



WANA
Witherley Atterton Neighbours Association
wana.org.uk
hello@wana.org.uk

MINUTES DRAFT

WANA Steering Group
Wednesday 5th February 2025
Witherley Parish Room
7.00-8.00pm

Present: Kim Liggins, Chair (KL), Dayle Flude, Vice Chair (DF), Lynne Lainé, Secretary (LL); Roger Lainé, Treasurer (RL), Joy Simpson, Social Events subgroup Chair (JS); Richard Wade, Planning subgroup Chair (RW), Rod Bell (RB), Rob Flude (RF), Pat Helyer (PH), Tony Carter, Flood Warden (TC), Sarah Smith (SS), David Hickie (DH), Mick Humble (MH).

Apologies: Jackie Albrighton (JA), Margaret Hickie (MH), Jan Humble (JH), Keith Simpson (KS), Denise Bloomer (DB)

	Item	Action
1.	Welcome and Apologies: KL welcomed all and accepted apologies.	
2.	Draft Minutes	
2.1	Minutes of the Steering Group 20 th November 2024 agreed.	
2.2	Minutes of the Annual general Meeting (AGM) 18 th January 2025 agreed.	
3.	Matters Arising	
3.1	The action Log was reviewed and all agreed to the closure of item 6 (16/07/2024) as it has been superseded by the AGM presentation. Items 3.1 and 5 (20/11/2024) closed.	
3.2	Item 6.1 (19/09/2024) to be discussed under item 6 on the agenda.	
4.	Correspondence This month's correspondence log reflects the considerable amount of correspondence in relation to flooding. Correspondence sent to Witherley Parish Council awaiting a response.	
5	Issues Log Noted	
6	Feedback from the AGM	Notice Board
6.1	KL gave an overview of the AGM, minutes circulated to all.	Draft WANA objectives to be available for March meeting
6.2	Attendees feedback discussed.	
6.3	Attendees' suggestions on what WANA should focus on for 2025 noted. KL suggested that these should form the basis of the objectives for 2025.	

6.4	<p>WANA Notice Board- 7 residents voted yes to the question should WANA have a notice board. The steering group preference was for a wall mounted wooden board. Location to be explored. Application to the HBBC Making A difference fund to be made.</p>	<p>Possible locations to be explored- wall of WUFC and WMPFT Application to the HBBC Making a Difference Fund</p>
7. 7.1 7.2	<p>Working with Partners Circulation of AGM presentation to agencies/partners agreed Working towards a positive relationship with Witherley Parish Council is the one objective WANA did not achieve in 2024. Several invitations have been extended to WPC to meet with the WANA steering group- no response has been received. The majority of WANA correspondence to WPC has not been acknowledged or responded to nor referenced in the Clerks report to Council.</p>	<p>Correspondence sent to the Clerk to be forwarded to the steering group.</p>
8 8.1 8.2 8.3 8.4 8.5 8.6 8.7	<p>Treasurers Report RL presented the account position as the annual accounts presented at the AGM. Cash Position as 27th January 2025 £3085 The forecast position after the August Bank Holiday event is £2500. Donations to the three village organisations have been made and a thank you received from each. Company and Games Grant -£139 unallocated. Marquee: the 2nd instalment of the deposit will be paid in February. Scrutiny and audit of accounts raised- RL stated that this is good practice and a proposal under any other business is a possible option.</p>	
9.	<p>WANA Insurance Four quotes for the WANA insurance have been received. The current provider has increased the annual premium significantly. Each quote received has comparable public liability, volunteer (employer) and equipment cover. All agreed to proceed with the quote from Markel Direct.</p>	<p>RL to proceed with the Markel Direct insurance quote.</p>
10.	<p>Proposal: Donation Button on website DF explained that our website has a function for a donation button- there is no cost to implement and may provide an option for members of the public to donate to WANA. All agreed that DF should proceed with adding donation button to wana.org.uk</p>	<p>Donation button to be added to wana.org.uk</p>
11. 11.1	<p>Subgroup feedback: Social Events Subgroup JS summarised that since the last two meetings there have been three events, the Soul House Blues, a Womble Litter pick and the Curry and Bingo Night. All events to date have sold out with wait list for tickets.</p>	

<p>11.2</p> <p>11.3</p>	<p>The next Social Events subgroup meeting is on the 10th February where detailed planning for the August bank holiday will commence.</p> <p>Planning Subgroup RW gave an overview of the subgroup's activities since the last meeting which has focussed on:</p> <ul style="list-style-type: none"> • The Bull Inn – from a safety perspective the building is a risk. RW has been in contact with Mr Chris Brown from the planning department at HBBC. Residents have reported seeing surveyors on the site over the last few weeks. • Flooding. Members of the subgroup attended a multi-agency meeting in December convened by Dr Luke Evans, MP. The Environment Agency are due to publish a crucial report by the end of the month. <p>Newsletter LL shared that the March newsletter is in draft and will be circulated to the steering group for review over the coming week. RW proposed that the next newsletter could focus on Pooch Poo Pollution. RW read a draft for consideration. All agreed that the newsletter drafted in March for April distribution will focus on the dog fouling issue. DF suggested including a section on risk to Farmland and Farm animals.</p>	<p>DF to contact farmer with a request to place a Pick it up Poster at the entrance to ASH Lane. DF to draft a piece for the newsletter on the risk farmland & farm animals.</p>
<p>12.</p>	<p>Policy and Statement Annual Review Process and timescale agreed.</p>	
<p>13.</p> <p>13.1</p> <p>13.2</p> <p>13.3</p> <p>13.4</p> <p>13.5</p>	<p>Any Other Business: Proposal from JH for a WANA working party to litter pick after floods- agreed. LL to coordinate a date via steering group What's app group.</p> <p>Proposal from Treasurer to bring a paper for discussion at the March meeting on WANA applying for Charitable Incorporated Association- agreed to be on agenda for next meeting</p> <p>Proposal from Secretary for donation to the resident who feeds the Birds for 2 sacks of bird food not to exceed £20.00. Agreed</p> <p>Proposal from Treasurer to request that WPC install a Bus Shelter for residents at the end of St Peters Avenue, agreed. Letter to be sent to WPC requesting a Bus Shelter.</p> <p>Proposal from the Chair that the River Anker Survey link to be added to the WANA blog. Agreed.</p>	<p>Litter pick-coordinate date via Steering Group What's app</p> <p>Charitable Incorporated Association discussion paper for March 2025.</p> <p>LL to purchase Bird Seed and deliver to resident.</p>
<p>14.</p>	<p>Items for Next Meeting: Policies for review</p>	

