



Attending:

Doug Roseaman (Chair), Ian Webb, Nick Westbrook and Dawn Wilson.

1. Apologies - None

2. Minutes of the last meeting (Feb 4th) – were approved and signed as a true record by DR. Proposed NW, seconded IW.

3. Actions of the last meeting:

- a) **Action** - DW to recruit other volunteers to help maintain and support the CAP network by attending meetings and sharing information across the network. Email sent Feb 8th
- b) **Action** – Those CAPs requesting insurance cover that have funds available to be asked to make a contribution towards the cost of the cover for their CAP. Emailed.
- a) **Action** – DW to contact the accountant about the redundancy arrangements and ceasing the payroll work. The accountant will still be asked to complete the accounts and charity report for 2015/16 which is accounted for in the budget. Done
- b) **Action** – DW to prepare Charity Report and end of year account for the next trustees meeting. Done.
- c) **Action** - DR to find out the steps needed to facilitate Wfcap registering reporting as a charity with less than £10k for 2016/17. Done
- d) **Action** – DW to inform trustees of CAP meetings coming up. Done

4. Matters Arising

- a) **Action** - DW to look at the Charities Commission website to review any updates and how to list Wfcap as a charity with under £10k.
- b) IW informed the meeting that Highworth was now part of the Safe Places Network. They are also campaigning to save the libraries.
- c) Promised contributions from the CAPs towards insurance was noted. The insurance renewal is due April 23rd. DW stated that the current insurance company had been very slow to respond and that Zurich may offer a cheaper option. **Action** DW to review insurance for Wfcap and CAPs and advise trustees before accepting renewal options and making a payment. It was AGREED that cover for Wfcap trustees is not necessary.
- d) DW now operating on a voluntary basis. Trustees asked that a list of expenses be kept for review at the next meeting. **Action** DW to record any expenses.

5. Finances

- a) Balance at the bank currently was shared with those present. It is now below £10k.
- b) The officer redundancy payment has been completed.



- c) Operating budget balance from April 2016 is £4,471.75.
- d) Budget forecast for 2016/17 was shared with those present (£2,646.96).
It is predicted that with an investment/saving of £500 to £800 contributions towards insurance costs by CAPs that Wfcap could operate for a further 2 years on a volunteer only basis.

6. Volunteers

- a) PCAP to buddy up with TCAP and with DCAP
- b) BoaCAN, TCAF and MCAP supporting each other
- c) Westbury and Warminster need to buddy up
- d) Corsham and Chap to buddy up

7. Wfcap Board-End of year, Charity Return and looking forward

- a) The completed accounts have been sent to the accountant and the Charity Report has been prepared and circulated to trustees.
- b) The online Charity Return can be completed by DW once all the elements such as the audited accounts are available.

8. Fundraising

- a) Foundation Grant for Time Credits with Spice as a Partner – Decision Apr 20th. Due to a decision by Wiltshire Council to cease accepting Time credits at the leisure centres from June 2016 and a further round of redundancies for Youth Workers operating the Local Youth Networks reducing the number of officers from 18 to 7, it was felt that this project may not be viable going forward. **Action** DW to email Kirsty at Community Foundation to withdraw this application at this time.

9. AOB

- a) DW informed trustees that the invoice to Brightside for website hosting is due this month.

10. Date of next Trustee Meeting – TBA June/July Forum and AGM due

List of Actions

- a) **Action** - DW to look at the Charities Commission website to review any updates and how to list Wfcap as a charity with under £10k.
- b) **Action** DW to review insurance for Wfcap and CAPs and advise trustees before accepting renewal options and making a payment.
- c) **Action** DW to record any expenses.
- d) **Action** DW to email Kirsty at Community Foundation to withdraw this application at this time.

Signed _____ Date _____