

# Northowram Scarecrow Event

*'supporting your community'*



## 2023 Annual General Meeting Report

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## 1. Chairs Report



Hello everyone, my name is Steve Collingwood, and I am the current Chair of the Northowram Scarecrow Event Committee.

I say current, but in reality, this is my last meeting as Chair, after 4 years at the helm it is time for me to step aside and let others take this committee and our event forward. Those 4 years have been quite a roller coaster ride, from 2 years cancellation due to the covid pandemic to the last two events where the support through the huge numbers and donations of 2022, to the record number of scarecrows built and displayed in 2023. There is no reason why this event cannot go from strength to strength in supporting our village and welcoming all visitors to join in our scarecrow weekend.

It is through the 'Aims and Objectives', and 'Roles and Responsibilities' of the Northowram Scarecrow Committee that we have maintained our responsibility to the event and all that it means to Northowram. By continuing to uphold our beliefs, we have come to be trusted by the many people who support us. These documents are being reviewed and updated are available to download from our website at [www.northowramscarecrows.co.uk](http://www.northowramscarecrows.co.uk)

With all the support from local businesses and donations, this year has seen the biggest ever amount paid out to several worthy projects within the village amounting to a total of **£7,400**. This collectively means that over the years since its inception the NSE has supported many projects to the tune of **£26,700**. So, to everyone who has ever bought a programme or raffle ticket, donated a prize or money, thank you, thank you, thank you!

All committee members are dedicated to the organising and running of the scarecrow event, to make it what it has become over the years. Without them and our many volunteers' tireless efforts there would be no event. So, once again a huge thank you to you all.

A great many thanks go to the 2023 event sponsor, Alan Mitchell, and his team from Northowram Garage, as well as the many individuals and businesses that support us through advertising, raffle, and monetary donations. Amongst them not least The Club for allowing us to use this room for our meetings and the car park for the event.



Once again, we will be holding the Armistice Day Service for 2023 on Saturday, November 11<sup>th</sup>, at 10.50am for a 10.55am start at the Memorial Stone on Northowram Green. The traditional 2-minute silence, Last post and Reveille played by a solo bugler, laying of wreathes, poetry readings and collective remembrance will be included to remember those involved in conflict both past and present, everyone is welcome to attend.

The committee has gained three new members in the last year, along with new volunteers who we hope will continue to support us in 2024. If you should like to join us either as a volunteer or new member, then please contact us by email at [northowramscarecrow@hotmail.co.uk](mailto:northowramscarecrow@hotmail.co.uk).

My last words are, thank you to the committee for your great support, I'm not going away but I will be hanging about in the background from now on.

This booklet will be available to view on our website.

## **2. Treasurers Report**

### **INTRODUCTION**

The financial year for the Northowram Scarecrow Event is 1<sup>st</sup> August to 31<sup>st</sup> July and this Annual Treasurer's report reflects the Financial year 2022/23.

### **ACCOUNTS OVERVIEW**

The opening balance was a surplus of £5,180.02 on 1<sup>st</sup> August 2022.

Income totalled £8,043.59 and Expenditure £4,133.13

Grants made to Community Groups £7,390.00

The closing balance was a surplus of £1,700 on 31<sup>st</sup> July 2023.

A detailed breakdown of the Account is show at the end of the report.

### **INCOME ANALYSIS**

Income raised in 2022/23 was £8,043.59 (10% down on 2021/22).

Programme Adverts (including Event sponsorship) raised £2,460. This is 21% down on 2021/22 due to a lower take up of advertising space. However sales raised £1,863 which is 12% higher than 2021/22. The Committee is extremely grateful to Northowram Garage who sponsored this year's event and many thanks to the organisations & groups that took out advertisements in the Event Programme

Sales of Raffle tickets raised £916, an increase of 22% on 2021/22

The Tombola had a very successful year raising £327.20, a 70% increase on 2021/22.

Pitch Fees raised £400, slightly down on last year from £490.

Direct donations and donation buckets in 2022/23 totalled £1,027.39 from organisations/people who ran events over the Scarecrow Weekend. Thanks go to the Methodist Church, The Stables, Heywood Church, the Dog Show, The Club, The Windmill Pub, as well as Lyn Jagger's Dog Agility and Handler show.

