

Friends of Headington Hill Park Annual General Meeting
Music Room, Headington Hill Hall
8 April 2025, 6pm

Attendees: Patrick and Jane Denby, Jane Crawley, Ian Gourlay (Chairman), Helen Hewlett, Sophie Huxley Rosemary Clayton, Broekens , Rudi and Manuela Escarameia, Giles Darkes, Paul Fine, Robin Jones, Emerita Pilgrim, Nicolas Martin Richards, Andrea Siret, Andrew Wilson, David & Christine Colbeck, Amaryllis and Simon Roper, Judy Webb, John Colehan, Cathy Picken, David Saunder, Mandy Paterson, Christina Somerville, Terrence Wood, Louise Niland.

Apologies: Marion Ackrill, Philip Baker, John Marjot, Judith Argles, Manuela Escarameia, Antony Melville, Marie Power, Rosemary Pocock

Welcome: Patrick Denby welcomed everyone, particularly all the newcomers.

Minutes from 2024 AGM: Proposed by Jane Denby, seconded by Alison Boulton, unanimously approved and signed by the Chairman.

Revision of constitution: Some minor changes were proposed to the wording of the original 2014 Friends of Headington Hill Park (FoHHP) constitution:

a) Instead of having a qualified accountant audit the accounts, the accounts will be reviewed by a numerate individual who is approved by, but not a member of, the committee. b) In the event of the FoHHP being wound up, all residual funds will be transferred to the Friends of Bury Knowle Park.

Proposed John Colehan, seconded Mandy Patterson. There was discussion but no objection to these constitutional changes – approved

Election & re-election of officers & committee members:

Officers:

Chairman: Ian Gourlay – re-election

Secretary: Andrew Wilson

Treasurer: Jane Crawley

Membership & media: Patrick Denby - re-election

Members:

Sophie Huxley (Horticulture)

John Marjot (Publicity) – re-election

Committee member (Minutes) – remains vacant

Committee member (Social) – remains vacant

For all: proposed by Robin Jones, seconded Simon Roper (approved)

Chairman's annual report (Ian Gourlay): see attached report.

Treasurer's annual report (Helen Hewlett): see attached report

Discussion / AOB

- If anyone finds tree labels that have fallen off and are lying on the ground, please tell us by email friends.fohhp@gmail.com or return them to Patrick Denby / Ian Gourlay.
- The piles of brush left lying in the park after work parties are likely to provide good habitat for insects.
- The Bitter Orange at the top of the park has had fewer flowers and bees this year, possibly as a result of over-exposure following the removal of undergrowth.
- The grass in the park has been getting very long (2024). The Parks Department have a new policy whereby they cut all of the parks 8 times per year. More detail can found here: [OCC grass maintenance-schedule](#); we liaise with Chris Bell of the parks department on park maintenance topics
- The footpath at the St Clements end of the park becomes muddy when it is wet in the winter. It was suggested that woodchip might help.
- We were reminded of the upcoming tour of Wytham Woods with the Conservator, Nigel Fisher, on Sunday 4th May.
- We have been invited to visit the gardens of the Islamic Centre in Marston Road: date to be arranged

Guest speaker: The evening ended with an extremely enjoyable and informative talk by Dr Judy Webb on the wonderful restoration work she has done in the Lye Valley.

After the meeting, friends enjoyed chat, wine, drinks and a jolly good spread in the hall's library!

Chairman's Report, Friends of Headington Hill Park AGM Tuesday 8th April 2025

Welcome everyone to this year's AGM in this very fine setting, overlooking our "beloved" Park.

I would first like to thank all our members present and those unable to attend this evening for their valued support both in practical activities such as our work parties and to your financial support through your subscriptions and generous donations.

Also to our small but dedicated and enthusiastic committee for attending our infrequent meetings and their hard work.

Special thanks to Helen our treasurer for keeping us on the "straight and narrow" financially and whom we are sad to announce is stepping down this evening. However, we are pleased to say that Jane Crawley is willing to pick up the reins.

John, who as you probably know, amongst other activities writes and displays the information about the park and Friends that are placed at the entrances. However, of late he has had a large and complicated project to deal with. Namely filling in and obtaining a wide range of information for TOE (Trust for Oxfordshire Environment), in order that we hopefully will have them approve the funding for two new splendid information boards. One at the top N corner of the Park nr Cuckoo Lane, describing the route to the Hall, more trees and civil war features. The second down at the bottom of the Lime Avenue adjacent to our new railings describing details of this feature. We have also suggested laying some wood chip and planting two more lime trees to enhance this important position in the park. I'm sure John would be willing to answer any further questions you might have on this point.

