**WGT notes of steering group meeting held on 18 August 2022**

Corinne, Tim, Michael, Clare, Annie, Chris, Stu, Jane and JoAnne attended by zoom

1 Incorporated documentation

- Michael said he knew someone who could audit our accounts if we needed this in the future

- agreed that we would finalise the text stating the purpose of WGT at the next meeting which would be face to face – Thursday 22 September, 8.30pm at Tim’s house

- Formal decisions about the legal structure of WGT would be made at the next meeting.

2 Public Liability insurance

- Agreed that Clare would take out annual public liability insurance for WGT at a cost of £88

- all members would pay £10 to Chris who would ensure Clare was reimbursed and any excess kept safe for future WGT use

3 Rotary Club legacy project

- Deadline for business case delayed to 6 October

- Four projects being suggested

- Solar panels on community buildings led by Stu

- community garden led by Chris

- Electric community vehicle led by Tim

- community fridge led by Jane

- All the projects submitted for possible funding by the Rotary Club needed to have a clear and professional business case put forward in either one side of A4 text or powerpoint slide or two. These needed to be well researched and costed.

- All project documentation would be provided in advance to the steering group so final decisions could be made at the next meeting on 22 September.

4 Liaison with other local groups

- Clare had made contact with Malvern Hills transition group and had a very useful online chat with them. They had been a transition town since 2008. They recommended agreeing a formal constitution confirming our aims and objectives. They had concentrated on a few more significant projects which were popular with the local community. They organised regular social events including film evenings and used donation dish to help provide funds for future activities.

5 Winchcombe Show

- a meeting would be held to plan our activities for the show on Monday 22 August at 7pm at Clare’s house

6 Future events

- Annie explained that Abbeyfield Community Centre were having to significantly increase their cost of rental to cover massive fuel increases which may have an impact on any future public meetings. Tim confirmed that other local venues were having to consider similar increases

- Michael said the upstairs at the Museum was being fitted out to accommodate 15 people and could be used for smaller meetings in future

- Chris suggested a monthly regular meeting at which anyone interested in green issues could meet to catch up or to listen to a speaker. It was agreed that this should be organised.

Post meeting note

Of the four possible Rotary Club projects, the community fridge and garden could not be planned in the required timescale and therefore we should concentrate on the solar panels and community vehicle club