



**Special General Meeting  
Pavilion in the Park  
Okehampton Community and Recreation Association  
Charity No 1011839  
Wednesday 4<sup>th</sup> October 2017 – 7.30pm**

**Present**

Andy Ewen – Stakeholder Trustee – Okehampton Hamlets Parish Council – Chair (items 1 to 6)  
Nicky Whitechurch – Member Trustee - Okehampton Squash Club – Chair (items 7 to 9)  
Derrick Brett – Stakeholder Trustee – Okehampton College  
Robin Catling – Member Trustee - OCRA Fencing (West Devon Swords)  
Bob Tolley – Stakeholder Trustee – Okehampton Town Council  
Christine Marsh – Stakeholder Trustee – Okehampton United Charity

Russell Metherwell – Okehampton Argyle Youth FC  
Alison Ewen – Okehampton D of E  
Dennis Chaloner – Tennis  
Jean Hutchins – Bowling Club  
Rachel Short – Chagford REC Trust  
David Potter – Okehampton RFC  
Chris Owen – Okehampton United Charity  
Rob Punder – Entertainingly Different  
Pippa Cherrington – Tai Chi  
David Weekes – Okehampton Football Club  
Sue Manners – Netball League  
Mharhi Mc'Call – Athletics  
James Canham – Castle Archers  
Nigel Hale-Hunter –  
Steve Pender – Chaos Gym  
Andy Vallance – Okehampton Running Club  
Shane Vallance – Okehampton Squash Club  
Nicky Pedrick – Okehampton ladies Hockey  
Richard Jones – Okehampton Men's Hockey

Signed as a true record \_\_\_\_\_ Date \_\_\_\_\_

Kevin Pedrick – Okehampton Lions  
Alex Collins – Okehampton Lions  
Roger Chestnutt – Kenpo Rya karate  
Daniel Rogers – Archery Club  
Benjamin Rogers – Archery Club  
Wendy Raymond – Walking Netball  
Geoff Whitlow – Tavistock Wheelers  
Alan Berry – Tavyside Badminton  
James Stevens – Cricket  
Lynn Rogers – Dance  
Richard Appleby – Music  
Maddy Carragher – Rotary member

Stuart Lord – OCRA Manager  
Mandy Kenyon – OCRA General Manger  
Linda Harper – OCRA Finance Officer  
Karen Percival – Clerk to the OCRA Trustees

### **Apologies**

Lyn Evans – Member Trustee – Okehampton Chamber of Trade  
Jan Goffey – Okehampton Town Council  
Jon Parkinson – West Devon Borough Council  
Jo Reynolds – Netball  
Claire Hooper – Woman’s Rugby  
Kat Redstone – Okehampton College PE  
Penny Westlake – Learn Devon  
Viv Wetherington – Okehampton ladies Hockey  
Margaret Rudd – Tai Chi  
Beverly Lawson – Okehampton Golf Club  
Denise Horner – Nordic Walking  
Sue Revington – Stretch and Strength  
Vicki Pritchard – Gym and Trampoline  
Sue Stanbury – Squash  
Jackie Jarvis – Tennis  
John Jarvis – Tennis and Hockey  
Shirley Edwards – Pilates  
Francesca Bliss – CVS  
Gareth Bridge – Okehampton Primary School  
Jessica Squire – OCRA Dance

#### 1. Welcome and apologies

The Chair welcomed all present to the Special General Meeting and noted the apologies.

#### 2. Minutes of the Annual General Meeting held 19<sup>th</sup> July 2017

Signed as a true record \_\_\_\_\_ Date \_\_\_\_\_

It was unanimously agreed the minutes of the Annual General Meeting of the 19<sup>th</sup> July 2017 had been circulated and were a true record of the meeting.

3. To note a list of member clubs and the member representatives for each club and organisations which constitute the members of OCRA.

A list of the 67 member clubs and their representatives was noted and available to view for the duration of the meeting.

4. To elect four-member Trustees.

The Chair asked for nominated member Trustees, Mandy Kenyon stated 3 nominations had been received:

Nicola Whitechurch – Okehampton Squash Club  
Robin Catling – West Devon Swords  
Lyn Evans – Okehampton Chamber of Trade (by email)

Nicola and Robin introduced themselves to the meeting and noted their declarations of interests:

Nicola Whitechurch – Current catering suppliers to the pavilion.  
Robin Catling – Personal relationship with OCRA employee.

Mandy Kenyon read Lyn Evans introduction no declarations of interest were noted.

Christine Marsh proposed the election of Nicola Whitechurch, Robin Catling and Lyn Evans as Member Trustees of OCRA. Mharhi Mc'Call seconded the proposal and the remaining member club representatives unanimously agreed.

**Action Clerk**

5. To appoint up to two co-opted Independent Trustees

The Chair noted there were no co-opted independent Trustees to be considered.

6. To appoint the Chair and Vice Chair from the member Trustees to serve until the next AGM.

The Chair noted the Chair and Vice Chair should be appointed from the member Trustees. Mandy Kenyon noted Nicola Whitechurch had agreed to be appointed Chair and Lyn Evans as Vice Chair.

David Weeks proposed Nicola Whitechurch as Chair and Lyn Evans as Vice Chair with Robin Catling acting as Vice Chair in Lyn's absence. James Stevens seconded the proposal and the remaining member club representatives unanimously agreed.

**Action Clerk**

Nicola Whitechurch and Robin Catlin took the positions of Chair and Vice Chair.

7. To appoint an Independent Examiner for the Financial Statements for the current year to the 31<sup>st</sup> March 2018.