The sale of mini scarecrows raised £550 in 2022/23 (shown as Other income). In the 2021/22 Accounts this income was reflected in Donations. Overall there has been a 15% increase in donations/other income compared to 2021/22

In 2022/23 the NSE received a grant of £500 from the Halifax North Ward Forum which was used to purchase tables for the event. Grant income is down compared to 2021/22. This is due to a grant received to specifically support one-off rebranding costs in 2021/22.

### **EXPENDITURE ANALYSIS**

Expenditure in 2022/23 was £4,133.13 (1% down on 2021/22).

The main items of expenditure in 2022/23 are shown in event and printing & stationary costs.

These are cost of printing of Programmes, Raffle tickets, Flyers etc, purchase of equipment & stationary, insurance costs and donations to artists supporting the opening ceremony.

The total spent in 2022/23 is £3,981.77 compared to £1,944.68 in 2021/22. The increase is due in the main to one-off spend on tables (funded in part by the £500 Ward Forum Grant) & gazebo.

There were no re-branding costs in 2022/23.

Miscellaneous expenditure is the sum up transaction fees and bank charges. The NSE moved its Bank Account to a new provider in Summer 2022.

## **GRANTS MADE TO COMMUNITY GROUPS**

In 2022/23 following Community Groups were supported by £7,390 funding from the Northowram Scarecrow Event.

Northowram Gala  
Northowram Community Centre  
St Matthew's Church Northowram  
Northowram Pumas  
Northowram Tennis Club

With the surplus of £5,180 at the beginning of the year, the NSE has been able to increase the value of and number of Grants made to Community Groups in 2022/23.

## **OTHER**

The 2022/23 Accounts have been audited and approved by an Independent Auditor.

In the light of the value of income being generated annually the NSE is working towards registering with the Charity Commission.

<b>NORTHOWRAM SCARECROW EVENT</b>			
<b>For the period</b>			
	<b>1 August 2022 to 31 July 2023</b>	<b>1 August 2021 to 31 July 2022</b>	
<b>INCOME</b>			
Adverts	2460.00	3120.00	
Programmes	1863.00	1665.00	
Raffles	916.00	750.00	
Pitches	400.00	490.00	
Tombola	327.20	192.69	
Donations	1027.39	1374.36	
Grants	500.00	1364.00	
Events	0.00	0.00	
Other	550.00	0.76	
	<u>8043.59</u>	<u>8956.81</u>	
<b>EXPENDITURE</b>			
Print & Stationery	225.56	1438.38	
Events	3756.21	506.30	
IT	137.99	297.74	
Rebrand	0.00	1716.60	
Misc	13.37	229.84	
	<u>4133.13</u>	<u>4188.86</u>	
Surplus for period	<u>3910.46</u>	<u>4767.95</u>	
Surplus b/f	5180.02	3184.21	
	<u>9090.48</u>	<u>7952.16</u>	
Grants Paid	7390.00	2772.14	
	<u>7390.00</u>	<u>2772.14</u>	
Surplus after Grants	<u><u>1700.48</u></u>	<u><u>5180.02</u></u>	
<b>Made up of:</b>			
Cash Balance	315.82	19.64	
Bank Balance	1384.66	5715.38	
Unpresented Cheques	0.00	555.00	
	<u>1700.48</u>	<u>5180.02</u>	0.00
Report of the Accounts to the Northowram Scarecrow Committee			
Prepared by M J Varley			
J Green			
Audited by A Wright			
Date	JULY 31ST, 2023		

### 3. Where does the money go?

After the event each year, and all expenses have been paid (ie printing, equipment, banners etc), any money left is made available to successful bids from within and for the betterment of Northowram.

This is done by people running various projects and community ventures that the NSE can provide funding for.

We are very proud to say that to date over **£26,700** has been distributed to many causes within Northowram and listed below are such projects that have received funding.

