



Attending:

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

1. Apologies - None

2. Minutes of the last meeting (5th Aug) – were approved and signed as a true record by DR. Proposed IW, seconded NW.

3. Actions of the last meeting:

- 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. Draft sent Aug 19th. WFCAP now listed on procurement site.
- Look at NCVO for a list for umbrella orgs like Wfcap- DW list downloaded to check, sent Oct 7th to Trustees. No organisation like Wfcap found.
- Investigate what WC wants to buy and pay for re services also Swindon Borough Council – ALL. WFCAP now listed on procurement site.
- Create an asset register with a nil entry. DW – done Aug 20th
- 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. – Done Aug 20th and report circulated to trustees.
- Garfield Weston and Tudor Trust applications to be completed – DW WG draft sent to trustees.
- Set up Local giving page. Done Sept 1st. A Total Giving page also added free of charge.
- 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. Done Sept

4. Matters Arising

- Looking for new Trustees with HR or Finance skills to continue but due to the issues of reducing funds at present and Wfcap's future sustainability it was NOTED that this might be addressed once the financial situation was resolved.



- A request from Kirsty Butcher an officer of Wiltshire Council to complete an application to join the procurement and tendering portal meant this letter was not sent to WC Cabinet members but remains on file if needed.

5. Finances

- a) Protocol for online banking access - Online payments - a list of payments should be produced one / twice per month for approval of payment to be agreed by the Trustees. To be approved by 2 trustees.
 - b) Online banking access and info to set it up - Online banking access to be set up by IW and NW
- **Action** DW to send copy of latest statement and details to IW and NW.
 - **Action** IW to include banking online in Risk Assessment for Wfcap.
 - Balance at the bank currently was shared with those present.
 - 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.
 - 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 or corporate/individual donations.
 - Plan B is to attempt to continue with no staff on limited funds post March 2016. It was AGREED that £2000 to keep Wfcap running as a charity beyond March 2016 should be secured. As a CIO Wfcap can continue with very little funds but be ready to react as needed if funding becomes available.

6. Employment

- **Action** DR to send out at risk letter to DW.

7. Wfcap Board/New trustees

- a) Identify any training needs for new trustees - It was NOTED that IW had attended training with FSI on Trustee Role – risk management and IW will implement a Risk Register for Wfcap.
 - b) Suggestions for new trustees – deferred.
- **Action** DW to send out Wfcap's Strategic Plan for review.
 - It was NOTED that Wfcap's data backup is currently on an external hard drive (completed weekly). Backing up data to the "cloud" might be more effective. **Action** DW to investigate.

8. Fundraising

- a) Letters to corporate sponsors – nothing generated to date. NW suggests wealthy individuals and philanthropists might be a better fit. **Action** DW to make enquiries of wealthy local philanthropists to see if donations can be secured.



- b) Garfield Weston Application/Tudor Trust Application – GW complete and ready to post. TT in progress **Action** DW complete
- c) Local giving – apply and set up for donations. **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.
- d) Decision on 'campaign' film – Not at this time. **Action** DW to send out PPT for review as "case for support".

9. Common Knowledge project on engagement

- a) The meeting finally took place September 14th. The aim was to review the online platform to remove references to the Campuses and to use it just as a community engagement tool and resource. The RSA have funds for hosting the platform for a few years but not for maintenance. The least cost option is to add it as a link in the existing Wfcap website. Other members would try to secure funds for an intellectual champion and an administrator (Wfcap?) to oversee the site. However it does not seem as if any final decisions have been made. A proposal that Area Boards capital funds might pay for a new Wfcap website with this integrated within was also mentioned. An event on November 10th in Trowbridge with the RSA might reveal more.

10. AOB NW asked for his email address to be updated. **Action** All

11. Date of next Trustee Meeting – Nov 30th – Venue tba.



List of Actions

- **Action** DW to send copy of latest statement and details to IW and NW.
- **Action** IW to include banking online in Risk Assessment for Wfcap.
Action IW to review the current Strategic Plan
- **Action** DG to send out at risk letter to DW.
- **Action** DW to send out Wfcap's Strategic Plan for review.
- Backing up data to the "cloud" might be more effective. **Action** DW to investigate
- **Action** DW to make enquiries of wealthy local philanthropists to see if donations can be secured.
- **Action** DW to complete GW and TT Applications
- **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
- **Action** DW to send out PPT for review as "case for support".
- **Action** All – update NW's email address to Hotmail account.

Signed _____ Date _____