**Winchcombe Green Town – Steering Group Meeting Notes**

**Wednesday 16 November, 7pm at Winchcombe Club**

**Present:** Annie, Corinne, Chris, Clare, Joanne, Naomi, Tim

**Apologies:** Gill, Jane, Michael, Richard, Stuart,

1. **Chair and Note Taking:**
* Corinne chaired with Tim taking notes
* Plans to rotate both roles going forward – agreed at the end of previous meetings

### Social event 24 November

* 23 Registered for the White Hart at 7pm
* Chris to briefly welcome and summarise progress in WGT year 1 (after Rotary)
* For easy pizza distribution; we’ll pre-order a mixed range of different toppings
* Chris to circulate pizza options and a fixed cost per person for all to confirm:
Pizzas will be ordered based on confirmations received.
* Drinks ordered individually at the (downstairs?) bar
* Logo options to be on display in A4 format (Joanne / Tim prepare)
	+ 3 or 4 different logos to choose from – vote with one dot per person
	+ 3 or 4 fonts to choose between

Confirmed on the night

### Logo

Agreed to select a logo as a one off from a web designer, but not maintain on-going royalty. Others could then copy, but this is not seen as a problem.

Clare has explored a doing in-house, but on-line option seems preferable.

Joanne / Clare to liaise on the options to present, fonts and formats.

### Constitution

Plenty of thought has been given by many and we fall firmly in to two camps:

* WGT is likely to need to be a charitable body at some point, so let’s get a formal constitution in place now so that we are not discussing ad infinitum
* There is no current requirement to become a formal charity, so no need to go further than what we have set up already for now. Wait until we are clear on the specific

With views being shared in advance and aired during the meeting; the proposal was put to a vote.

* In favour of setting WGT up as a Charitable Incorporated Organisation CIO Foundation Model: **Annie, Chris, Claire, Corinne, Jane, Joanne, Michael**
* Abstained with a preference to stay as is until a clearly defined need for Incorporation:
**Gill, Naomi, Stuart, Tim**

As a result the proposal is carried to incorporate as a Foundation CIO. Corinne will explore the application requirements with Michael. Then share any implications (finance or timing )with the steering group.

The working assumption is that the CIO will only require a few trustees (say 3 or 4) to conduct the formal business of being a charity. Leaving the wider steering group and membership focus on WGT core activities. Trustees will report back and ensure WGT ratification of business decisions before commitments are made. We’ll aim to confirm Trustees at the next meeting.

Perhaps even more important than the formal constitution; is the need for a governance model that ensures all members keep within our vision and remit, but does not discourage positive action. A suggested model is covered in the next item.

All steering group members should also be aware that: for both our Public Liability Insurance and (potentially) banking we need to steer clear of overt political lobbying.

### Governance Model

Tim presented a ‘light touch’ decision model for WGT members to recognise and activities and decisions that can be taken individually and where there is a need for approvals or governance. The essence is a 4-box model which we need to populate with example activities and decisions, rather than building a weighty document of dos and don’ts. More detail in the 2 slides appended to these notes.

|  |  |  |  |
| --- | --- | --- | --- |
| **GO** for it | **GO**, then **Tell** Others  | **Tell** before you **GO** | No **GO** |

The key requirement is that we create a framework that encourages people to get involved and take action, but where has a natural checks and balances to keep our decisions coherent and avoid risking the reputation of WGT

### Bank account update

There is currently a real Catch 22 with charitable accounts. The ethical banks are not offering accounts unless we are a formal charity. We can’t become a charity without a bank account.

