



In Attendance: LAURA PICTOR (Manager), DAWN WILSON (Officer), ALLAN BOSLEY (Chair of Trustees), DEBRAH BIGGS (Trustee), DOUG ROSEAMAN (Trustee).

Apologies: None. AB arrived late.

Meeting Chaired by: ALLAN BOSLEY (LP until AB arrived)

Agenda Item no	Content	Resources/Actions
1	<p>Employment of Wfcap Staff</p> <ul style="list-style-type: none">• Current contract terms & conditions to be approved for TUPE <p>It was also AGREED that changes to the contract be annotated and then circulated to trustees for final approval. It was AGREED that the contract updated by LP (and based on the original contract with Wessex Chambers of Commerce) a decision on a solicitor's review would be made after a review of the draft. PROPOSED DB; SECONDED DR AB ABSENT.</p> <ul style="list-style-type: none">• Date of transfer to be agreed (<i>Wessex Chambers to be informed and asked to officially confirm terms & conditions of current contracts</i>) <p>It was AGREED to defer a decision until after the meeting with Cllr J Seed Sept 8th. PROPOSED AB; SECONDED DR. ACCEPTED by ALL</p>	<p>LP to annotate copy and add final paragraph and send out.</p>
2	<p>Finances</p> <ul style="list-style-type: none">• Accountants<ul style="list-style-type: none">➤ discuss quotes tendered for payroll and independent charity examination (ICE) <p>A wide variance of quotes had been received by LP from several companies. DB sent for WCA to make a tender offer for comparison. DB then excused from decision. It was NOTED that Payroll needed to be a priority and B Coles was put forward as a local option at a lower rate. However this would mean online sub-contraction of the payroll if B Coles is to also contract to do end of year accounts and ICE. WCA also tendered at the lower end of quotes for payroll and end of year accounts.</p> <ul style="list-style-type: none">➤ agree on accountant to contract for payroll <p>It was NOTED that the offer from DB for WCA to take on payroll would be a conflict of interest. The payroll has priority and B Coles Accountant might be approached to take this on. B Coles had also</p>	



offered support for setting up accounts recording. It was AGREED that B Coles should be approached by LP to discuss taking on the payroll. PROPOSED AB, SECONDED DR

- agree on accountant to contract for independent charity examination

It was AGREED the End of year accounts/charity examination decision should be deferred. PROPOSED AB, SECONDED DR

- **Bank account transfer**

- discuss options of current accounts and agree on which bank to use

It was AGREED to retain accounts with current provider. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- discuss options of savings accounts and agree on which bank to use

AGREED to retain accounts with current provider. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- agree change of signatories

AGREED to remove Len and add DB and DR as signatories. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- complete forms/data required for progressing account application

PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- **WfCAP finances**

- Review current accounts

AGREED to find out if Coop does Pre-payment cards. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- Review draft budget

Draft budget prepared by LP was APPROVED. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- Sign off on expenses

AGREED to give authority to DW to sign LPs expenses. In exceptional circumstances LP may approach a trustee. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

LP to follow up with B Coles re Payroll

DR to complete and return. LP to complete application and submit.

LP to ask re Pre Pay card.

3

- **Office accommodation**

- Review accommodation options and decide on how to progress

AGREED decision deferred until after the meeting with Cllr J Seed. Other options such as hot-desking at Corsham Campus or County Hall to be investigated. DB also offered hot-desking at WCA in Salisbury Tues to Fri. PROPOSED DB; SECONDED DR.

LP to contact Penny Bell re Corsham Option and raise County Hall with Cllr J



ACCEPTED by ALL

- Agree on date for office transfer (notice to Wessex Chambers)

AGREED decision deferred until after the meeting with Cllr J Seed. But looking at late Oct/Nov.

PROPOSED DB; SECONDED DR. ACCEPTED by ALL

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Trustees

- Sign trustee declaration

AGREED and Completed. PROPOSED DB;

SECONDED DR. ACCEPTED by ALL

- Potential trustee induction course?

AGREED to defer but needs to take place.

PROPOSED DB; SECONDED DR. ACCEPTED by ALL

- Recruitment of new trustees

- Number of trustees required

- Skills required

- Potential people to approach?

- Agree on advertising the role

AGREED to inform the wider public/vol sector that Wfcap is a Charity. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

Trustees NOTED that they will look out for suitable people with correct skill set and attitude. Possibly look for a cabinet member from Wiltshire Council as a champion of Caps.

ALL to look out for new trustees

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CIO status

- Approve and adopt new policies

AGREED that a Summary is needed. PROPOSED

AB; SECONDED DR. ACCEPTED by ALL

AGREED that an Expenses policy is needed.

PROPOSED AB; SECONDED DR. ACCEPTED by ALL

- Discuss and agree on who can be voting members of WfCAP

AGREED to invite just CAPs to join as delegate voting members. PROPOSED DB; SECONDED DR. ACCEPTED by ALL

AB to send Summary for editing. DB to send details of a consolidated policy doc. DW to source an Expenses Policy. All those reviewed are on the website under Governance.

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The year ahead:

- Discuss/approve strategic plan for 2014-15
- LP shared the prepared one side of A4 document which gave the overview of the Strategic Plan under four headings. It was AGREED to one line

(tag) of text to describe each headed section.

PROPOSED DB; SECONDED DR. ACCEPTED by ALL

AGREED to add a column to the KPI reporting to refer to this tag line. PROPOSED DB; SECONDED DR.

ALL decide on tag lines.

LP to add to KPI when available.



ACCEPTED by ALL

- WfCAP's focus for coming year

AGREED to look at alternative models for CAPS and their sustainability based on there being no funding or less funding from Wiltshire Council for 2015.

PROPOSED DB; SECONDED DR. ACCEPTED by ALL

AGREED to investigate working with a university on an "Added Value" report. PROPOSED DB;

SECONDED DR. ACCEPTED by ALL

- Future funding

It was NOTED the actions above will help to define sourcing funds.

- Meeting with Cllr Seed

It was NOTED that this meeting would have an impact on many of the decisions going forward.

- Discuss potential options/costs for website update

AGREED to defer decision until after the meeting with Cllr J Seed. PROPOSED DB; SECONDED DR.

ACCEPTED by ALL

It was NOTED that the direction Wfcap moves in as a charity will impact on decisions on the Website.

Wfcap needs to define who we are and what we do first.

- Wash up of recent forum

It was NOTED that Wfcap needs an audit trail of success following forums and other events. From the "spark and brokering" to the "purpose and outcome" to define "this wouldn't have happened without Wfcap/Caps" and our value.

- Plans for next 3 forums

- Agree dates, venues and themes

AGREED that the Autumn Forum will be at Corsham Campus on Oct 8th. Its purpose is to develop the relationship between CAPs and Campus from helping with consultation and plans to promote the continuity of engagement in the process. Invite Penny Bell and Sally re Corshams experience.

PROPOSED AB; SECONDED DR. ACCEPTED by ALL

AGREED that future forums need to reaffirm what Wfcaps aims are. PROPOSED AB; SECONDED DR.

ACCEPTED by ALL

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Close. Next meeting Oct 15th AM

LP and DW to ensure that interactions and outcomes are recorded.

LP to contact Penny and Sally.

LP to send out invites to meetings via Outlook.

DB to find venue and confirm time.