



**Attending:**

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

**1. Apologies - Ian Webb**

**2. Minutes of the last meeting ([April 6th](#) and Aug 3<sup>rd</sup> CAPPERs Meeting)**– were approved and signed as a true record by DR. Proposed DR, seconded NW.

**3. Actions of the last meeting:**

- 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. Done
- b) **Action** DW to review insurance for Wfcap and CAPs and advise trustees before accepting renewal options and making a payment. Done
- c) **Action** DW to record any expenses. Done
- d) **Action** DW to email Kirsty at Community Foundation to withdraw this application at this time. Done

**4. Matters Arising**

- a) **Action** – DR to contact Westbury BA13 (Carole King) and Melksham MCAP (Colin Goodhind) to discuss contributions to this year's insurance costs and next year's Insurance costs.
- b) **Action** – DW to contact CHAP Health group (Pam Sharett), TCAP Tidworth (Tony Pickernell) and BOACAN (Jim Lynch) to find out if they will need insurance for 2017 and if so how they can contribute towards the costs. Also to confirm that CCAN Corsham (Kevin Gaskin) no longer requires insurance.
- c) DR reported that Melksham Town Council are running their own version of Time Credits now Spice has pulled out. DW reported that PCAP was doing the same.

**5. Finances**

- a) Balance at the bank currently was shared with those present. It is now below £3k.
- b) Budget forecast for 2016/17 was shared with those present. It is predicted that with contributions towards insurance costs by the CAPs that Wfcap could operate for a further 2 years on a volunteer only basis. It was NOTED that CAPS should be informed that Wfcap is not in a position to pay the insurance for CAPs going forward and CAPs should make arrangements to secure their own insurance or pay the costs of the insurance brokered by Wfcap. This would need to be a payment to Wfcap in advance of the insurance policies being issued.
- c) **Action** – CAPs to be made aware of the situation regarding insurance decisions for 2017 to give plenty of lead in time.



## 6. Wfcap – the future

- a) Raising funds as we have discovered is extremely difficult. If there is a change in policy after the election, the likelihood is that investment in infrastructure organisations will be made to what remains of the most recognised (Community First). Wfcap must therefore stretch what it has and keep an eye out for opportunities.
- b) **Action** – DW to arrange a Forum Meeting for the New Year. Possibly a round up following the JSA events and catch up.

## 7. AOB

## 8. Date of next Trustee Meeting – Feb/Mar 2017 TBC

### List of Actions

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- c) **Action** – CAPs to be made aware of the situation regarding insurance decisions for 2017 to give plenty of lead in time.
- d) **Action** – DW to arrange a Forum Meeting for the New Year. Possibly a round up following the JSA events and catch up.

Signed \_\_\_\_\_ Date \_\_\_\_\_