



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

**Apologies:** Allan Bosley

**Minutes** of the last meeting were signed as correct. DB

<p>1. <b>Actions</b> from the last meeting</p>	
<p>All actions were completed or in progress except for: the letter to Wiltshire Council which was drafted but awaiting a response from AB.</p>	
<p>2. <b>Matters Arising</b></p>	
<p><i>WFCAP</i>                  Decisions and actions relating to the  <b>Office</b> – notice given 24<sup>th</sup> February to leave end of March. It was NOTED that Wessex Chambers made space available FOC beyond that date.  <b>Accounting</b> – Contacted on February 24<sup>th</sup>. Simon Day will take over as of April and is in contact with Wessex Chambers directly.  <b>Finances</b> – updated and circulated.  <b>Trustees</b> – a review of members is ongoing. It was NOTED with regret that Chair Allan Bosley will stand down as will Debrah Biggs once replacements are found. It was NOTED that those attending thanked AB and DB for their service. Suggestions for trustees to date are representatives from Highworth or Wroughton, Michael Mound of WVCAP offered his services at the Forum. He has connections with WVCAP and CCAONB. Wessex Chambers have offered to send an advert for trustees out to their contacts and speak to anyone that might be useful. LP to draft an advert for trustees  <b>Banking</b> – it was AGREED that changes to signatories will be left until last so that only one set of paperwork would be needed removing those standing down and setting up those joining the board.  <b>Staffing</b> – both existing members of staff were made aware of the trustees decision for Wfcap to continue to operate based on the wishes of the CAPs via the survey and at the Forum meeting of March 10<sup>th</sup>. Reductions and changes will enable 12 months operations on the existing budget.</p>	<p>DW to create a list of CAP members and regular attendees to Forum</p>
<p><i>Communications</i></p>	
<p><b>Reply</b> to Laurie Bells letter – drafted and awaiting AB’s response and signature.</p>	<p>LP</p>
<p><b>Wiltshire Compact</b> – deferred to next meeting</p>	<p>LP</p>



<p><b>Official message</b> to CAPs – to be drafted and sent to trustees  <b>Official public message</b> – to be drafted and sent to trustees  <b>Press Release</b> – to be drafted and sent to trustees</p>	<p>LP LP</p>
<p><i>Future</i>  <b>Communication strategy</b>/future PR for CAPs – LP has drafted a Future Plan with revised objectives and work streams. This was reviewed and amended.  <b>Fundraising</b> – it was NOTED that TCAF had offered the Big Lottery Reaching Communities Fund workshop on bid writing to WFCAP. A draft is in progress to be sent for today’s deadline for a workshop March 23<sup>rd</sup>. Other resources might be corporate sponsorship. DR asked for a list of possible funders both large and small.  <b>Workplan</b> short and longer-term for reduced capacity, revised work focus – included in LP’s Future Plan.</p>	<p>LP to amend and send out  DW to create List.</p>
<p><b>3. Key message from the Forum</b></p>	
<p>CAPs on average have 12 months reserves, some have only a few months and others have enough for up to 2 years. All CAPs intend to continue but will review what work they focus on.  All want Wfcap to continue to support them to stay connected and value having a person to interact with so the website is less important to them. For further detail see Notes of forum meeting March 10<sup>th</sup>.  CAPs did express concerns about managing expectations when working with Wiltshire Council officers and CAMs. There is scope for more joint working but the issue is the diversity of the community areas and the different visions and priorities of each CAP. Some see community planning as driving the CAP while others see the JSA event as the community plan with local knowledge adding value. Wroughton and Highworth are keen to become more closely involved.</p>	
<p><b>4. Next Meeting</b></p>	
<p>AGREED to hold the next meeting mid-April before the next Wiltshire Compact meeting.</p>	<p>DW to Doodle</p>