



**Wilton Community Area Partnership (WILCAP)
Committee Meeting-29th March 2010 -7.00pm
Wilton TC Chambers.**

1. **Present-** Peter Edge ,Ivan Seviour, Jimmy Green, Gary Nunn, Rachel Ashton-Brown, Clive Upton, Frank Trevor Long, Laura Pictor, Charles Smith.
2. Apologies were received from Richard Munro, Anne Knight, Joy Wagstaff, David Parker
3. The minutes of February 22nd were examined and accepted as a true record.
4. **Matters Arising-** Peter Edge had recently met with Richard Munro to discuss various aspects of a CAPs work. He encouraged Richard to attend a meeting of WILCAP in the near future so that he could reinforce the role of Community Area Partnerships.
Laura Pictor would soon hopefully be getting some assistance with her role as a second person is likely to be employed by the County Council to share the CAP work load.
Peter reported that he had received numerous emails relating to CAP issues and that he would forward these to WILCAP Committee members so that they would be fully up to speed with relevant issues.
5. **CAP Agreement.** Richard Munro had asked Peter if he could sign a CAP Agreement as part of the setting procedure. Before Peter signs this he will forward this to all Committee members for their comments. If members are happy with this Agreement only then will the Chairman sign on behalf of WILCAP.
6. **Bank Account and Signatories.** It was agreed by the Committee that Peter Edge, Ivan Seviour and Rachael Ashton-Brown would be the three signatories-two out of three to sign on WILCAP cheques. The account for WILCAP would be set up at Lloyds in Wilton. Relevant forms would be filled in at the end of this meeting. When Peter had been to the bank with these forms then Ivan and Rachael will need to pop into the branch with 2 form of identification Peter to advise. There were 2 outstanding invoices in respect of WILCAP being set up to be paid from the original £500:00 funding amount. We would need to obtain slightly more money to settle these invoices.
7. **CAP Funding-** Peter advised the Committee that a claim form would need to be completed to bid for the Core funding for the forthcoming year. Really this means that a budget for intended WILCAP activities will need to be formulated. Further debate and discussion is clearly needed about this issue and the Committee will need to work to a fairly tight deadline as a budget is required within a short space of time. It was decided to contact other CAPs to try and give WILCAP a steer in the right direction with regard to the formulation of a budget. Clarification is needed about the % amount that could be obtained from the Area Board in terms of Core Funding.
Trevor Long would contact the Tidworth CAP to try and obtain some further information about CAP budget details and structure.

8. **Review of the Community Plan.** Peter has a draft template for constructing a Community Area Plan. He will send Committee members documentation relating to this and what other CAPS have done with regard to this issue. A recently appointed officer at the County Council- Andrew Jacks may well be able to help with issues related to forming a Community Area Plan.
Ivan would obtain a list of Parish Clerks in the WILCAP and try to contact them about Parish Plans. He will also send them minutes and agendas about WILCAP with a view to try and generate more interest in how WILCAP might be able to support them.
9. **WILCAP AGM consultation issues.** Peter would send out details to Committee members about this that he had received from Laura Pictor.
10. The Wiltshire Fire & Rescue CAP Area plan was noted by the Committee.
11. **AOB.**
 - It was thought that a website could provide useful publicity for WILCAP-this would need to be investigated. It should be possible to link into some other established sites, such as www.wfcap.org
 - Laura Pictor gave details of the CAPS annual conference- Sat 8th May 2010- AGM 9.30am Conference 10:00am to 1:00pm- with workshops at Devizes Town Hall. She thought it would be useful if some members of WICAP could attend.
 - Rachael Ashton-Browne raised the issue of training for CAP Committee members. Laura Pictor was currently looking at this issue.
 - Charles Smith raised the issue of theme groups within WILCAP. He felt that these were particularly valuable and that information about specific areas of concern could be concentrated and a wider knowledge base developed.

The meeting closed at 9.10pm. **Next meeting Monday 26th April 2010 Wilton TC Chambers. 7.30pm.**