



Attending:

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

1. Apologies - None

2. Minutes of the last meeting ([Oct 12th](#))– were approved and signed as a true record by DR. Proposed IW, seconded NW.

3. Actions of the last meeting:

- **Action** DW to send copy of latest statement and details to IW and NW. Done
- **Action** IW to include banking online in Risk Assessment for Wfcap. Done
- **Action** DG to send out at risk letter to DW. Done
- **Action** DW to send out Wfcap's Strategic Plan for review. Done
- Backing up data to the "[cloud](#)" might be more effective. **Action** Done
- **Action** DW to make enquiries of wealthy local philanthropists to see if donations can be secured. In progress
- **Action** DW to complete GW and TT Applications. Done
- **Action** DW to set up a competition using Local Giving using donations for entries to a poetry/folklore competition during the period of matched funds commencing Oct 13th 2015. The entries could be compiled into an online book (using amazon kindle) to generate more income. Done and not very successful.
- **Action** DW to send out PPT for review as "case for support". Done
- **Action** All – update NW's email address to Hotmail account. Done

4. Matters Arising

- a) Risk Assessment to be reviewed. This was completed and will be reviewed again in March 2016 when the day to day operations may need to change.

5. Finances

- a) DW emails each month's income and expenditure to the trustees for approval.
- b) Online banking access IW has completed this process.
- c) Balance at the bank currently was shared with those present.
- d) Monthly expenses are around £1,800.00. The officer redundancy in reserves is £2,108.82 this plus a £2,000 operational budget if Wfcap is run purely by volunteers means there are £4,108.82 held in reserve. This leaves 5 months full running costs to April 2016.

6. Employment

- a) DW acknowledged receipt of the "your job is at risk" letter.
- b) The option to pay for admin at an hourly rate for projects or work completed was considered going forward. No decision yet.



7. Wfcap Board/New trustees

- a) Identify any training needs for new trustees.
- b) Suggestions for new trustees – deferred.

8. Fundraising

- a) Define "Wfcap's case for support". It was agreed this was challenging as we are seen as being similar to a CVS, however the Tudor Trust Application has helped define this.
- b) Letters – a batch being sent monthly, no positive outcomes to date.
- c) Garfield Western Application/Tudor Trust Application both Completed and the Tudor Trust has been rejected at stage 1 this time. GW we should know by the end of January 2016.
- d) Local giving – has raised just enough to cover the fee so far. Again it is hard to compete with Wiltshire Sight and other emotive charities such a Julia's House.
- e) NW suggested that DW ask wealthy neighbours is they would host a patron seeking party that we can pitch to, inviting those looking to donate to charity. **ACTION** DW to ask neighbours.

9. Common Knowledge project on engagement

- a) The event on November 10th in Trowbridge with the RSA might reveal more about potential plans and partners. It should be noted that this has been ongoing since June 2015.

10. AOB

- a) It was AGREED that a Forum event would be arranged for Jan/Feb with a trustees meeting to be held before. **ACTION** DW to find a date and venue and a hook to encourage CAP representatives to attend. Ask for a list of issues for CAPs and a list of interests for CAPs.
- b) DW informed the trustees that WVCAP had made their officer redundant. BoaCAN is in a similar situation.
- c) The Chair thanked Highworth Community Centre for hosting us for free.

11. Date of next Trustee Meeting – Jan/Feb tba – Venue tba.

List of Actions

- a) **Action** DW to make enquiries of wealthy local philanthropists to see if donations can be secured.
- b) **Action** DW to arrange Forum event with Trustee meeting before.

Signed _____ Date _____