

The Community Action: Whitley & Shaw (CAWS) committee met at the Head Shed at 7pm and via Zoom.

1. Welcome / Present /Apologies:

Peter welcomed everyone to his first meeting in the chair.

Present: Peter Richardson; Pippa Richardson; Mary Pile; Angela Ferris; Lesley Sibbald; Dan Pike; Kirsty Jamieson; Nick Adsett; Maureen Hibbot; Alison Candlin; Joan Boorer; and Ann Harrison.

Apologies: Mike Booth and Alex Lunt

2. Minutes and Actions from the meeting held on 14 June 2022

All actions complete except for:

- Repainting of box in summer to be carried forward. **Action: Mike**
- Possible inclusion of the Spindles / Whitley Stores as a Community Asset. **Action: Pippa & Alison**
- Joan to provide £500 to Shaw Hall committee towards cooker replacement **Action: Joan**

3. Key Issues for discussion and agreement:

3.1. Jubilee Fete Financial report:

Joan confirmed that the final balance from the Jubilee fete was £4,800.

3.2. Discussion and agreement on process for the allocation of excess reserves and the identification of candidate projects:

Peter presented a discussion paper (distributed to committee members prior to the meeting) to inform discussion on how CAWS could financially support community projects from funds exceeding normal running and emergency funds.

Free discussion ensued on potential projects, how they could be assessed for suitability and how best to seek community support on the approval process. Following agreement from Alison Candlin (representing Whitley Stores) the committee agreed to plagiarise the successful grant application form designed by Whitley Stores in the first instance. (*Note: Copy of form distributed with these notes*) The application process would then be promulgated to residents of both villages using the Connect magazine and social media.

The discussion paper was endorsed, and all Committee members were tasked to consider ideas on how to promulgate the scheme – to be agreed at the next CAWS meeting.

Actions:

- **All committee members to consider candidate projects and scheme promulgation ideas for discussion at the next meeting.**
- **Peter to mention forthcoming scheme in the next Connect article.**

3.3. Jubilee tree planting:

Peter confirmed that Lowdens are still interested in supporting the project. It was agreed that the next stage is a walk round Shaw & Whitley to identify suitable sites. Proposals would then be submitted MWPC and the Highways Engineer for comment/approval.

Actions:

- **Peter, Joan, Ange and Lesley to meet @ Headshed Wednesday 3rd August @ 1830 for 'walk round'.**
- **Peter to extend invitation to Lowdens to join the 'walk round'.**

3.4. Proposals for revised committee structure / members:

Peter explained that the current CAWS constitution allows 9 separate organisations to be represented on the committee but that in practice several had not shown any interest. He therefore suggested that the number of formal committee members (i.e. those with voting rights) be reduced to those who had shown interest but that the remaining groups would continue to receive copies of meeting agendas & notes, plus any other general correspondence – as copy addressees.

Other methods of keeping in touch with village groups and encouraging new committee members were considered for implementation, including:

- Promulgating the calendar of committee meetings via Connect and Facebook
- Continuing regular Connect articles – with further encouragement to join CAWS
- Summarising and promulgating notes from meetings via Connect and Facebook
- Setting up a CAWS WhatsApp group.

Actions:

- **Peter to confirm voting and non-voting members of committee,**
- **Lesley to amend meeting notes to clarify 'action' and 'copy' addressees.**

4. General Finance Update:

Joan provided a summary of the CAWS accounts as follows:

- Current balance: - £8,142.06
- Breakdown: - CAWS - £7658.22 / CEG - £483.84

Recent receipts:

- BBQ Refund - £150
- Shop Raffle Ticket money - £542
- Spindles Café - £150
- PAFOS for hire of marquee - £40
- CEG sale of pump - £85.

Recent payments:

- Shop Grant Aid funding - £500
- CEG Printing and Refreshments - £37.75
- M Booth Thank You cards - £35.21.

Outstanding payments: - £500 to Shaw Village Hall towards wall repairs.

- Projected balance therefore: - £7642.06
- Breakdown: - CAWS - £7158.22 / CEG - £483.84

Update on CAWS Activities (where necessary / as appropriate):

4.1. Phone Box / Library:

Maureen reported that the shelves were overcrowded again and would need sifting. She also reported that she had drafted an article for Connect to encourage use of the library. She agreed to forward this to Peter for inclusion in the overarching CAWS article – **Action complete**.

4.2. **Litter Pick:** It was agreed that the next litter pick would be held on **Sunday 25th September 2022 commencing at 1300.**

4.3. **Internet connectivity improvement campaign** Nothing to report

5. **Updates on other Community Activities as appropriate:**

5.1. **Speedwatch:** Kirsty confirmed that she had completed her training and was currently awaiting police clearance to start. As soon as she has clearance she will liaise with Richard & Elizabeth Bean on how to proceed.

Actions:

- **Kirsty to investigate whether there is any evidence that additional speed signs make a difference in locations such as Shaw and Whitley.**
- **Action: Peter to brief MWPC on the speeding issues and (subject to Kirsty's findings) seek support for some appropriate signage or other traffic calming measures.**

5.2. **MWPC News:** Mary reminded the committee that MWOC team were currently moving office to the new Melksham Campus.

5.3. **CEG:** Peter provided an update (from the CEG meeting notes) on recent flood prevention work and that some new volunteers had joined.

5.4. **Whitley Stores:** Alison thanked CAWS for match funding their proposals. They had therefore been able to provide grants of – £475 to the Cricket Club / £100 to the Whitley Arts Group and £425 to PATHOS.

6. **Other Community Events and Planning updates (where necessary): (Chair)**

6.1. **Melksham Climatefest:**

Peter summarised Melksham Town Council's proposal to hold a Climatefest on Saturday 17 September and asked the committee whether CAWS could / should participate and if so, how. Several ideas were discussed, including the proposed Jubilee tree planting, CEG activity and the potential to offer lifts to Melksham to reduce traffic. Peter agreed to respond to the Council and to mention the event in Connect. **Actions: Peter**

7. **AOB**

7.1. **Raffle Prizes:** One raffle prize remained unclaimed, despite several phone calls. The signed rugby shirt had also been returned by the winner to be re-offered as a prize. There are also 2 bottles of wine and a few small prizes that have been donated. It was agreed that these be used for the next fund-raising event.

8. **Date of next meeting:** **Wednesday 7th September** at the Headshed, commencing at 1900hrs.

9. **Closure:** Peter thanked the members for attending and closed the meeting at 2022hrs

Distribution:

Action addressees: Peter Richardson, Pippa Richardson; Mary Pile. Angela Ferris; Lesley Sibbald; Dan Pike, Kirsty Jamieson; Nick Adsett; Maureen Hibbot. Alison Candlin; Joan Boorer; Ann Harrison; Alex Lunt and Mike Booth.

Copy addressees: Melksham Without Parish Office; Councillor Terry Chivers; Councillor Phil Alford; Alan Paterson, Wiltshire Police.