**WGT notes of steering group meeting held on 21 July 2022**

Corinne, Tim, Clare and Annie attended by zoom with Richard attending for part of the first agenda item

1 The draft documentation to become a small charity had previously been circulated by Chris. It was agreed that this was a suitable step forward which could be revised at a later date. As a consequence of the discussion arising from this document, the following actions were agreed:-

- **Tim to ask Chris to resend the documentation to Corinne and Richard** in word format so that a slightly revised version of the purpose statement (2.0) could be agreed, recognising the wording was important for grant funding and future activities. **Corinne also agreed to check whether £5000 limit allowed WGT to obtain grant funding above this level.**

- Slack as a platform was not felt to work for a number of members so it was agreed that email and WhatsApp would be used for the time being unless a different platform could be agreed upon. Slack would still be used to store draft documentation for reference and the WGT website would be a resource for all public finalised documents.

- aim for alternate zoom and face-to-face steering group meetings to allow everyone to get involved as appropriate

- the members of the steering group are Annie, Clare, Tim, Chris, Stu, Naomi, Richard, Jane, JoAnne and Corinne. It was recognised that there was some confusion about who was a member so it was agreed that **we would personally check with others whether they wanted to be included with the intention of everyone who wanted to attend steering group meetings to be invited.**

- WGT would need a chair, treasurer and secretary if it were to proceed with the small charity constitution. Corinne agreed she would to act as chair if this others felt this to be useful. Clare agreed to act as liaison with other similar local organisations. There was a need to keep the documentation up to date and store it in the appropriate places as well as ensuring we met GDPR regulations whilst maintaining a data base of interested people. Tim agreed to discuss these proposals with Chris with the option of acting as ‘curators of information’ which is almost a secretarial role. **Corinne agreed to check what the next steps were to become a small charity and how we appointed to the specified roles.**

**- Tim agreed to talk to Richard about the options for having a representative on the town council**

2 A number of attendees were unable to help at the Winchcombe Fair but were happy to help prepare activities in advance. **Corinne agreed that she would take a leading role in coordinating our involvement**. **JoAnne has since confirmed she will also act as coordinator** The main areas to offer were nature first activities (JoAnne), e-bikes with a suitable course (Naomi) and laundry products**. Corinne agreed to contact Clare to be trained in the home cleaning products i**n advance so she could run this part of the stall since Clare was not available on the date of the fair.

3 The Rotary Club legacy project was interested in three ideas put forward by WGT. These were to provide a electric vehicle with suitable signage, to support solar panels on community buildings or to build a nature park. It was agreed that a brief passage presenting these three ideas would be discussed at the next meeting on 6 September**. If anyone from WGT has an additional project suggestion, please contact Tim to discuss this**.

4 **The next meeting will be Wednesday 17 August by zoom. Everyone interested in being part of the steering group is welcome to join us for this meeting**

5 **The meeting on Thursday 22 September will be in person meeting** and everyone wanting to join us are welcome. Venue to be confirmed.