Annual General Meeting of One Planet Abingdon Climate Emergency Centre

6 September 2022, online, 7pm

Agenda

1. **Report on first year's work**
2. **Accounts**
3. **Election of Officers and Steering Group (the current members are listed below)**
4. **Proposals/motions**

   The Steering Group proposes the following three amendments to the Constitution:

   1. The number of signatories referred to in the Finances section of the Constitution should be increased from three to four and that the requirement for one to be the Treasurer be eased by the addition of the words "*unless, exceptionally, he/she is unavailable*".
   2. An additional sentence to be added to the Finance section to say "*The Treasurer will draw up financial procedures for approval by the Steering Group and these will be reviewed periodically.*"
   3. There is currently provision for 4 officers: Chair, Secretary, Treasurer and Membership Secretary. We would like to add the following provision: "*The Steering group may appoint a Deputy Chair, either one of the existing officers or an additional person*".
5. **Special Thanks**
6. **Informal discussions**

CURRENT STEERING GROUP

13 members (Constitution allows for 15 with an additional opportunity for 4 to be co-opted)

Officers

- **Chair – Michelle Charlesworth**
- **Secretary – Sue Davies**
- **Treasurer – Meredith Williams**
- **Membership Secretary – Daniel Scharf**

Other members

- **Jill Carver**
- **Anne Cossutta**
- **Michel Grandjean**
- **Hester Hand**
- **Patrick Holligan**
- **Susie Howard**
- **Kay O'Regan**
- **Jake Quinn**
- **Ros Woodhead**

Minutes of Meeting

Present:
Steering Group members: Michelle Charlesworth, Anne Cossutta, Sue Davies, Michel Grandjean, Hester Hand, Patrick Holligan, Susie Howard, Daniel Scharf, Jake Quinn, Meredith Williams, Ros Woodhead
Other members: Gina Davis, Dorothy Giacomin, Nadine Matough, Harriet Moggridge, Sally Reynolds
(16 present, 11 from CEC steering group)
Apologies: Kay O'Regan, Sally Mears, Gemma Wright

Facilitator: Michelle Charlesworth
Minutes: Sue Davies

1. REPORT ON FIRST YEAR'S WORK

Reports on Council Relations, Premises, Youth Working Group and Consultations prepared by Daniel Scharf, Director.

1.1 Council Relations

Less was done in this area than was expected. Nothing from or with the County Council. Early discussions with Catherine Webber the cabinet member for climate and recent discussions with Sally Povolotsky her successor but no progress yet. The Town Council is obviously responsible for licensing the use of the Centre and a number of meetings have taken place with town councillors who have visited the Centre but no useful collaborations on the One Planet Living (OPL) agenda.

OPACEC has collaborated with Abingdon Carbon Cutters (ACC) in organising the Green Forum started by the Town Council. The year has been divided into quarters with the first addressing Active Travel run by Nadine Matough of Sustrans, the second was Biodiversity run by Lucille Savin, the third is on Plastics and Consumption run by Anne Smart and the fourth will be on Home Energy and Cutting Carbon run by Daniel Scharf and Anne Smart.

There is scope for developing these relations next year.

1.2 Premises

The Centre has been operating under a licence signed in November 2021 and the Town Council has agreed in principle to a 5 year extension. There are good working relations with Daniel Sancisi and all the staff.

The Centre has been well used for displaying information about OPL and recycling materials. The exhibitions have followed the Green Forum programme that has provided a good range of interesting displays.

Video clips have been shown on most days when the Centre is open which cover most of the OPL agenda. The Centre has benefited from the loan of a laptop from the Museum. The sound system has been improved and the system has been used for the climate conversations that have taken place organised by Jake Quinn, and John Killick and Patrick Holligan.

The Centre has been used as the café to the Museum and complementary to the use of the Kempster Room for activities largely run by ACC – repairs of clothes/bags and electrical/hardware. There have been craft events and wreath making.

We have been awarded 5 stars on the food hygiene rating and a number of volunteers have the Grade 2 Hygiene award. This has been mainly due to Gina Davis

There has been a continuous supply of cakes provided by a number of bakers led by Susie Howard. The managing of the Rota by Michelle Charlesworth (and in her absence Gina) has been crucial to the success of the catering. Thanks to all volunteers but especially to Graham who has been a stalwart and enabled there to be two volunteers to maintain the 6 opening sessions (Thursday, Friday and Saturday) throughout the year. Still aspiring to open the six days that the Museum/TC would like.