- The Memorial Stone and Garden Northowram Green
- A.E.D. for the village situated outside the library
- Northowram Community Centre covering the costs of redecoration and flooring
- Northowram in Bloom: a project dedicated to enhancing the visual impact of the village
- Northowram Christmas Lights: Illuminating Northowram over the festive period
- Northowram Tennis Club: A community project dedicated to providing access to learning and playing tennis
- [www.northowram.org](http://www.northowram.org) Annual contribution to the ongoing running costs of this local website
- Lydgate: refurbishment of bench opposite the library
- Northowram Gala assistance with costs for running this event
- St Matthews Church An additional AED for the village
- Northowram Pumas assistance with costs for the annual 5k running event

We look forward to helping many more good causes in future years!

## Northowram Scarecrow Event

*'supporting your community'*

### 4. How to 'bid' for money to fund your project?

This may appear to be a daunting process, as we ask those looking for funding to abide by the guidelines laid down, so that the process is transparent and accountable for all.

Why do we have these rules? The money held in our accounts is "community money", and we, as the committee, administer this accordingly to the guidelines we have set down.

The following pages show the guidelines and a sample copy of the form that must be completed. These can be downloaded from our website [www.northowramscarecrows.co.uk](http://www.northowramscarecrows.co.uk) and go to the 'forms' section. If you are unable to access the website, we can provide paper copies of the documents by contacting a committee member or emailing us at [northowramscarecrows@hotmail.co.uk](mailto:northowramscarecrows@hotmail.co.uk).

Just to clarify, the NSE committee's only function is to allocate the funding, if appropriate, to future projects. We are not involved in organising, planning, or executing these projects, other than ensuring the money is spent on the items as requested in the original bid.

We are happy to help if someone is unsure if a bid they wish to make is suitable or not, advice can be given regarding the type of project and the possible amount of funding available.

**Please, please ask us!**



# Northowram Scarecrow Event

## Funding Bids Application form guidance notes

Applying for funds from the NSE to support a new or ongoing cause is open to anyone, providing the following guidelines are adhered to. Any application that does not meet the set criteria will be rejected for that particular year, however, the bid could be re-submitted the following year providing any shortfalls have been overcome.

- 1 the submit for funds must be for a project within the village boundary
- 2 businesses are not permitted to apply
- 3 submits can come from individuals or groups representing a village project, groups such as scouts, village societies etc, Churches, buildings like the Community Centre, or undeveloped community areas.
- 4 the money provided should be towards something that can benefit the whole Community i.e., something that is available to the whole community if so wished
- 5 the project should not have any detrimental effect on the environment
- 6 clear evidential proof should be provided such as
  - (a) photographs of something needing replacement or repair
  - (b) official quotations of costs to be incurred
  - (c) evidence of other money raising factors assisting towards the outcome
  - (d) start and end dates of the project where known (or estimations)
- 7 please provide any written or photographic evidence of the enhancement that the money provided will bring to the project

Please then complete the application form, and, along with all the above please use one of the 3 options available below

- 1 pass to a NSE committee member
- 2 post in the Scarecrow letter box outside the newsagents on Northowram Green (opposite The Club)
- 3 email to [northowramscarecrows@hotmail.co.uk](mailto:northowramscarecrows@hotmail.co.uk)

## 4b. Funding Application Form



# NORTHOWRAM SCARECROW EVENT FUNDING APPLICATION



Use this form to apply to the Northowram Scarecrow Event Community Fund for financial support for your community project. Please submit by **June 30<sup>th</sup>** in any given year. Successful applicants will be asked to display a plaque acknowledging funding received from Northowram Scarecrow Community Fund. Applications will be reviewed in July the same year and results provided in August and ratified at the AGM in September.

