



Present: Doug Roseaman (Chair), Debrah Biggs, Laura Pictor, Dawn Wilson.

Apologies: Allan Bosley

1. WfCAP future	Action
<p>Agree preference on whether WfCAP continues/ceases – those attending unanimously AGREED that there is still a role for Wfcap but we should refocus on how and what we deliver in light of the funding reduction. It was AGREED that we should put the proposal for WfCAP’s future to our beneficiaries (CAPs - communities and residents) and that if in agreement then their input would be required to inform the detail of that role. It was AGREED that CAPs should be asked for their thoughts (survey) prior to the Forum on March 10th. Following the outcome of the forum discussions, Trustees will then meet to make a final decision on March 16th. Proposed DR seconded DB</p>	<p>DW to set up survey questions in Excel. LP and DW to talk to all CAPs.</p>
<p>2. Short term staffing issues</p>	
<p>It was AGREED that Debrah will issue at risk notices to all staff. Proposed DR seconded DB.</p>	<p>DB to issue at risk notices</p>
<p>3. Longer term staffing issues</p>	
<p>Budget options were presented to the trustees showing the forecast position if both staff posts are retained, just manager post or just the officer post. The trustees took the time to discuss the options with staff individually. Redundancy provision was reviewed with the finances. A final decision will be made at the meeting arranged for 16th March and it was AGREED that if redundancies are required then 3 months’ notice will be given. Proposed DR seconded DB</p>	
<p>4. Wiltshire Compact</p>	
<p>Agree action on whether WfCAP raises an official complaint – deferred for consideration. NOTED recent correspondence and conversations.</p>	<p>DB to review later</p>
<p>5. Other correspondence</p>	
<p>Agree actions on the following:</p>	
<ul style="list-style-type: none"> whether WfCAP needs to make a formal response to Wiltshire Council’s letter – AGREED yes. Letter should come from Chair. Should correct the ambiguity in L Bells letter regarding LP’s email; address the lack of a key message from Wiltshire Council acknowledging CAPs and Wfcaps contribution; ask for an explanation of why wfcap was cut 100% when other VCS had only 10% and ask for a copy of the impact assessment. However it should be couched in a positive way with thanks for support and offer of help in bid writing and include our willingness to continue to work with Wc officers where relevant. Proposed DR seconded DB 	<p>LP to draft letter for circulation and approval from trustees but letter should be sent from AB as Chair.</p>
<ul style="list-style-type: none"> whether WfCAP wishes to raise this with anyone else at WC, i.e. Jane Scott etc - AGREED at this stage no further correspondence was required 	<p>DB to contact JS</p>



Proposed DR seconded DB	
<ul style="list-style-type: none"> whether we need to send on the official notice to CAPs – AGREED that until we receive the ‘key messages’ from Wiltshire Council this was not necessary as LP had already emailed CAPs with the decision and the meeting on March 10th is to discuss future. 	
Proposed DR seconded DB	
<ul style="list-style-type: none"> whether we need to officially inform partners/publicise this further – AGREED not at this time, but if asked then the line should be: “Wfcap’s funding from Wiltshire Council will cease as of 20th May but Wfcaps trustees have met and we are discussing with our beneficiaries the role they wish us to play in future. A decision will be made on March 16th following our CAP forum on 10th March” 	
Proposed DR seconded DB	
6. Wessex Chambers	
<ul style="list-style-type: none"> Agree notice on office contract – AGREED 1 month notice to end of March. Warminster CAP (Len) have offered a room for storage FOC. 	LP to give notice
Proposed DR seconded DB	
<ul style="list-style-type: none"> Change of employer from Wessex to WfCAP – AGREED immediately so that employee is WFCAP. 	LP to arrange with Simon Day Accountants
Proposed DR seconded DB	
7. Finances/Funding	
Review finances and consider funding options- options were considered and a final decision will be made on March 16 th . Lottery Funds (Reaching Communities and Awards for All) Locality funds and others such as Foyle and Coop are available.	LP to update finances to include additional funds as agreed by Wiltshire Council for 1st April up to May 20 th .
8. WfCAP forum	
Agree approach to take at WfCAP forum on 10 th March – survey prior to Forum so that members consider options fully.	DW and LP to talk to CAPs
9. Forward plan	
Agree a timeline of operations for immediate actions and for all the above – AGREED actions completed and Forum results considered before trustees make a decision on March 16 th . Going forward – if wfcap continues more trustees will be needed. AGREED LP to review members for potential trustees and collate list.	LP to review members for trustees.
Proposed DR seconded DB	