As a result the plan is to set up a Nat West Community Account (via an existing account holder – perhaps Brian) and then switch to Co-op or Nationwide if possible once incorporated. **Chris** also to investigate the Nationwide link - any additional ideas from our Green Finance links **(Annie)**

## Rotary Projects

### Winchcombe Community Car Club

Still not a massive number confirmed for Sunday’s event. But the Abbey Fields event should give the insight needed to decide a way forward. The event will cover:

* Introduction to WGT
* Options explored
* WCCC proposal
* Real time survey to get priorities
* Confirm what people would need to make a decision

Please keep promoting the event and encourage people to sign up for updates if they can’t be there. Cross post on Winchcombe notice boards including Free and For Sale

###  Solar Project

After the very positive response from Winchcombe Primary School and parallels with the Minchinhampton project; the Academies Trust has but the brakes on somewhat by saying they are developing roll-out plan and would not support a school going ahead in isolation. We’ll keep pushing to be involved.

In the meantime we will explore the potential for solar on other community buildings.

We will give Mike from Rotary a heads up summary before we present the ideas on Thursday next week.

### Christmas shopping WGT event

This will be a fundraising / awareness event for WGT. With 3 themes of items for sale:

* Joanne’s book – Granny Oak and the Forest Fairies
* Guy Warner Art – 50% Commission to WGT
* Clare John Jewellery

The Museum have kindly offered the use of the undercroft on Friday 2nd, 5pm-7pm. We will make a donation to the Museum from funds received during the event.

There is a follow up opportunity during the day on the 3rd / 4th (10-4pm)

**Clare** can provide a *Sum-up* card machine for sales / donations

Also on the Late Night Shopping on the 6th December.

WGT will offer mulled wine on the 2nd and 6th to encouraged discussion and purchases! (Costs to be reimbursed through sales)

Publicity with online and posters (QR Code) in shops is important **Joanne / Chris**

### Website / Mail

We are getting more traffic and it is timely to have more people able to update pages. Clare, Naomi, Chris and Annie are able to upload / update where we have items in the right format (JPEG images best, not Publisher etc.). **Chris** may be able to assist with more involved changes. **Corinne** will arrange to pick up some basic skills for Homes and Energy etc.

Things to add: Transition Town update, Vulnerable Assistance Network links (WVP).

We also need to keep track of incoming e-mails (approx. 1 per month) and membership lists. **Chris** will tackle both in the short term (next 2-3 months) and decide the best way to pass the e-mail baton to others when his business gets hectic.

### Other brief updates

**Transition Town:** Documentation and initial acceptance received, great TT resources available and potential to network. **Chris/Corinne** to continue progress asking for support where needed.

The TT Checklist is a valuable model to check our progress, but not an urgent requirement. [*https://transitionnetwork.org/wp-content/uploads/2016/09/Healthcheck-How-is-our-Transition-Group-Doing.pdf*](https://transitionnetwork.org/wp-content/uploads/2016/09/Healthcheck-How-is-our-Transition-Group-Doing.pdf)

**WAM** Links: Positive meeting at the Old Boys School as a youth hub. Genuine synergies and they would benefit from our experience to find a way through their letting challenges. **Tim**

**Green Money:** Annie / Jane preparing a talk to take to community groups (U3A, Rotary etc.) to inspire people to change their approach to banking / saving – creates a resource for all.

**GCC** Have identified Winchcombe as a potential lead for EV use and charging – we have a good connection / advocate in Mark Parker and can leverage David Gray’s support **Tim**

**Senior School:** Eco-school model is well received by the group and a valuable resource for us. Planning for an assembly (**Chris**)

**Town Council:** Ambition to always be present and actively participate at each meeting.
Agreed not to have a formal rota, but to have an update ready for each meeting. Potential to get a representative elected (not co-opted) to add to Richard’s support. We should engage with the Secretary (**Who?**) to ensure we have the right timing to get items on the agenda and ensure we receive minutes to respond to.

## Date of Next Meeting

* 14th December @ 7pm – Likely to be at the Museum.

Future meetings

* 3rd Wednesday of the month to align with Town Council minutes and enable us to get items on the agenda.

## Topics to carry over

* Festival of thrift/mending/repair session
* Tree planting
* Community/business networking
* Getting and keeping people engaged
* Presentations to other groups
* Routine discussion / social activities

