Northowram Scarecrow Event

2020 Annual General Meeting

Report

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1. Chairs Report

Hello, my name is Steve Collingwood and I am the elected Chair of the Northowram Scarecrow Committee. My first report for this the 9th Northowram Scarecrow Event AGM, covering 2019/2020 is perhaps somewhat different than would normally be expected. As there will be no open meeting this year this report is being made available on our website and Facebook page.

2020 to date has been an unbelievable extraordinary year, with the unprecedented cancellation of our event being a small dot on a very large picture of uncertainty and sorrow. Our thoughts are with those who have lost someone to this dreadful disease and we, the committee, would like to pay tribute to the many front line and key workers.

I would like to thank the Scarecrow Event Team, including the committee members and volunteers, for their support of the event and to myself in these difficult times, but it is our intention that 2021 will make us more determined to ensure 'the show goes on'.

The weekend has become more and more popular with both members of our local community and visitors from the Calderdale region and surrounding areas alike. The event is primarily designed to bring the village and wider community together to join in all the fun, but it also raises valuable funds that help keep the event running each year, as well as helping various village amenities and groups. Obviously with the cancellation of the 2020 event no funds were raised, and we also had some set costs that were unavoidable prior to the shutdown happening. Therefore, we are not in a position to offer any funding for 2020 other than that which was side-lined from 2019 to the tennis club. With their agreement this will be paid in two tranches, firstly in September 2020 and finally after next year's event in May 2021. To date over £16,000 has been distributed to many causes within Northowram.

As was mentioned in last year's AGM chairs report the Scarecrow Caravan/Information Centre needs to be replaced due to the deteriorating condition of the existing vehicle. We are initiating various fund raising campaigns to help us purchase a replacement in time for the 2021 event, which will also need to be branded with our logo and signage. Please watch for the announcements and any contributions would be gratefully received.

On a brighter note, our new initiative for 2019/2020, the new annual Community Award to be awarded to an individual or group that have made an outstanding contribution to the village was announced back in May. The inaugural winner was Mr James Shepherd, who fought off stiff competition from several other deserving nominees.
We will be launching the second year awards in the autumn, and all suggestions for nominees will be most welcome. Any nominees from year one will be allowed to be put forward again as well as any new ones, which I presume may include people coming to the fore through the Covid 19 crisis.

The 'Aims and Objectives' of the NSE remain the same, as do the 'Roles and Responsibilities' currently held by Committee members. These are available in this AGM booklet as well as downloadable from our website at www.northowramscarecrows.co.uk

We would like to invite any business or individual to become the main event sponsor for 2021. If you are interested or you know of a business or individual who may be interested in sponsoring this annual event please contact us on northowramscarecrows@hotmail.com

For 2020/2021 we officially welcome Phil Ward from The Windmill Tavern on to the committee.

Lastly, a reminder of the Armistice Day Service 2020 will take place on Wednesday, November 11th, at 10.50am for a 10.55 start with readings and collective remembrance of those involved in conflict past and present.

Once again as my first Chairs report closes; my grateful thanks go to all those who have and those who continue to contribute to the success of this event.

2. Treasurers Report

NORTHOWRAM SCARECROW EVENT
For the period
01 August 2019 to 31 July 2020

INCOME		
Adverts		0.00
Programmes		0.00
Raffles		0.00
Tombola		0.00
Donations		258.00
Grants		500.00
Caravan		0.00
Other		0.00
		758.00
EXPENDITURE		
Printing/Stationery	409.27	
Events	17.00	
Plaques	0.00	
Equipment/IT	198.29	
Other	60.00	
		684.56
Surplus for period before Grants		73.44
Grants		0.00
Overall surplus for period		**73.44**
Surplus b/f		2,572.40
Overall surplus for period		73.44
Surplus c/f		**2,645.84**
Made up of:		
Cash Balance		44.34
Bank Balance as at 31 August 2020		2,601.50
Less: Unpresented Cheques		0.00
		2,645.84

Report of the Accounts to the Northowram Scarecrow Committee
Prepared by M J Varley ……..
R Owen-Morley ……..
Audited by A Wright ……..
Date July 31st, 2020

Actual Bank/Cash balance is £2,645.84

3. Northowram Scarecrow Event – Annual Community Award

At what was to be the scarecrow weekend back in May we announced the winner of our inaugural Community Award for 2020.

