



Sustainable Cottenham
Notes from the Meeting held at 19.30 on 10 July 2019
At 11 Margett St, Cottenham



Present: Christine Ward, Peter Pilbeam, Terry Jackson, Beth Fleetwood, Catherine Burch, Justin Hiscock
Apologies: Sandra Cross, Jane Heath

		Action
1	Welcome/Opening comments Chris Ward opened the meeting.	
2	Review of the Fen Edge Family Festival a. The stall was well received, with a number of new contacts made, of potential members; and also staff of Cottenham Primary School. We will offer a talk to CPS, and Chris can use the contact details collected to create a list of potential members to invite to meetings and events. b. The reusable printed half pint and pint mugs that Catherine sourced for FEFF were successful, with some 60% being retained by purchasers. Approximately 330 remain, which might be used as a village resource for other events. That can be discussed with the FEFF committee when the financial balances for the event are made available.	Plastics Group to follow up Chris
3	Plastic Free Campaign Although no meeting has been held recently, Beth addressed meetings of two Beaver packs. They were receptive and keen, with some awareness already of plastic pollution issues.	
4	Social Cohesion: Cottenham Connected Andrea Cowley introduced herself to the meeting, with a brief explanation of some of her activities as a youth worker. These include running courses for teenagers on babysitting, and being good visitors to the elderly. Most of her work is through the Histon and Impington Parish Council. Her aim is to bring people together. In order to improve social cohesion in Cottenham it has previously been proposed that we should organise a 'Sunday Social', an informal mix to bring together areas of the village that do not often meet. This would be done under the umbrella brand of 'Cottenham Connected, Connecting our Community'. Andrea Cowley will assist with the organisation and running of the first event, which we would expect to become monthly. It was clarified that SusCott will be responsible for the event, with advice from Andrea and Care Network on safeguarding issues. The first 'Sunday Social' will take place at Cottenham British Legion on Sunday 15 th September 2.00 – 4.00pm. Peter and Chris said they could help on the day – with other members checking their diaries. SusCott intend to use Connected Cottenham as a trial application for funding from SCDC's Community Chest, and in due course from the Innovate and Cultivate fund. 6 'Sunday Socials' would have a cost of approx. £610. External funding such as this may enable Andrea to continue her involvement on a paid basis. Funding applications will require that SusCot has a formal structure (See Para 5 below).	Peter, Chris
5	Establishing a formal structure for Sustainable Cottenham At previous meetings several options had been discussed, the simplest for our purposes being an 'Unincorporated Association'. This choice was approved at a vote by 5 members, with Terry Jackson abstaining. A Constitution distributed at the meeting was agreed with minor amendments, and is attached at Annex A. Volunteers for office were: Chair – Christine Ward; Finance – Catherine Burch; Joint Secretaries - Jane Heath and Justin Hiscock, and were appointed. A Management Committee consisting of those who regularly attend meetings was established. This will enable casual membership without excessive commitment. Sub-committees may be established as necessary, for example Plastic Free, and Cottenham Connected. As Lloyds Bank offer a Treasurer's Account for no charge, and a branch is available in Chesterton and easy to reach, it was decided to apply for that account. The Officers should	

	become account signatories, with two signatories for each transaction. Chris Ward will apply immediately, to expedite the application for funding. If legal advice is required we may approach Cambridge Council for Voluntary Services.	Chris
6	Histon and Impington Villages Collaboration: Terry explained that he has been to meetings with the purpose of bringing a closer co-operation with Histon and Impington, with a view to improving opportunities in both villages and would report back on future activities.	Terry
7	Autumn Litter Pick: Will take place on Saturday 2nd November at 2.00pm. Chris is booking a base and the litter grabbers. Will also arrange publicity over summer and article in Cottenham Newsletter Peter is able to attend and allocate routes and oversee H& S.	Chris
8	Any Other Business: a. Vegan meal – no progress yet. b. Emails – Richard not present. c. Extinction Rebellion Meeting – There is a branch in Cambridge who can be contacted – Sandra likely to have contacts. We could discuss as next meeting assuming Sandra can make it*.	Sandra
9	Date of next meeting: 19.30 on Monday 2 September, at 11 Margett Street *A Monday was chosen in the hope that Sandra would be able to attend.	All