Policies for Health and Safety and Safeguarding have been drafted and posted on our resources.

Insurance

£10m of public liability insurance was arranged (and is due for renewal on 30th September). This will raise issues for our directors to be discussed.

1.3 Youth Working Group

1.3.1 School Engagement

St Birinus Didcot

Presentation at careers fair on 15 February, Daniel Scharf and Michelle Charlesworth from OPACEC and Ian Pritchett from Greencore. Contact Stacey Nutley

John Mason, Abingdon

Started with giving 3 presentations on 24 March climate jobs to yr 10 students including Richard Snow from Oxford Wood Recycling and Gavin Killip from Oxford University Environmental Change Institute. We (Daniel and Sue) joined a visit of yr10s to Abingdon School for a project covering many other schools in the area.

Aidan Conway is a geography teacher who then invited Daniel to talk to a class 26 May about careers in town planning and about the climate emergency centre and then attend an after school Geography Club (8 June). This was a more general talk about the climate and ecological emergency. This seems to be an open invitation on Wednesday afternoons and includes students from Fitzharris.

Abingdon and Witney College

Attended careers fair that attracted students and parents from across the county 27 April

Larkmead, Abingdon

1 April pitching for Making A Difference (MAD) to have a team of students researching current emissions and biodiversity loss and creating a transition plan for households in Abingdon (to net zero and/or one planet living). 6 students worked for a week and made a slide presentation followed by Q&A.

Abingdon School

The Centre has hosted the exhibition and talk given by Jeremy Thomas of Abingdon School on the SCAMPA project involving many Abingdon schools in the measurement and assessment of air quality. The results were presented at the Centre. Jeremy is currently looking at a follow on looking at water quality in the rivers Stert and Ock.

Oxford High Prep –School

Correspondence with Daniel about a presentation. He suggested a GreenCred type project (no reply)

St Helen and St Katherine

Daniel and Michelle have discussed the possibility of work experience using the Centre.

St Nicholas

One for the future collaboration with Gina Davis and Sue Holligan.

Travel Impact Assessment

Prepared in response to a school trip organised by John Mason to fly students to Berlin. This has also been sent to the eco-committee at Abingdon School and is on the Times Educational Supplement resources site.

1.3.2 Other Youth Engagement

Gina Davis and others have organised clothes swaps with young people and Michelle organised a video project with Abingdon and Witney College.

Michelle, Gina and Sabrina are now in a working group with young people (OPA Youth) who are working on an upcycled fashion show in the new year.

1.4 Consultations

There have been responses to a number of consultations. Where the replies could be circulated (or seemed obvious points to put in a Climate Emergency) these were in the name of OPACEC. Others have been made in accordance with the One Planet living principles but in my name.

- Bellway planning application for 370 houses on Peachcroft Farm north Abingdon.
- Town centre redevelopment- CARF
- Neighbourhood Development Plan

1.5 Social Media

All our platform subscribers are increasing steadily

- Our newsletter has 377 subscribers as of end of August
- Facebook 698 followers, mostly individuals
- Instagram 355
- Twitter 235, mostly other eco organisations
- Website visitors approximately 500 per month
- Please remember to take photos of your events for social media and send them to Ros or Anne

- Our Youth group (OPA Youth) have their own logo and Instagram account

We are lucky to have such a professional social media team, whom other groups look to for help.

1.6 Food

We have had a continuous flow of delicious cakes for our cafe and other events, for which we are extremely thankful to Susie and her team. Many people compliment our excellent cakes.

Susie is keen to start up some more healthy food and proposes with Susanna to provide healthy salads once a month on a Friday.

1.7 Events

We have had 115 events in the centre in the year since opening and include a diverse list. Our 4 big events were our launch last September, the Chess Championship, The Jubilee & Bunting event and our Plot to Plate festival, which were all huge successes. Our next big events will be the Big Green Week this month and the Eco Energy event next year.