1. LEAD CONTACT NAME			
Title:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">First Name</td> <td style="width: 60%;">Surname</td> </tr> </table>	First Name	Surname
First Name	Surname		
2. ORGANISATION DETAILS			
Community Group:			
Address:			
Post Town:	Telephone:		
Postcode:	Mobile:		
E-Mail:	Date:		
3. PROJECT			
	<b>Weighting</b>		
Please clearly describe how your project will help to			
a) improve the village environment :	20		
b) benefit the community	15		
4. PROJECT TIMEFRAMES (e.g. when the project will start, any relevant constraints to keep in mind, etc...)			
	<b>Weighting</b>		
Please tell us:-			
a) When the project will start	5		
b) When the project is expected to be completed	5		
c) What funding is required to complete the project	5		
d) What plans you/your group have for fundraising	5		
e) Please provide a budget for the project	5		
5. SUPPORTING EVIDENCE			
	<b>Weighting</b>		
Please provide us with additional information on your project that will support your application	10		
Please describe any wide ranging impact on the community not included above	10		
<i>For officer use only: calculation of proportion of Community Fund this application represents as per guidelines.</i>			
	<i>Total</i> 100		
Recommendations			
<b>Signature:</b>	<b>Date:</b>		



## 5. What is the Northowram Scarecrow Event (NSE) for?

### This is the constitution for the Northowram Scarecrow Event

# Aims and Objectives and Membership

Version 9 – October 2022

Next Review date September 2023

## AIMS & OBJECTIVES

The aim of Northowram Scarecrow Event is:

- to enhance a sense of community in the village
- to raise money which will benefit the community by supporting small local projects

The objective is to:

- raise the profile of Northowram village
- organise an annual community event that promotes inclusion of all the residents, businesses, churches, and community groups in the village which ultimately benefits the whole community.

## COMMITTEE MEMBERSHIP

The committee will have a minimum of 12 members up to a maximum of 15, and membership is drawn from local businesses, community groups and residents. It is expected that fully elected committee members attend as many meetings as possible throughout the year to ensure continuity of the events planning process. Committee attendance will be reviewed every 6 months. If a committee member is unable to commit to attending meetings regularly their voting rights will be rescinded-

In addition, there can be an unlimited number of volunteers. Volunteers input, and support is invaluable, and they are welcome to all meetings, however there is no obligation to attend meetings. All Committee members (maximum 15) will have a right to vote at the AGM.

The Committee has five key officers, Chair, Vice Chair, 2 x Treasurers and Secretary (see Roles and Responsibility document for detailed outline of roles)

The Treasurer's role is jointly held by two people to ensure checks and balances are in place. In addition, there are several other lead roles which are key to the smooth running of the annual event, and which ensure community wide inclusion, namely:

- Minutes Secretary
- Tombola co-ordinator
- Local Authority Link
- Risk Assessment/Health & Safety Lead
- Fundraising Co-ordinator & Business Link

All members representing community groups/churches/school will have an obligation to feedback to those groups on progress and decisions made.

The Term of office for 'Officers roles' will be three years. Those standing for re-election and nominations for replacement officers will be accepted and voted on at the AGM. All members standing for election for an Officers role must have been a member of the committee or worked with the committee as a volunteer for a minimum of one year. In the event of an officer vacating their post mid-

term, an Extraordinary General Meeting [EGM] will be called to nominate and vote in a replacement officer. The new officers' three-year term will run from the next AGM.

In the event of the dissolution of the committee, any assets remaining after any debts and liabilities have been paid will be divided equally between:

- Northowram Community Centre
- Overgate Hospice
- Northowram Sports & Activities Club

Should one or more of the beneficiaries no longer exist monies will be divided/awarded to the remaining organisations.

## **MEETINGS**

The committee will meet monthly throughout the year except in December and weekly in April in the run up to the annual event held on May Day Bank Holiday each year. All dates to be published within the minutes of each meeting, which in turn are on the website, but dates may be subject to change.

Minutes are taken for all meetings and published on [www.northowramscarecrows.co.uk](http://www.northowramscarecrows.co.uk)

Voting at meetings shall be by simple majority. In the event of a tie, the Chair shall have a second and casting vote. The quorum shall be 50% of the minimum membership (i.e. 6 votes). In the event of less than 6 members being present at a meeting, discussions can be held, and recommendations made to the next committee meeting, but no decisions can be made.

## **FINANCE**

Northowram Scarecrows bank account holds all monies. The account requires two signatures (both Treasurers to perform this role).

The accounts will be audited annually and reported on to the AGM.

