



Attending: Doug Roseaman, Debrah Biggs, Laura Pictor, Dawn Wilson, Allan Bosley (Chair).

1. **Apologies:** NA
2. **Minutes** of the last meeting were AGREED to be correct.

<p>3. Actions from the last meeting</p>	
<ul style="list-style-type: none"> • Dawn to create a list of CAP members and regular attendees to Forum – done and passed to Laura for updates. • Allan to approve & sign reply to Laurie Bells letter, Laura to send letter on - done • Official message to CAPs – Laura to draft and send to trustees – to be sent out - done • Official public message – Laura to draft and send to trustees– to be sent out - ongoing • Press Release – Laura to draft and send to trustees – to be sent out ? • Dawn to create a list of possible funders – ongoing draft to trustees when complete • All to think of/approach possible trustees – see below 	
<p>4. Matters Arising</p>	
<p>Matters arising were the actions above.</p>	
<p>5. Update on Office/Storage/Accounting</p>	
<p>The last day in the rented office was Monday April 13th. All equipment and papers have been packed up and are stored at the TIC offices in Warminster – offered FOC by WVCAPs Michael Mound. Charity’s business address will now be the accountants – Simon Day of Uffcot, near Swindon. Simon Day will prepare the accounts and charity reporting. Laura and/or Dawn will complete Charity Report.</p>	
<p>6. Finance/budgets</p>	
<p>Invoiced fees received from Wiltshire Council. Copies of updated accounts were circulated to all. Amesbury panels as WC org has been informed that CAP insurance will not be renewed for them. All other CAPs have been sent letters about the renewal. Quote for this year same as last year. Payroll has also been moved across to Simon Day who will send</p>	



<p>out payslips. The monthly payment of wages needs to be authorised by Trustees. AGREED that Dawn and Laura can authorise each other's expenses to be paid from bank account for now and by a trustee after Laura has left. Laura is waiting for new trustees and other changes to take place before changing signatories and setting Dawn up as company secretary with access to bank account. The aim is to do it all once only.</p>	<p>LP to complete changes needed for bank.</p>
<p>7. Letter to Laurie Bell</p>	
<p>There has been no response from Laurie after 4 weeks. AGREED AB will draft a letter to Cllr J Thomson (responsibility for communities). In essence asking what reason was behind the decision to cut funding for wfcap by 100% ? – asking for a response to previous queries</p>	<p>AB draft letter and send to LP</p>
<p>8. Wiltshire Compact</p>	
<p>AGREED that DB will ask for clarity on the compact and its application at the Wiltshire Compact meeting April 16th.</p>	<p>DB</p>
<p>9. Official Message & Press Release</p>	
<p>It was AGREED that the official messages needed to be sent out now.</p>	<p>LP</p>
<p>10. Wfcap Trustees</p>	
<p>Laura confirmed that current trustees had received a letter from HMRC. NOTED that Wfcap needs a min of 3 and max of 7 trustees. NOTED DB and AB agreed to remain until new trustees recruited. It was AGREED that AB would draft a letter explaining the loss of WC funds and Wfcap's need for support and ask for recommendations for trustees to enable the charity to continue its good work. The letter (paper) for sending out to recruit trustees:</p> <ul style="list-style-type: none"> • To be sent to key targets including Area Board Chairs, private sector companies, LEP etc • Asking recipient if they can recommend anyone as a trustee • Explaining that key role ahead for WfCAP is to secure future funding/sustainability • The letter needs to differ slightly in terms of audience, i.e. : 	<p>AB to draft and send to LP</p>



<ul style="list-style-type: none"> The letter to Area Board Chairs needs to focus on enabling CAPs to stay active in communities The letter to Private Sector needs to focus on CSR angle <p>NOTED that new trustees will need to be interviewed and inducted. A draft trustee pack with skills audit was circulated with the agenda.</p> <p>It was NOTED that Rob and Chris of Wessex Chambers had offered to support looking for trustees. DR commented he knew a solicitor who might help.</p> <p>It was NOTED that Dawn had an offer from Torquil McInnes of Chippenham (SWAST Governor) to become a wfcap trustee if needed.</p> <p>NOTED other suggestions for trustees someone from a Housing Association; LEP, SME size organisation; social enterprise.</p>	
<p>11. Funding/Fundraising</p>	
<p>DW is still working on the Funding Strategy which will include Grants, Trusts and CSR elements. A draft will be circulated.</p>	<p>DW</p>
<p>12. Other issues (Sparksite – youth website)</p>	
<p>DR raised the issue of WC staff responsible for Sparksite are being made redundant and that some form of communicating with Youth might be an issue for CAPs to investigate. DW commented that consolidating this information on the “our community matters blogs” was a possibility if young people would use it. NOTED as a possible discussion point for a Forum.</p>	
<p>13. Wfcap Forum</p>	
<p>AGREED to have Wfcap Forum meeting the same day as the Forum at 7pm on Thursday May 21st. Venue in or near Devizes. CAPs to use this to inform others of projects and issues.</p>	<p>DW to send out invite</p>
<p>14. AOB</p>	
<p>NONE</p>	
<p>15. Date of next Trustee meeting</p>	
<p>AGREED to have Trustee meeting the same day as the Forum at 5pm on Thursday May 21st. Venue in or near Devizes.</p>	<p>DW to send out invite</p>