Jim presented with his award by Molly J Varley

Nominations for four individuals from the village were received, and after much scrutinising and deliberation by the Community Award Sub-Committee it was decided that the Winner for 2020 should be: **Jim Shepherd**

The other nominees who are all Highly Commended were:
Alan Rushworth, Debbie Pepper, and Ian Marshall

The Chair of the Community Award Sub-Committee said:

"The nominations were all fantastic, each nominee making an outstanding contribution to the welfare of the village and its residents. But it was felt that the continued work that Jim Shepherd (and his team) put into organising both 'Northowram in Bloom' and the 'Light up Northowram' annual Christmas Lights has benefitted the community as a whole.

Unfortunately, with the lock-down of everyone due to the present crisis, it is not possible to make the award at this time. It is intended that sometime in the not too distant future, we will be able to formally present Jim with the winner's trophy and a £100 high street voucher, and certificates to each of the three Highly Commended.

Congratulations to the winner and the three Highly Commended and thank you to all those that took the time complete the nomination forms."

2021 will see the second Annual Community Award and nomination forms, and further details of the scheme, will be available from the NSE web site www.Northowramscarecrows.co.uk or our Facebook page Northowram Scarecrow Event.

Categories: Individual award or Group award

Eligibility: The award is only open to any resident/s of Northowram. (2020 winner not Included)

Nominations: Can only be made by any resident/s of Northowram other than members of the NSE Committee. Nominations can be only from one nominee, ***not on behalf of several individual persons*.**

Information: Give details of the person/s being nominated
State clearly, and as fully as possible, the reason for the nomination, indicate whether the nominee's activities have benefitted the village visually or environmentally, or whether they have been in support of other residents

Voting will be held from mid-October with all submissions to be completed and handed in by 31 January 2021, with the winner being announced at the start of next year's Scarecrow Event in May 2021.

4. Where does the money go?

Each year individuals or groups apply for funding for their respective projects to enhance the village or benefit the community of Northowram. The NSE has helped in many different areas over the nine years that we have been going, but unfortunately 2020 will mean no such monies are available due to the cancellation of the event.
But we believe that with the support of the local community, businesses and visitors that will come and support the 2021 NSE we should be able to continue distributing funds to those projects that pass the scrutiny as can be seen in section 5 below

The list below shows the various projects over the years that have benefited from funding.

Northowram Scarecrow Event has supported the following projects in previous years:

- The Memorial Stone and Garden, Northowram Green
- A.E.D. for the village situated outside the library
- Northowram Junior School Aprons and Jam jars for their Farmer's market
- www.Northowramscarecrows.co.uk
  website design, admin. costs and annual contribution to the ongoing running costs of the scarecrow website
- Northowram in Bloom: A project dedicated to enhancing the visual impact of the village
- Northowram Christmas Lights:
  Illuminating Northowram over the festive period
- Heywood Church: Graveyard "clean-up", Internal décor
  Improved furnishings for users and visitors to the church
- St Matthews Church: Quiet Garden, Kitchen refurbishment and equipment to support groups using the church facilities
- Northowram Community Centre:
  Redecoration, New Blinds and Handrails
- Pre-school at Northowram Methodist Church kiddies toy storage
- Northowram Methodist Church: Improved access for users with disabilities
- Northowram Tennis Club:
  A community project dedicated to upgrading the existing tennis courts on "The Rec" and improving the health of villagers by providing access to learning and playing tennis
- www.northowram.org Annual contribution to the ongoing running costs of this local website provides important information about the village including Northowram Village Society and Northowram Historical Society
- Doctors Surgery community garden
  New benches for all to use outside the Doctors Surgery

<u>To date over £16,000 has been distributed to many causes within Northowram</u>

NSE 'supporting your community'

5. How do you get money?

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 30th 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:		First Name		Surname	

