



Wilton Community Area Partnership (WILCAP)
Committee Meeting 28th February 2011 7.30pm
Wilton TC Chambers.

1. **Present-** Peter Edge (in the chair) Ivan Seviour, Jimmy Green, Rachel Ashton-Brown, Nigel Lefroy,,Pete.Jung, C.Upton, Jennie Bertram, David Parker

2. **Apologies** were received from C.Smith,P.Jung

3. **The minutes** of January 31st 2011 were examined and accepted as a true record .

4. **Matters Arising-**

There were no matters arising from the minutes..

5. **WILCAP A5 FLYER**

- Ivan reported that he had made all the alterations to the flyer that had been suggested by members. The Flyer was now at the printers, details of which had been forwarded by the chairman. Ivan was now awaiting a proof PDF file that would probably need to be checked before the printing was done at a cost of £99:00 for 5000 copies
- Ivan had also sent the content of the A5 flyer to the Valley News. David Parker the editor had replied and said that the information would appear in the March edition of the Valley News as an editorial piece.

6. **WilCAP –ACTION PLAN GRID.**

- The Action Plan Grid was discussed in detail- information was completed on the grid in part. Ivan would circulate again to the members so they could think about other parts of the grid that need to be filled in. This would again form part of the next meeting agenda. ***Ivan would also forward this to Andrew Jacks in time for the next WilCAP meeting in March that he would be attending.***
- Ivan also told members that when he contacted Andrew Jacks he also wanted to provide a number of points that Andrew could comment on. The group identified the following points that Andrew might like to consider for the next meeting;
 - Any key issues that might have been identified in thw WilCAP area that exist in data already collected.
 - Ideas for a possible script that WilCAP might be able to use in their goal of establishing positive links with WilCAP parishes.
 - Comments on the development of the WilCAP Action Plan.

7. WilCAP Website.

- Rachael gave the group an update on the website. The Terms of Reference for WilCAP were now on the site. A next WilCAP meeting notice would now appear on the site as well as the minutes and agenda. Ivan would try and get this to Rachael at least a week before the scheduled date of the next meeting. Statistical evidence would suggest that more people are now beginning to access the site so progress was being made. Thanks to Rachael for all her work on this aspect.

8. Treasurer's Report-

- A bank balance of £5809:00 was reported by the Treasurer.

9 . Chairmans Correspondance/ Future events.

- The WfCAP Conference sheet was shown to the group. It was hoped that at least two members of WilCAP would be able to attend. Members were asked to contact Laura Pictor if they wanted to attend. ***Peter would inform Laura about this.***

10. AOB

- Richard Beatie to be put on the emailing list for WilCAP Agendas and minutes.
- Rachael mentioned she would be attending the Social Media Course on the 22nd of March.
- Peter thought it would be sensible to look at mileage allowances for WilCAP members-***Jennie Bertrom would email Peter with some relevant information about this.***
- Ivan would check meeting dates-if the last Monday of the month was a bank holiday then the WilCAP meeting would revert to the previous Monday.

There being no other business the meeting closed at 8.40pm.

Date of the next meeting **Monday March 28th 2011 at 7.30pm in Wilton Town Council Chambers.**

IRS- 2nd March 2011