1.8 Volunteers

We continue to have a steady flow of new volunteers sign up, but only a small proportion of these go on to become actively involved in supporting events at the centre. We are still unsure why and how to encourage more participation. We are thankful to our small group of volunteers who help on a regular basis and it would be so helpful if we could get more people to commit to a set time each week/2 weeks/month.

Ros and Sue have been working on a poster which we hope to put up around town to attract more volunteers.

10 volunteers attended the One Planet Living training provided by Michelle. Michelle is planning one more session for those who couldn't attend these.

2. ACCOUNTS

- Operations started September 2021 and we are now a company limited by guarantee, One Planet Abingdon CEC Ltd.
- The Directors of this company have delegated their powers to the Steering Group of One Planet Abingdon CEC
- Our first accounting date (ARD) is 30th November 2022 and we have 3 months to provide our accounts. Meredith is currently working on these.
- Online banking is with CashPlus
- Our revenue is purely by donations and grants, we do not trade goods.
- We have secured grants from: Bioregional, Vale of the White Horse District Council and Newbury Building Society (for the purchase of our gazebo). We currently have £5,341.70 in grant donations, which need to be directed to dedicated activities such as youth engagement.

- As well as donations from visitors to the cafe/events, in our first year we have been given donations by: Abingdon Carbon Cutters, Oxford Wood Recycling, Friends of the Earth Oxford, Abingdon Town Council, Sovereign, Aspire, Climate Action Fund and Daniel Scharf.
- For purchase smaller than £300, 2 named signatories are needed. For purchases above £300, 4 people need to sign this off (form in the financial folder of our drive). Refunds for small sundries for the cafe can be taken from the petty cash and a receipt to be left in the cash box.

3. ELECTION OF OFFICERS AND STEERING GROUP

Michelle Charlesworth and Meredith Williams stepped down from their roles as Directors and Officers due to their criminal convictions gained from protecting the planet and its people and the fact that this would affect our insurance.

The following 4 officers were elected with 100% of votes.

- **Chair - Patrick Holligan**
- **Secretary - Sue Davies (Returning)**
- **Treasurer - Daniel Scharf**
- **Membership Secretary - Anne Cossutta**

The following 8 members of the Steering Group were elected with 100% of votes.

- **Jill Carver**
- **Michel Grandjean**
- **Hester Hand**
- **Nadine Matough (new member)**
- **Susie Howard**
- **Kay O'Regan**
- **Jake Quinn**
- **Ros Woodhead**

4. PROPOSALS / MOTIONS

The Steering Group proposed the following three amendments to the Constitution, which were all agreed to with 100% of the votes:

1. The number of signatories referred to in the Finances section of the Constitution should be increased from three to four and that the requirement for one to be the

Treasurer be eased by the addition of the words "*unless, exceptionally, they are unavailable*".

2. An additional sentence to be added to the Finance section to say "*The Treasurer will draw up financial procedures for approval by the Steering Group and these will be reviewed periodically.*"
3. There is currently provision for 4 officers: Chair, Secretary, Treasurer and Membership Secretary. We would like to add the following provision: "*The Steering group may appoint a Deputy Chair, either one of the existing officers or an additional person*".
4. A further proposal was agreed to by 100% of votes. *"The quorum for the AGM will be 10% of the membership (rounded down) or 10 members, whichever is the lesser number."* Lesser was changed from greater as this was a slip in the original constitution.

5. SPECIAL THANKS

We would like to thank all our volunteers and supporters over our first year. Special thanks are given to Abingdon Town Council who have donated our premises and to all others who have made substantial donations to us. These others are: Bioregional, Vale of White Horse District Council, Newbury Building Society, Abingdon Carbon Cutters, Oxford Wood Recycling, Friends of the Earth Oxford, Sovereign, Aspire, Climate Action Fund and Daniel Scharf.

We look forward to our continued and strengthening relationship with Abingdon Town Council.

Dorothy gave an exceptional thank you to Michelle and Meredith for all their inspirational actions and devotion to the cause of protecting our planet and people.

6. INFORMAL DISCUSSIONS

Whie Michelle and Meredith are away on climate activism, the following members agreed to take on these roles to ensure the continued smooth running of the centre.

Ros Woodhead - Rota and Events management and email inbox
Daniel Scharf - Correspondence with museum staff
Sue Davies - New volunteer management

Close of Meeting at 9pm