



Northowram Scarecrow Event Annual General Meeting 2018

Wednesday 12th September at The Club



Overall winner
of the Helen Silson Trophy
2018 Judges choice:

Victorian Life
(Wesleyan Fold)

Traditional - Highly Commended:

Peter Rabbit
(Stephen Row)



Display - Highly Commended
and Winner 'People's choice':

**The Greatest Showman
Academy**
(Upper Lane)

All other photos are on the website

www.northowramscarecrows.co.uk Email: northowramscarecrows@hotmail.co.uk



Agenda and contents:

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5.	What is the Northowram Scarecrow Event (NSE) for? <ul style="list-style-type: none"> ● Northowram Scarecrow Event Aims and Objectives and Membership <ul style="list-style-type: none"> ○ Visit: https://www.northowramscarecrows.co.uk/constitution 	6-8
6.	Volunteers and membership – join us <ul style="list-style-type: none"> ○ Visit: https://www.northowramscarecrows.co.uk/downloads 	9
7.	Suggestions for events or funding ideas <ul style="list-style-type: none"> ○ Visit: https://www.northowramscarecrows.co.uk/downloads 	10
8.	Northowram Scarecrow Event 2019: <ul style="list-style-type: none"> ● When: Saturday 4th, Sunday 5th, Monday 6th, May 2019 	
9.	Remembrance Day Service 2018 <ul style="list-style-type: none"> ● When: Sunday 11th November 2018. 10.45am for a 10.55am start ● Where: The Memorial Stone and Garden, Northowram Green ● What: A memorial service open to all with representation from all village churches. A traditional Memorial Day service with readings, blessings and collective remembrance to those who have taken part in conflict past and present. 	
10.	Christmas lights event 2018 <ul style="list-style-type: none"> ● When: Friday, November 30th 2018 commencing 7.00 pm ● Where: The Club on Northowram Green ● What: Local Choir, local Brass Band, Raffle, Mince Pies and Mulled Wine, Lights turn on 	
11.	Where to find us: <ul style="list-style-type: none"> ● Please see page 11 for committee members. Contact any member of the committee by one of the following methods: <ul style="list-style-type: none"> ○ Website www.northowramscarecrows.co.uk ○ Email northowramscarecrows@hotmail.co.uk ○ Facebook northowram scarecrow event group ○ Post Letterbox outside Northowram News, Northowram Green, opposite The Club. 	11

Treasurers report 2018:

NORTHOWRAM SCARECROW EVENT For the period 1 August 2017 to 31 July 2018

INCOME	
Misc	133.50
Adverts	1750.00
Prog	1191.32
Raffles	882.04
Tombola	198.85
Donations	536.00
Grants	0.00
Caravan	156.56
	<hr/>
	4848.27
EXPENDITURE	
Printing & Stationery	1268.62
Events	916.44
IT	0.00
Misc	6.00
	<hr/>
	2191.06
Surplus for period	<hr/>
	2657.21
Surplus b/f	1863.08
	<hr/>
	4520.29
Grants Paid	1828.68
	<hr/>
	1828.68
Surplus after Grants	<hr/>
	2691.61
	<hr/> <hr/>
Made up of:	
Cash Balance	219.29
Bank Balance	3547.32
Unpresented Cheques	1075.00
	<hr/>
	2691.61
	<hr/> <hr/>

Report of the Accounts to the Northowram Scarecrow Committee

Where does the money go?

2018 Successful bids:

The following made successful bids in 2018 for funding for their respective projects to enhance the village or benefit the community of Northowram:

	Money awarded to:	Brief description of successful bid:
1.	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
2.	Northowram in Bloom	A village project dedicated to enhancing the visual impact of the village
3.	Northowram Christmas Lights	Illuminating the village over the festive period
4.	www.northowram.org	Annual contribution to the ongoing running costs of this local website. www.northowram.org provides important information about the village of Northowram including Northowram Village Society and Northowram Historical Society
5.	Northowram Community Centre	The cost of improving the handrails to the outside steps and safety bars

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 and admin. costs
- 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 use of all user 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
- Pre-school at Northowram Methodist Church kiddies toy storage
- www.Northowram.org Annual contribution to the running costs of the local website
- Northowram Methodist Church: Improved access for users with disabilities

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 **30th June** 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 time constraints to be considered, etc...)	Weighting
Please tell us:-	
a) When the project will start	5
b) When the project is expected to be complete	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 breakdown of costs	5

5. SUPPORTING EVIDENCE	Weighting
Please provide us with any 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>	20
	Total 100
Recommendations	
Signature:	Date:

What is the Northowram Scarecrow Event (NSE) for?

The constitution:

Northowram Scarecrow Event

Aims and Objectives and Membership

Version 5 – 2018
Reviewed August 2018
Next Review date August 2019

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 seven other lead roles which are key to the smooth running of the annual event and which ensure community wide inclusion, namely:

- Minutes Secretary
- Children's Games Lead and School Link

- Local Authority Link
- Risk Assessment/Health & Safety Lead
- Fundraising Co-ordinator & Business Link
- Communications Lead
- 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 on the website for a rolling 12 month, but may be subject to change.

All meetings are minuted 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 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.
- Nominations for membership/withdrawals will be accepted and voted on at the AGM.
- 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.

NORTHOWRAM SCARECROW EVENT 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.

NORTHOWRAM SCARECROW EVENT 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

NORTHOWRAM SCARECROW EVENT SUGGESTIONS FORM

Your views are important to us. We would like to know your thoughts on improvements we could make to the format of the event. Please complete the form below and hand it in for the committee to consider.

Please write any suggestions that you feel could be included in the programme for next year's Scarecrow Event

Please make suggestions as to how money raised in the future could be used to benefit the whole community:

Name.....

Email.....

Telephone.....

Please state if you would be willing to help during the Scarecrow Event

Yes

No

Please state if you would be willing to join the Scarecrow Event organising committee

Yes

No

Please return this form by posting in the Scarecrow Post box outside Northowram News or scan and email to northowramscarecrows@hotmail.com

COMMITTEE 2018

Chair	Richard Priestley
Vice Chair/Joint Treasurer	Steve Collingwood
Secretary	Steve Collingwood
Minute Secretary	Andrea Collingwood
Children's Activities	Leanne Watson
Joint Treasurer & St Matthews Rep	Molly J Varley
Risk Assessment/Health & Safety	Steve Amos
Communications Lead	Andrea Collingwood
Local Authority Link/ Northowram School	Peter Caffrey
Upper Lane Stables	Lynn Jagger
Robinsons Farm Shop	Rachel & David Robinson
The Club, Northowram	Louise Smith Janet Green Alison McManus
Shoulder of Mutton	Sheila Hewitt
Fundraising Co-ordinator	Sara Ward
Corporate Sponsorship	Robin Owen Morley
The Forth Bridge	Joanne Lockwood