Signed as a true record \_\_\_\_\_ Date \_\_\_\_\_

The Chair noted the need to appoint an Independent Examiner, members noted this could not Mr N Wayne from AIMs Accounting due to AIMs ongoing working relationship with OCRA.

Mandy Kenyon supplied a quote of £760+VAT from Potter Baker Chartered Accountants to complete the Independent Examination for the current year to the 31<sup>st</sup> March 2018. It was noted the cost would be lower in subsequent years due to the set-up costs in year one.

Chris Owen proposed accepting the quote of £760+VAT. David Weekes seconded the proposal and the remaining member club representatives unanimously agreed.

**Action Clerk**

8. To instruct the Clerk to file all required documents and information with the Charity Commission and to prepare and distribute a schedule of dates for the meetings of the Board of Trustees and Management Committee for 2017-18.

The Chair instruct the Clerk to file all required documents and information with the Charity Commission and to prepare and distribute a schedule of dates for the meetings of the Board of Trustees and Management Committee for 2017-18.

**Action Clerk**

9. AOB at the discretion of the Chair.

#### 9.1 OCRA Update

Stuart Lord presented a brief update on OCRA's activity development and club support programs, information enclosed with the minutes.

#### 9.2 Pavilion Update

Mandy Kenyon reminded the clubs that the pavilion was their club house and to use it for meetings, fundraising and social functions.

The Chair closed the meeting thanking all for attending.

**ACTIVITY DEVELOPMENT PLAN** - These are just some areas that you might want to consider in the maintaining and development of your activity.

**NAME OF CLUB & MAIN CONTACT DETAILS**

<b>WHAT WOULD MAKE WHAT YOU ALREADY DO, BETTER</b>	
<b>NEW AREAS TO DEVELOP YOUR ACTIVITY/ SPORT</b>	
<b>PROMOTION</b>	
<b>SCHOOL - CLUB LINKS</b>	
<b>FACILITIES &amp; EQUIPMENT</b>	
<b>TRAINING &amp; VOLUNTEER REQUIREMENTS &amp; SUPPORT</b>	
<b>FUNDING – What for?</b>	
<b>LINKS WITH SUPPORT GROUPS-</b> e,g NGB, Council of Voluntary Services or Active Devon	
<b>EVENTS or COMPETITIONS</b> you would like to be part of or host	
<b>WORKING WITH OTHER GROUPS</b>	
<b>ANYTHING ELSE</b>	

Signed as a true record \_\_\_\_\_ Date \_\_\_\_\_

## FUNDING

### SPORTS GRANTS

**West Devon Borough Council** - <http://gosslive.westdevon.gov.uk/article/2620/Sports-Grant-Scheme>

£700 – general sports projects

£350 – available for training

Starting at £100 and will cover 50% of costs

- **IMPROVE THE QUALITY, RANGE & IMPACT OF SPORT & PHYSICAL ACTIVITY**
- **INCREASE ACCESS TO & ENCOURAGE PEOPLE TO TAKE PART IN SPORTS**
- **IMPROVE THE SKILL LEVEL & NUMBER OF THE VOLUNTEER & COACHING WORKFORCE**

**Sport England** - <https://www.sportengland.org/funding/small-grants/>

Small grants £300- £10,000

Your project must be for new activity and new costs associated with helping more people play sport

### **Funding News and support for voluntary and community groups.**

Register your group with

West Devon Community and Voluntary Services

The Ockment Centre,

North Street

Okehampton EX20 1AR

Tel: 01837 53392

Email: [info@westdevoncvcs.org.uk](mailto:info@westdevoncvcs.org.uk) Website: [www.devonva.org](http://www.devonva.org)

**TRAINING** – please book with Stuart [stuart@ocrasport.org.uk](mailto:stuart@ocrasport.org.uk)

Emergency First Aid at Work Course

1<sup>st</sup> and 15<sup>th</sup> November 18.00-22.00 @ OCRA Pavilion £40

Safeguarding & Protecting Children (UK COACHING )

TBC – OCRA Pavilion in the Park - £35

Let us know if there are any courses you would like run locally and we can see if we can attract or run them in Okehampton. Locally run courses save volunteers / coaches time and money

### **PROMOTION OF YOUR CLUB OR ACTIVITY**

- **OCRA NEW website – club contacts** – please complete a matrix we will send you. One of the most popular parts of the website . Great for people new to the area
- **OCRA Facebook** – like OCRA and Pavilion in the Park facebook pages- we do promote new sessions or upcoming events
- **Schools newsletters** – forward details of new clubs and groups to OCRA

### **SPORTS & FITNESS FESTIVAL 2018 This year's dates 7<sup>th</sup> -15<sup>th</sup> July**

Please add in any events, trainings or promotions to the Festival format, last year attracted over 3000 participants

Signed as a true record \_\_\_\_\_ Date \_\_\_\_\_

### **ELITE PERFORMERS**

If you have any people performing in the top 10 nationally over 14 years of age or adults then we can link you up with the FANS scheme at Parklands / Meadowlands which allows free access to Gym, Swim and studio sessions.

From team sports we have also been able to help elite performers in other ways that help their training or practice, so if this applies do contact us.

### **LEVEL 2 COACHES**

OCRA are keen to hear from level 2 coaches in any sports that would be keen to work in educational or community sessions.

### **OCRA FACILITIES**

Please use [bookings@ocrasport.org.uk](mailto:bookings@ocrasport.org.uk).

Special youth and local club rates.

Happy to help support new activities or events

ALSO Pavilion available for presentation evening, training, club dinners and fundraisers

### **SPORT DEVELOPMENT PLAN**

Attached development plan template. The more that we know about what you are trying to achieve the more likely we can help. Happy to meet with club or group to work on these elements.