A separate Bids Sub-Group has been established to review/evaluate bids, for funding from monies raised, against a pre-set criterion. All applications for funding to be received by 30<sup>th</sup> June of each year. This group will meet once a year in July; their recommendations must be ratified by the Committee at the next ordinary meeting, with outcomes being delivered in August and published at the AGM.

## **ANNUAL GENERAL MEETING**

An annual general meeting will be held each year on the 1<sup>st</sup> or 2<sup>nd</sup> Wednesday in September.

AGM business to include:

- Reports from the Chair and Finance.
- Suggestions will be collected from those attending, to be considered by the committee at future meetings.

The Annual General Meeting will be the final meeting of the business year and all new members and officers' roles will be voted on at the AGM. A current list of Committee members and officers is published on the website at [www.northowramscarecrows.co.uk](http://www.northowramscarecrows.co.uk).

## 6. NSE COMMITTEE 2022/2023

<b>TITLE</b>	<b>NAME</b>
Chairman	Steve Collingwood
Vice Chair	Peter Caffrey
Joint Treasurer	Janet Green
Joint Treasurer and St Matthews Rep	Molly J Varley
Secretary	Steve Collingwood
Minutes Secretary/Communications Lead	Andrea Collingwood
The Club, Northowram	Alison McManus Janet Green
Activities co-ordinators	Careen Berry Phil Ward
Event Photographer	Elaine Caffrey
Corporate Sponsorship and Fund raising	Emma Naylor
Tombola Co-ordinator	Leanne Watson
Upper Lane Stables	Lynn Jagger
Local Authority Link	Peter Caffrey
The Windmill Tavern	Holly Branscombe Fraser Hutton
Event Co-ordinator	Richard Priestley
Risk Assessment/Health & Safety	Steve Amos
NSE programme	Steve Collingwood

For 2023/2024 the Committee will be changing as we say goodbye to Andrea Collingwood as Minutes Secretary, Steve Amos as Health & Safety advisor, and myself Steve Collingwood as Chair.

Andrea has served on the committee for over 8½ years and is intending to help as a volunteer going forward. Steve Amos has been involved even longer some 11 years in total. My personal thanks go to Andrea and Steve A for all the support they have given this Chair.

We have three new members joining the committee, meaning several vacant positions will be filled at the next meeting in October.

If anyone feels that they would like to join us, then let us know and we can invite you to one of our committee meetings to introduce yourself to us and vice versa. Joining initially as a volunteer you could come to all or just a few of the meetings initially, help us at the next event, and if you are still willing to join the committee fully you would be nominated at the following AGM.

We ask that committee members attend most of our meetings (once a month on a Wednesday) to ensure continuity of information and organisation.

If this is for you, please contact us.

## 7. Armistice Day Service 2023

It is our intention to hold our usual Armistice Day Service for 2023, on Saturday, November 11<sup>th</sup>, from 10.50 am for a 10.55 am start at The Memorial Stone and Garden, Northowram Green.

The service is open to all with readings and collective remembrance to those who have taken part in all conflicts past and present.



## 8. Northowram Scarecrow Event 2024





Saturday May 4<sup>th</sup>, Sunday May 5<sup>th</sup>, and Monday May 6<sup>th</sup>, 2024

Update your calendars now.



## 9. Where to find us

Please see page 10 for committee members. Contact any member of the committee by one of the following methods:

- By email to:**  [northowramscarecrows@hotmail.co.uk](mailto:northowramscarecrows@hotmail.co.uk)
- On Facebook at:**  [northowram scarecrow event](#)
- On Twitter at:**  [@Nottyowram](#)
- By post:**  Letterbox outside Northowram News, Northowram Green, opposite The Club.

For the latest information and much more please visit us on our website at:  
[www.northowramscarecrows.co.uk](http://www.northowramscarecrows.co.uk)

# Northowram Scarecrow Event

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**MECHANICAL REPAIRS, SERVICING**  
**& AIR CON RECHARGE**  
**Clutches & Exhausts fitted**  
**Telephone: 01422 205419**  
**Bradford Road, Northowram, Halifax HX3 7HW**  
**[www.northowram-garage.co.uk](http://www.northowram-garage.co.uk)**