

# Melksham Community Area Partnership (MCAP)

## Public Meeting & Inaugural AGM

Melksham House

Friday 20<sup>th</sup> November 2009, 7pm - 9pm

### Minutes of the Meeting

**IN ATTENDANCE:**

W. Lockett, A Webby, Tim Jalland, Ron Robinson, Miriam Zaccarelli, Barbara Zaccarelli, Jim Law, A. Law, Paul A Wiltshire, Lisa Ellis, Graham Ellis, Mel Rolph, Pauline Helps, Richard Coward, Richard Wood, Lee Emery, Richard Wiltshire, Russ Hillier, Wendy Clayton, Jill Tompkins, Sharon Daws, Effie Gales-Sides, Richard and Marilyn Slingshum, Thelma Carr, John Crook, M. King, Duncan Hames, Alison Morley, Sarah Cardy, John Adcock, Terri Welsh.

ITEM	NOTES	ACTION
Apologies	Jerry Wickham, Davina Griffin,	
Welcome	<p>Chris Holden addressed the meeting as the acting Chair of MCAP. He explained that a group had put themselves forward to steer the group to this AGM, where they would elect the actual Steering Group to take the Partnership forward.</p> <p>MCAP are looking at ways of connecting with the whole community and the importance of open consultation to find out the community needs. They are looking for people to get involved and join the theme groups that will arise from the consultation.</p> <p>Chris Holden reinforced the point that MCAP was there to represent the whole community and was not a towncentric organisation. It is vital that all the parishes are of equal importance in the CAP.</p>	
Introduction to CAPs	Laura Pictor from the Wiltshire Forum of Community Area Partnerships gave a brief overview of CAPs and their place in the new Wiltshire Council.	
What can a CAP achieve?	Doug Ross from the Trowbridge Partnership attended as guest speaker and gave a talk on TCAF's theme groups and some of their recent achievements. He also talked about the working relationship the CAP had developed in the town with other organisations, the local service providers, town and parish councils and its Area Board.	
Constitution	Laura Pictor introduced the MCAP constitution and explained	LP to make

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	<p>that it had been produced over the previous months, with many alterations, especially regarding membership, to ensure the CAP was open and inclusive.</p> <p>There were questions from the floor regarding the reserved places for parish representatives and it was agreed that the reference to a 'maximum 16' would be cut out to ensure there was no confusion when allowing alterations in the first year. i.e. if a parish did not get a representative stand at the AGM but someone came forward during the year they would be allowed even if it took the steering group to over 16. Due to this the quorum was also altered to 8 from the previous percentage. It was pointed out that a full audit could cost the partnership heavily and so the wording was changed to an independent inspection.</p> <p>The constitution was adopted by a majority vote.</p>	<p>alterations to constitution.</p>
<p>Election of Steering Group</p>	<p>Fifteen names were put forward prior to the AGM and these were all accepted by the floor, as well as two new names put forward on the night.</p> <p>So the following people were elected as the MCAP Steering Group: Revd Alison Morley, Pauline Helps, Thelma Carr, Brian Warwick, Graham Ellis, Alfred Webbly, Lee Emery, Colin Goodhind, Jerry Wickham, Chris Holden, Sarah Cardy, Effie Gales-Sides, Tim Jalland, Mavis King, Davina Griffin, W. Lockett, Jim Law.</p>	
<p>Financial report</p>	<p>Chris Holden gave an outline of MCAP's financial report which attendees were given copies of. This was produced by Abbi Gutierrez the Melksham Community Area Manager. CH explained that the Partnership were putting in an application to their Area Board for their core funding at the meeting on 16<sup>th</sup> December. He explained the planned expenditure on a Partnership Officer whom they hoped to employ in December. MCAP were also grateful to receive funds from Melksham Town Council to help with their core costs and from Melksham Without Parish Council, although as yet this was an undecided amount. It was asked why other Parish councils had not been asked to contribute and CH explained that MCAP hoped to write to the PCs before the precept was decided but understood that as a new group the Parishes may want to see successes before they contribute.</p> <p>The report also detailed the money from Melksham 1<sup>st</sup> reserved for IT projects including online consultation via a new website.</p>	

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MCAP website	Colin Goodhind of MCAP talked through the plans for the website and its consultation capacity and showed a mock up for the homepage. MCAP are working closely with Paul Johnson and the IT department of Knorr Bremse to create this. MCAP are hoping the website will be running by January 2010.	CG
Consultation exercise	Abbi Gutierrez explained that MCAP wanted to start the consultation process with a session at this meeting and that all points made tonight would be collated and fed back to the whole partnership.  The meeting closed at 9.10pm	AG