Justin Hiscock Joint Secretary
12 July 2019

Sustainable Cottenham

Constitution

- 1 The name of the organisation shall be “Sustainable Cottenham” or such other name as the organisation may from time to time decide.
- 2 The organisation’s aim is to encourage and help the residents, organisations and businesses of Cottenham to make changes to their lifestyles and practices in order to improve the environmental and social sustainability of the village and so make it a greener, cleaner and a better place for current and future residents. We will do this by organising events and activities and by signposting people to information and organisations.
- 3 In addition to any other powers the organisation has it may exercise the following powers in furtherance of its objects:
 - 3.1 power to raise and hold funds and to invite and receive contributions provided that in raising funds it shall not undertake any substantial trading activities;
 - 3.2 power to buy, take on, lease or in exchange any capital items, and to maintain and equip them for use;
 - 3.3 power to invest the funds of the organisation in any of the investments for the time being authorised for the investment of charity funds.
 - 3.4 power to contract for services
- 4 Accounting arrangements:
 - 4.1 The accounts of the organisation shall be kept by the Finance Officer. Annual statements of account shall be presented at annual general meeting (AGM) and shall consist of a statement of income and expenditure and a relevant account reconciliation statement.
 - 4.2 Any bank or other account in which any assets of the organisation are deposited shall be operated by the officers and shall be held in the name of the organisation. All orders for the payment of money from such account shall be signed by two officers or other approved signatories.
- 5 Membership of the organisation shall be open to individuals and to relevant organisations with an interest in the objects of the organisation as defined in section 2 above. A joining fee and/or an annual membership fee shall be payable at a level determined from time to time at AGM or extraordinary general meeting (EGM) and will initially be £0. Individuals and organisations wishing to join shall be required to manually complete a membership form and a contact consent form and agree to the conditions stated thereon. The officers of the organisation shall have the power by simple majority vote to refuse membership without explanation. Any membership may be terminated at AGM or EGM by a simple majority vote of those members present and voting. Voting shall be as defined in section 6 below.
- 6 The organisation shall hold an AGM for the election of officers and for the consideration and approval of the Chairperson's Report and the annual statements of account as defined in section 4.1 above, and for such other matters as members wish if notified to the Secretary at least 10 days in advance accompanied by the signatures of five current members. Any matter requiring determination shall be determined by a simple majority of those members present and voting - in the event of a tied vote then the status quo will stand. Members shall have one vote each and organisations which are members shall have one vote per organisation. The quorum for an AGM shall be one fifth of the current membership. The agenda for the AGM shall be promulgated at least two weeks in advance of the meeting and shall include the Chairperson's Report and the accounts.

Any matters as notified to the Secretary as above shall be notified to the members at least one week in advance of the meeting. Only business notified to the members in advance of the meeting shall be conducted.

7 The officers, which may be shared between more than one individual, shall be:

7.1 Chairperson

7.2 Finance Officer

7.3 Secretary

and such other officers as may be created as deemed necessary by the members at AGM or EGM. The members at AGM or EGM may delegate such powers to officers as the members may deem necessary.

8 8.1 The Chairperson, Finance Officer and the Secretary shall be elected annually at AGM and may be re-elected to that office for a total maximum of three years in that office. Retirees may be elected to another officer post immediately but may not be elected to their previous officer post until at least one year later.

8.2 Any officers shall be elected annually at AGM and may be re-elected to that office.

8.3 If an officer post is vacated for whatever reason between AGMs the remaining officers may appoint a replacement until the next AGM when the post will be filled by election.

9 An EGM may be called on request by the signatures of five current members - such a request shall specify the reason and propose a motion for consideration at such a meeting. On receipt of such a request the Secretary shall arrange for such a meeting within fifteen working days and give at least ten working days' notice to the members of the date, time and place of the meeting and of the motion to be determined. The quorum for an EGM shall be one fifth of the current membership. If the quorum for such a meeting is not reached the motion fails. Voting on the motion will be as in section 6 above. If there is a tied vote then the status quo stands.

10 The organisation may set up such committees as deemed necessary by the members at AGM or EGM or ordinary meetings and delegate such powers to such committees as the members may deem necessary.

11 The constitution may be amended by a resolution passed at AGM or EGM by a simple majority vote of those members present and voting. Voting shall be as defined in section 6 above. The notice of the AGM or EGM shall include notice of the resolution setting out the terms of the amendment proposed.

12 If on the winding-up of the organisation any funds remain after satisfaction of all the organisations debts and liabilities such property shall not be paid to or distributed among the members of the organisation but shall be transferred to some other charitable body or bodies (incorporated or unincorporated) whose objects are wholly or partially similar to the objects of the organisation. The body or bodies to which property is transferred shall be determined by the members of the organisation at or before the time of dissolution.

Date of approval 10 July 2019