RA meeting in June 2022. Commitment gained to future consultation.

• Living City – Apartments and Managed Areas

Various calls/meetings took place during the year, providing direct resident engagement. Commitment from Living City to maintain direct engagement/meetings with residents - facilitated by GHRA.

- **Bromford**

Various calls/meetings took place during the year. Bromford rep is stable and has now created good direct access for Residents.

- **Community Development Officer**

Increased exposure and access to the CDO, however, funding for this role ends 9th September 2022 and the underutilised Community House will be closed.

- **GH Employment Site**

Facilitated direct engagement meeting with Residents with property development company in June 2022.

Communications & Infrastructure

- **Communication**

- Committee agreement to enhanced comms plan via Social Media, Website and Email.
- Welcome information to new residents has been well received.
- Agreed consistent approach for supporting resident issues.

- **Infrastructure**

- Website evolution part-completed.
- RA internal tech/email/comms revamp part-completed.
- Commitment from RA to have a defibrillator on-site by Christmas (activity underway).
- Working party exploring temporary pub options = potential financial support from GHRA.
- Ideas passed to new committee to further explore increased engagement from residents across the development.
- Sub-group structure allowed good progress in some 'Champion areas'.

- **Events/Events Group**

- Concluded and received £5k of GHVDC sponsorship.
- Secured storage space for basic 'Events Kit', so now have gazebo & weights, tables, chairs, fridge, urns, lights, PA system and marquees.

Handover Information

- Pack prepared by the Chair for all of the committee
 - *includes details of activities "mid-flight/requiring further action" from the new committee*
- Information from the outgoing Secretary for the new Secretary

Reports - Further reports also provided by the Treasurer and Events Group.

Thanks to all committee members for their contributions, especially Christine and Sam in their officer capacities. Being an officer requires many hours of work behind the scenes and I am personally massively appreciative of the commitment shown.

Thanks to Paulius for sponsorship of the Zoom account for us again this past year.

Finally, thanks to all residents for contributions to the community. Looking forward to an exciting year ahead!

Karen Sims

GHRA Chair 2021/2022



Income and Expenditure Report for year ended 31 March 2022

	<u>Year</u> <u>Ended 31</u> <u>Mar 2022</u>	<u>6 Months</u> <u>to 31 Mar</u> <u>2021</u>
Income	£	£
Donations	55.52	489.00
Events and Sponsorships	3,421.75	2,000.00
Other Income	735.71	698.00
Total Income	4,212.98	3,187.00
 Expenditure		
Events Costs	908.78	1,921.80
Subscriptions	-	28.78
Other Admin Fees	462.23	34.32
Total Expenditure	1,371.01	1,984.90
 Income Less Total Expenditure	2,841.97	1,202.10



Balance Sheet as at 31 March 2022

	<u>As at 31</u> <u>Mar 2022</u>	<u>As at 31</u> <u>Mar 2021</u>
Assets	£	£
Debtor	716.00	
Cash	4,178.29	654.84
Total Assets	4,178.29	1,370.84
 Liabilities		
Creditors	-	34.32
 Total Net Assets	4,178.29	1,336.52
 Funds Brought Forward	1,336.52	134.42
 Funds Carried Forward	4,178.49	1,336.52

Smartz Bookkeeping & Accounts Ltd

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7 July 2022

Dear Graven Hill Residents Association,

I have been asked to check through your accounts to the end of March 2022 as an independent AAT licensed Bookkeeper.

Having checked through the accounts and trial balance I can confirm that the bank accounts all agree with both the trial balance and the accounts as at 31/03/2022.

The Association's funds (profits) have been increased by the fund raising and sponsorships throughout the year by £2,841.97. This profit together with the brought forward funds of £1,336.52 from last year brings the total funds carried forward of £4,178.49.

Most of the income has been generated through sponsorship totaling £3,200.00. The events have generated some income but this has been cancelled out by the event costs.

In conclusion the accounts all look in order and tie in with the bank accounts and trial balance.

Kind Regards,

Samantha Martinez

Samantha Martinez AATQB

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