Patrick has also been responsible for much behind the scenes, getting meetings organized and information to members. Also helping me label further trees amongst many other matters. However, after much talk and frustration that we would be replacing the awful "mess" opposite St Clements Church entrance, it suddenly happened, due to Patrick's dogged determination! I hope that you are all pleased with the transformation and added improvement to the park? We are particularly grateful to our generous donors who made this possible: Education First of Pullen's Lane (EF), Headington Action and Sanda Homewood Funerals of Marsden and Headington.

Sophie Huxley wishes to formalize her position as a committee member and we welcome Andrew Wilson to the Committee, who has offered to join as Secretary.

We would of course be delighted if any member would like to join our small committee?

We had another successful tree planting ceremony where the Director of the Islamic Centre, Dr Farham Ahmad Nizami was our special guest and who invited members to visit their unique gardens sometime. On visits, I have also organized a visit to Wytham Woods with the Conservator on the 4th May for members.

We also had a good turnout for our 10th anniversary event where a guided tour of some of the "Sylvan" delights were shown and a new park activity! Jane Denby gave a very relaxing gong bath amongst the old oak trees. Based on this success she gave a couple more before winter weather stopped play but hopes to resume soon.

Our speaker tonight is well-known local naturalist Dr Judy Webb, who will be describing a fascinating recent find and interesting addition to our Park, namely a "Tufa Fen"! This was uncovered with the help of Oxford City Wildlife Volunteers, who hope to visit us again and carry out further good work.

Lastly a big thank you to Brookes for allowing us to hold our meeting in such a splendid venue.

Ian Gourlay, Chairman, Friends of Headington hill Park.

Friends of Headington Hill Park (FoHHP)

Treasurer's Report for the AGM 08.04.2024

1 April 2024 – 31 March 2025

Overview

Friends of Headington Hill Park is an Unincorporated Association.

“An ‘unincorporated association’ is an organisation set up through an agreement between a group of people who come together for a reason other than to make a profit (for example, a voluntary group or a sports club). You do not need to register an unincorporated association, and it does not cost anything to set one up. Individual members are personally responsible for any debts and contractual obligations.”

From <https://www.gov.uk/unincorporated-associations>

FoHHP is a Membership organisation, where the annual membership fee is £5pa.

Summary of Financial activity 1 April 24 – 31 March 2025

Income

Membership fees and donations from members are received throughout the year - £440

Donations for projects from members, local businesses and organisations - £1,762

Events There were two social events during the year. The AGM and social in April 2024 and a tree planting with mulled wine and mince pie refreshments end Nov 2024, with associated expenses and donations together raised £64. Our Chair donated a speaker's fee - £30

Expenditure

Park and FoHHP maintenance/development – Trees, tree labels, railings purchase, alterations and installation, AGM refreshments, gifts for AGM speaker and independent examiner. £1,648.30

P3 Project - The P3 (People, Plants and Pollinators) project which attracted a grant from [Trust for Oxfordshire's Environment](#) (TOE) and donations from local businesses in 22-23. Purchases for this project have been made by Marion Ackrill, volunteer Park Ranger and expenditure has then reimbursed to her by cheque. £1,637.09

The P3 fund has been run down in accordance with its objectives and has ended.

Independent Examination of Accounts

FoHHP accounts and financial records are being examined by Gareth Kenworthy, CPFA (Chartered Institute of Public Finance Accountancy). I expect that he will provide an email confirming that “I can confirm that having reviewed the information, that all the transactions for 2024/25 are accounted for and fully reconciled”, subject to this being found correct on examination. This will be confirmed at the AGM 08.04.25.

This being the case, I shall suggest that the FoHHP draft accounts are accepted at the AGM.

All supporting receipts and documents are available for members to review by request.

