



Attending:

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

1. Apologies - None

2. Minutes of the last meeting (21 May) – were approved and signed as a true record by DR.

3. Actions of the last meeting:

- LP to draft letter to John Thompson - Done
- LP to email and ask Simon Day to do calculation for redundancy and send to Dennis. - Done
- LP to email Simon Day to see what is required for Charity Return - Done
- LP to prepare a statement of benefits for Charity Return - Done
- DR to prepare a Chairs Report for Charity Return – Done 07/08
- DW to check new trustees for disqualification on companies' house. - Done
- DW to send out docs to trustees and get a signed declaration and handbook with bios for the Cap members to review. - Done
- LP to ask Wessex Chambers for suggestions for trustee with finance expertise. – Done none forwarded
- DW to send out dates in July for CAP Members at a forum to vote on new trustees and send out bios. - Done
- DW will ask small group who lost funding about challenging the Compact to see if it is fit for purpose. – Done no further action wished.
- DW to research with NACVO other Wfcap like orgs - ongoing

4. Election of Chair

- DR welcomed the new trustees IW and NW to the Wfcap board. Allan Bosley and Debrah Biggs having stood down. It is NOTED that IW and NW were voted on as new trustees at the AGM on July 30th by the voting members. We would like to thank AB and DB for serving as trustees for several years and wish them well.
- Election of Chair. DR was asked to Chair Wfcap until January 2016. Proposed by IW and seconded by NW. **Action** all trustees were asked to think about other possible trustees to join the board specifically someone with HR, Finance or Business background.

5. Matters Arising

- Wiltshire Compact – it was AGREED that Wfcap would not pursue the complaint any further as it would serve no future purpose. **Action** The next step would be to write to Wilts Council Cabinet/Directors and explain that Wfcap can help them work with Voluntary Sector. WC did



not effectively perform impact assessments prior to withdrawing funding, this will leave WC with gaps in the evidence chain. Wfcap can support the Voluntary Sector to use their impact assessments for evidence of their effectiveness and to bid for suitable contracts. Consultation is the strength of the CAPs and Wfcap. Indeed this was what the CAPs were founded for and they can do this more effectively than WC. Wfcap should look to rebuild relationships with WC and turn a negative into a positive.

- **Action** Learn what WC wants to buy and pay for re services also Swindon Borough Council.
- **Action** DW to look at NAVCA for a list for umbrella orgs similar to Wfcap.

6. Finances

- Copies of the latest accounts for July and the Audited Accounts for 2014-15 were circulated. It was NOTED there was no significant change in the balance at the bank except that the accountant has been paid.
- DR and Debrah Biggs signed the audited accounts as accurate at the AGM on July 30th as trustees for that period.
- It was NOTED that at the AGM on July 30th a resolution was passed that the trustees are responsible for remuneration issues, appointing the accountant and banking. **Action** New trustees IW and NW were asked to complete the appropriate paperwork. Trustees Allan Bosley and Debrah Biggs, who are standing down, will be removed and all relevant authorities updated by DW.
- There are sufficient funds to run until March 2016 but a decision should be made on Wfcaps future method of working at the end of 2015 based on funding secured.
- Could wfcap survive without a paid member of staff? This possibility was discussed. As were options to put aside £2000 to keep Wfcap running as a charity beyond March 2016.
- Plan A is to find funds to maintain operations with a PT staff member for the next 3 years via grants and other methods. This might be from one large grant or several smaller grants. **Action** DW complete current applications.
- Plan B is to attempt to continue with no staff on limited funds post March 2016.
- **Action** Create an asset register with a nil entry. DW

7. Employment

It was NOTED Wfcap staff was now only DW 25 hours per week.

8. Charity Returns



The Charity Return needs to be completed. **Action** DW to get final signatures and get the charity commission and bank etc updated. DR has access to a secretary if needed with experience of charities.

9. WfCAP Board/New trustees

New trustees were sent CC3 trustees guide. DR advised doing this section by section by section and we will keep an eye out for training opportunities.

10. Fundraising

- a) Review of funding strategy – completed and remains unchanged.
- b) Bridge House Application – completed and sent in July included funds for a new website for Wfcap
- c) Letters to corporate sponsors – first 12 sent out as a test
- d) Garfield Western Application/Tudor Trust Application – in progress
- e) Local giving – apply and set up for donations – to be completed
- f) Decision on proposal from Terry Kemp – not value for money
- g) Decision on 'campaign' film from John Le Brocq – look at cheaper alternatives. But also consider who is the audience and what is Wfcap trying to achieve? Film is possible if we have a clear objective and this could be sponsored. Colin Goodhind has a contact in Seend that could do this for less or Wilts College **Action** DW to send link to files of community fare. Who is the audience? Sponsors, founders and public. To be shown where? This all relies on networks!

Further discussion on funding covered:

- Wfcap could run a workshop on what is Wfcap's message and how do we get it across. Philip Mackie is a professional marketing consultant. DCAP is also looking to promote themselves.
- Write a blog on volunteering and what can be achieved like buses pilot.
- Source other funds from arts, health, and education.
- One possible county wide fundable project is Spice Time Credits which WC are already paying staff to support.
- **Action** Highworth community centre DW is visiting in Sept as this makes money.
- **Action** Wfcap newsletter needs a sentence which says if you find this useful please make a donation via local giving. Stating clearly that we are not council funded.

11. Common Knowledge project on engagement

- a) Overview – see previous minutes. Meeting set for July postponed no date yet for next meeting – deferred to next meeting.

12. AOB No other business

13. Date of next Trustee Meeting – Next meeting mid Oct



List of Actions

- Trustees to think about others to invite on as a trustee for Wfcap with HR, Finance, business background. For example Ian Lloyd previously at Monahan's (not available for a few months as with Wilts College). Nicks contact. ALL
- Write to WC Cabinet/Directors and explain how Wfcap can help them work with VCS better. Consultation is the strength of the caps and wfcap can do this more effectively than WC. Draft a letter for circulation. Who?
- Look at NCVO for a list for umbrella orgs like Wfcap- DW
- Investigate what WC wants to buy and pay for re services also Swindon Borough Council – ALL
- Create an asset register with a nil entry. DW
- Charity Return needs to be completed. DW to get final signatures and get the charity commission and bank etc updated. DR has access to a secretary if needed with experience of charities.
- Western Garfield and Tudor Trust applications to be completed – DW
- Set up Local giving page. DW
- Send link to files of community fare DW- done Aug 7th
- Highworth community centre DW is visiting in Sept as this makes money.
- Wfcap newsletter needs a sentence which says if you find this useful please make a donation via local giving. Stating clearly that we are not council funded. DR drafted Aug 7th.