2. ORGANISATION DETAILS			
Community Group:			
Address:			
Post Town:		Telephone:	
Postcode:		Mobile:	
E-Mail:		Date	

3. PROJECT	Weighting
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 tim… aints to keep in mind, etc…)	Weighting
Please tell us:-	
a) When the project will start	5
b) When the project is expected to be complet	5
c) What funding is required to c…plete …	5
d) What plans you/your group have … ng	5
e) Please provide a bre… …ts	5

5. SUPPORTIN… …CE	Weighting
Please provide us with any … ormation on your project that will support your application	10
Please describe any wide ranging impact on the community not included above	10
For officer use only: calculation of proportion of Community Fund this application represents as per guidelines.	20
Total	100
Recommendations	
Signature: *Date:*	

SAMPLE ONLY

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

The following document is the constitution for the Northowram Scarecrow Event

Aims and Objectives and Membership

Version 7 – August 2020
Next Review date August 2021

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 25. Membership is drawn from local businesses, community groups and residents. In addition, there can be an unlimited number volunteers or associate members. Volunteers/Associate Members input, and support is invaluable, and they are welcome to all meetings, however there is no obligation to attend meetings. All Committee members (maximum 25) will have a right to vote. Associate Members may be invited 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 and games co-ordinator
- Local Authority Link
- Risk Assessment/Health & Safety Lead
- Fundraising Co-ordinator & Business Link
- Trail/programme Co-ordinator

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 or Associate Member 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

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 30th 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 2nd 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*.

7. NSE COMMITTEE 2019/2020

Chair	Steve Collingwood
Vice Chair/Joint Treasurer/	Robin Owen-Morley
Joint Treasurer and St Matthews Rep	Molly J Varley
Minutes Secretary/Communications Lead	Andrea Collingwood
Risk Assessment/Health & Safety	Steve Amos
Local Authority Link	Peter Caffrey
Tombola's and Children's Activities	Leanne Watson
NSE Brochure co-ordinator	Sara Ward
Dog and Handler Agility Event	Lynn Jagger
Representatives of The Club, Northowram	Janet Green Louise Smith Alison McManus
Shoulder of Mutton	Sheila Hewitt
Corporate Sponsorship and Fund raising	Robin Owen-Morley
Activities co-ordinator	Careen Berry
Event co-ordinator	Richard Priestley
Secretary	Steve Collingwood

8. Armistice Service 2020

It is our intention to hold our usual Armistice Day Service for 2020, providing Government restrictions do not prevent us from doing so.

This will be on Wednesday, November 11th, 2020, from 10.50 am for a 10.57 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.

9. Northowram Scarecrow Event 2021

Saturday May 1st, Sunday May 2nd and Monday May 3rd, 2021

10. Volunteers and members

VOLUNTEERS WANTED

WE NEED YOUR HELP WOULD YOU BE A VOLUNTEER AT THE SCARECROW EVENT?

WHAT YOU NEED TO DO:-
Complete this form and post in the scarecrow letterbox outside Northowram News, or email it to northowramscarecrows@hotmail.co.uk

NAME ……

EMAIL ……

TEL ……

For terms of reference please click on the constitution tab on the website www.northowramscarecrows.co.uk and select roles and responsibilities.

MEMBERSHIP NOMINATION FORM

NAME ……

GROUP ……
(member of which community group only if applicable)

EMAIL ……

TELEPHONE ……

Would you be prepared to become a member of the scarecrow committee?

Yes **No**

N.B. All community groups including Churches and the School have a seat on the committee so if you are willing to become involved, the key to obtaining a seat on the Committee is to identify:

- what group or section of the community you could represent?
- what experience you have that would be of benefit to the organisation of the NSE?
- what commitment you have to the community and improving the village environment?

INTERESTS OR EXPERIENCE SUMMARY ……

……

PROPOSER ……

SECONDER ……

For terms of reference and current membership, please visit the Scarecrow Event page on www.northowramscarecrows.co.uk

11. Where to find us

Please see page 11 for committee members. Contact any member of the committee by one of the following methods:

On our very own website at:	**www.northowramscarecrows.co.uk**
By Email to:	**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.**