Treasurer Helen Hewlett, 01.04.2025

Friends of Headington Hill Park Accounts 01.04.2024 - 31.03.2025

Description	Income	Expend.	Bal - Bank	Membership		Donations		P3	Misc
				CR	D	CR	DR	DR	DR
01.04.24 Balance Brought forward from 23/24			£ 4,246.41						
02.04.24 Membership	£ 5.00		£ 4,251.41	£ 5.00					
04.04.24 Membership	£ 10.00		£ 4,261.41	£ 10.00					
11.04.24 Membership	£ 10.00		£ 4,271.41	£ 10.00					
12.04.24 Membership	£ 10.00		£ 4,281.41	£ 5.00	£ 5.00				
12.04.24 Membership	£ 5.00		£ 4,286.41	£ 5.00					
15.04.24 Membership	£ 10.00		£ 4,296.41	£ 10.00					
16.05.24 Membership	£ 5.00		£ 4,301.41	£ 5.00					
16.04.24 Reimbursement - P3 (Cheque 000043)		£ 121.89	£ 4,179.52				£ 121.89		
16.04.24 Reimbursement - P3 (Cheque 000045)		£ 362.45	£ 3,817.07				£ 362.45		
23.04.24 Membership	£ 10.00		£ 3,827.07	£ 10.00					
26.04.24 Membership	£ 20.00		£ 3,847.07	£ 10.00	£ 10.00				
20.05.24 Membership	£ 5.00		£ 3,852.07	£ 5.00					
05.06.24 Deposit AGM - £80 membs, £60 Refreshments, expenses £59.17	£ 140.00	£ 59.17	£ 3,932.90	£ 80.00	£ 60.00			£ 59.17	
07.06.24 Reimbursement - Go Daddy (Cheque 000049)		£ 143.86	£ 3,789.04					£ 143.86	
13.06.24 Reimbursement - Tree Tables (Cheque 000046)		£ 31.19	£ 3,757.85					£ 31.19	
05.07.24 Reimbursement - IE gift (Cheque 000047)		£ 24.50	£ 3,733.35					£ 24.50	
17.07.24 Donation - Sandra Homewood Funerals	£ 200.00		£ 3,933.35		£ 200.00				
17.07.24 Reimbursement - AGM Speaker gift (Cheque 000048)		£ 19.99	£ 3,913.36					£ 19.99	
17.07.24 Reimbursement - P3 (Cheque 000050)		£ 230.38	£ 3,682.98				£ 230.38		
13.08.24 Cash deposit Membership	£ 20.00		£ 3,702.98	£ 10.00	£ 10.00				
13.08.24 Reimbursement - railings (Cheque 000051)		£ 140.00	£ 3,562.98					£ 140.00	
30.08.24 Donation - Rachel Caldas/EF to railings project	£ 1,000.00		£ 4,562.98		£ 1,000.00				
31.08.24 Membership	£ 5.00		£ 4,567.98	£ 5.00					
30.09.24 Membership & Donation	£ 55.00		£ 4,622.98	£ 5.00	£ 50.00				
01.10.24 Membership	£ 40.00		£ 4,662.98	£ 10.00	£ 30.00				
07.10.24 Deposit of Cash received for IG Talk to St Clements group	£ 30.00		£ 4,692.98		£ 30.00				
29.10.24 Donation - Headington Action donation to railings project	£ 440.00		£ 5,132.98		£ 440.00				
08.11.24 Ginko donation from J Crawley	£ 122.00		£ 5,254.98		£ 122.00				
07.11.24 Two trees & stakes (Cheque 000052)		£ 257.93	£ 4,997.05					£ 257.93	
20.11.24 Ranger replacement blades & final P3 reimbursements (Cheque 000053)		£ 1,053.23	£ 3,943.82				£ 922.37	£ 130.86	
25.11.24 Membership	£ 10.00		£ 3,953.82	£ 10.00					
29.11.24 Membership	£ 15.00		£ 3,968.82	£ 10.00	£ 5.00				
30.12.24 Membership	£ 5.00		£ 3,973.82	£ 5.00					
03.01.25 Membership	£ 25.00		£ 3,998.82	£ 5.00	£ 20.00				
14.01.25 Reimbursement to P Denby for cash to Baron Welding Services (Chq 54)		£ 800.00	£ 3,198.82					£ 800.00	
17.02.25 Membership	£ 10.00		£ 3,208.82	£ 5.00	£ 5.00				
21.02.25 Reimbursement - Engraving (Cheque 000055)		£ 40.80	£ 3,168.02					£ 40.80	
03.03.25 Membership	£ 5.00		£ 3,173.02	£ 5.00					
17.03.25 Membership	£ 5.00		£ 3,178.02	£ 5.00					
18.03.25 Membership	£ 5.00		£ 3,183.02	£ 5.00					
18.03.25 Membership	£ 10.00		£ 3,193.02	£ 10.00					
21.03.25 Membership	£ 20.00		£ 3,213.02	£ 10.00	£ 10.00				
24.03.25 Membership	£ 10.00		£ 3,223.02	£ 5.00	£ 5.00				
24.03.25 Membership	£ 10.00		£ 3,233.02	£ 5.00	£ 5.00				
26.03.25 Membership	£ 20.00		£ 3,253.02	£ 10.00	£ 10.00				
	£ 2,292.00	£ 3,285.39	£ 3,253.02	£ 275.00	£ 2,017.00		£ 1,637.09	£ 1,648.30	
			£ 3,253.02						
Cash Held by Friends of Headington Hill Park	CR	DR							
04.05.24 Opening balance - £54 petty cash at 31.03.24	£ 54.00								
30.11.25 Donations for mulled wine & mince pies	£ 4.00								
26.02.25 Tesco for I.E. 2025		£ 14.00							
16.03.25 Co-op for I.E. 2025		£ 11.53							
	£ 58.00	£ 25.53							
			£ 32.47						
			Total Assets						
			£ 3,285.49						
			Total Liabilities						
			£ 19.99						
			Net Current Assets						
			£ 3,265.50						