



Attending:

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

1. Apologies - None

2. Minutes of the last meeting ([Nov 30th](#)) – were approved and signed as a true record by DR. Proposed IW, seconded NW.

3. Actions of the last meeting:

- Action DW to make enquiries of wealthy local philanthropists to see if donations can be secured. – Done and none prepared to participate in inviting to a presentation.
- Action DW to arrange Forum event with Trustee meeting before. Done but too few members able to attend.

4. Matters Arising

Given the lack of members able to attend the forum that was to follow this meeting DW gave the trustees an update on what she understands to be the situation of each remaining CAP:

- BOACAN – Jim remains actively working with a little support locally; no core funds remain. Insurance cover requested from Wfcap.
- Calne CAP – the Community Hub Shop remains and continues to be funded by WC and supported by Malcolm. Its operations will move to the Health and Wellbeing Centre when complete. The CAP effectively dissolved although Health and Transport Groups remain active. Insurance not supplied 2015/16.
- Chippenham CAP – the only active group is Health led by Pam Sharratt and supported by Julie Stacey (Chap coordinator previously), no core funds. Insurance cover requested from Wfcap.
- Corsham CAN – Kevin continues to maintain the network as a volunteer with a focus on Health; no core funds. Insurance was provided 2015/16.
- Devizes CAP – still operating with Phillip as Coordinator, a small amount of core funds remain. Insurance was supplied 2015/16.
- Highworth HCPG - still operating with Ian and Keith. Insurance was provided 2015/16.
- Malmesbury CAP – operates as a CIO with under £10K with Woody as coordinator, limited core funds. Only doing limited projects as members work. No insurance required as they have their own.
- Melksham CAP – Phil as coordinator and Colin G still active; no core funds. Funded projects undertaken as time allows. Insurance cover requested from Wfcap.
- Pewsey CAP – still active with Susie as a paid coordinator and active theme groups. Funded projects ongoing. Core funds



available for approx. 6 months and more being sought. Insurance cover requested from Wfcap.

- Salisbury CAP – not formerly dissolved but no longer meeting. No core funds. No insurance provided.
- Tidworth CAP – Still active with Tony as a paid coordinator and active theme groups. Limited core funds available with army and Town Council support. Insurance was provided 2015/16.
- Trowbridge TCAF – Still active but now under the Town Council with financial support. Lindsey as paid coordinator working on funded projects. Core funds available and has just become a CIO. No insurance required as they have their own.
- Warminster CAP– Still active with Len as lead, no coordinator now. Limited core funds used for Community hub staffed by volunteers. Insurance was provided 2015/16.
- Westbury BA13 CAP – Still active with Phil as paid coordinator. Core funds available for 12 months plus. Insurance cover requested from Wfcap.
- Wroughton – Still active? Not heard anything for a while. No insurance provided.

The trustees acknowledged that the CAP network was in better shape than they had hoped and AGREED that wfcap still had a role to play. Given that when the CAPs were last asked what they valued about Wfcap (March 2015) they stated the face to face meetings were what they wished to retain, the trustees AGREED that this question needs to be asked again in light of Wfcaps current financial situation.

Action - DW to recruit other volunteers to help maintain and support the CAP network by attending meetings and sharing information across the network.

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.

5. Finances

- a) Balance at the bank currently was shared with those present. It is now below £10k.
- b) Monthly expenses are around £1,800.00. The officer redundancy in reserves is £2,108.82.
- c) Operating budget from April 2016 will be approx. £4,487.75 if the part time officers role ends 31st March.
- d) Budget forecast for 2016/17 was shared with those present (£2,646.96). It is predicted that with an investment/saving of £300 to £800 Wfcap could operate for a further 2 years on a volunteer only basis.

6. Employment

- a) DW informed the trustees that she had accepted the “your job is at risk” letter in December 2015 and after consideration she recommended that the role of the paid officer should cease at the



end of the financial year on March 31st 2016. This will make the end of year accounting clearer and leave more funds for Wfcap's ongoing operations. The trustees AGREED that this was acceptable and acknowledged DW's years of service to Wfcap. **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.

- b) This decision also supports the option to pay for any necessary work such as finalising the charity return and end of year report at an hourly rate. Wfcap will continue to look for funding to support its work.

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

- a) The trustees AGREED that DW should complete the accounts and the Charity Report as far as possible by the end of March. The online Charity Return can then be completed by DW once all the elements such as the audited accounts are available. **Action** – DW to prepare Charity Report and end of year account for the next trustees meeting.
- b) Going forward Wfcap will have under £10k in funds and this will make the report to the Charity Commission less onerous. **Action** - DR to find out the steps needed to facilitate this.
- c) The trustees wish DW to continue in the role of officer on a voluntary basis with reduced hours and a contribution towards her expenses. DW AGREED that she would continue on a volunteer basis, but that she would need to seek paid part time work from April 2016 and her hours volunteered for Wfcap's would be much reduced from the current 25 per week.
- d) The trustees AGREED that they needed to participate more by attending CAP meetings in their locality. **Action** – DW to inform trustees of CAP meetings coming up.

8. Fundraising

- a) Wfcap will continue to seek funding for its operations. The trustees AGREED that any bid involving or supported by Wfcap should include an element of admin (10%).
- b) DW informed the trustees that a joint bid for the Foundation Grant from Community Foundation for Wilts and Swindon to support the Spice Time Credits operation across Wiltshire was arranged for February 10th. Peter Dunford Wiltshire Council CEM for BOA will co-write the pre- assessment application. This fund offers up to £15,000 over 3 years with a maximum of £5,000 per year. The intention is for Wfcap to hold and disburse the funds to the current Spice network of Pewsey, Trowbridge, BOA, Melksham, Chippenham with Pewsey being the model hub for a Spice event on March 11th.



- c) Other possible projects around transport and buses (Option 247) might be suitable for funding in the future. A group has been formed to support Option 247 with a possible Town Digital Hub application driven by Melksham members.

9. Common Knowledge project on engagement

- a) Colin Kay, Colin Goodhind and Jim Lynch, continue to promote this online platform.

10. Date of next Trustee Meeting – April 6th 3pm at Pewsey Fire Station

List of Actions

- a) **Action** - DW to recruit other volunteers to help maintain and support the CAP network by attending meetings and sharing information across the network.
- 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.
- c) **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.
- d) **Action** – DW to prepare Charity Report and end of year account for the next trustees meeting.
- e) **Action** - DR to find out the steps needed to facilitate Wfcap registering reporting as a charity with less than £10k for 2016/17.
- f) **Action** – DW to inform trustees of CAP meetings coming up.

Signed _____ Date _____