	Charitable Incorporated Association discussion paper	
15.	Date of Next meeting: Tuesday 18 th March 7-8.00pm Witherley Parish Room Apologies received from JA and KL	

WANA Steering Group Action Log 9th March 2025

Date	minute no.	Action	Lead	Open/Closed	Action update
05/02/2025	6.3	Draft WANA objectives for 2025 to be available for March meeting	KL/DF/LL	on agenda	
05/02/2025	6.4	Notice Board location to be explored- wall of WUFC	LL/RL	Closed	WUFC permission granted
05/02/2025	6.4	HBBC MAD grant to be applied for - wall mounted wooden notice board	LL/DF/KL	in progress	Not approved as C&G grant received within financial year- will be on agenda for June panel
05/02/2025	7.2	Correspondence to WPC to be circulated to Steering group	LL	Closed	sent 06/02/2025
05/02/2025	9	Insurance quote from Markel Direct to be purchased	RL	Closed	purchased and documentation received
05/02/2025	10	Donation button to be added to WANA.org.uk	DF	Closed	
05/02/2025	11.3	Request to put a Pick it Up poster at the bottom of ASH lane	DF	Closed	
05/02/2025	11.3	Piece on Dog fouling risk to farm land and farm animals to be drafted for April newsletter	DF	Closed	In April Newsletter
05/02/2025	13.1	Post Flood Litter Pick	JH/MH	In progress	
05/02/2025	13.2	Discussion paper on Charitable Incorporated Organisation to be available for March meeting	RL	On agenda	
05/02/2025	13.3	Donation of 2 sacks of bird seed to resident	LL	Closed	purchased
05/02/2025	13.4	Letter re request for a Bus Shelter to be sent to WPC	LL	Closed	letter sent 07/02/2025
05/02/2025	13.5	River Anker survey link to be added to WANA blog	DF	Closed	
20/11/2024	9.0	Organisers of village firework display to be encouraged to use of silent, low noise, quieter fireworks. A request to organisers to be made in lead up to 2025 display.	LL	Jun-25	
22/10/2024	3.5	JA to liaise with the author to try and glean any further information to support identifying its whereabouts of the History of Witherley book	JA	Closed	Following enquiries no information on whereabouts identified

WANA Correspondence Log 5th February to 10th March 2025

5-Feb-2025		Resident 1	CC'd into letter to WPC and Agencies re Chapel Fields development	
6-Feb-2025		Flood Warden	CC'd into letter to WPC	
7-Feb-2025	WPC Clerk		letter re request for a bus shelter	7/02/2025 Clerk acknowledged receipt & will forward to Cllrs
7-Feb-2025	WPC Clerk		Invitation to meet & copy of AGM presentation	7/02/2025 Clerk acknowledged receipt & will forward to Cllrs
8-Feb-2025		Witherley School	photos and thank you for C&G attendance	
10-Feb-2025	LCC mobile Library		request for mobile library timetable for 2025	supplied & thank you sent
10-Feb-2025	K Taylor HBBC		Draft MaD application for comment	comments received
11-Feb-2025		Resident 1	Planning discharge Chapel Field Site	Thank you for email sent
12-Feb-2025	K Taylor HBBC		MaD application for notice board submitted	
15-Feb-2025		K Taylor	Acknowledgement receipt & noted C&G grant this financial year	
21-Feb-2025		cc'd into letter to flood agencies, WPC and MP by resident	requesting update from December 2024 meeting	
26-Feb-2025	Witherley School		March Newsletter	
1-Mar-2025	Edible Links		Query frequency of request for supply	no frequency stipulated
3-Mar-2025	Edible links		Request for supply of for supply	supply received
3-Mar-2025		Resident 1	Notification Mythe Lane Gullys cleared	thank you for notification sent
4-Mar-2025	WPC Clerk & Cllr Cartwright		WANA concerns re Chapel Fields Development	
4-Mar-2025	Witherley School		Witherley Weekender request for children to design a logo and posters	Acknowledged by school secretary

4-Mar-2025	Cllr Cartwright		thank you for Chapel Fields comments and note that submission well drafted, suggestion to encourage residents to submit individual responses	thank you sent by email
4-Mar-2025		Resident	request for a craft table at Witherley weekender	
5-Mar-2025		Resident	request for a craft table at Witherley weekender	
6-Mar-2025	Dr L Evans		Follow up from DS Smith visit by WANA	
7 March 2025	WPC Clerk		Mythe Lane bench Facebook post	
7-Mar-2025		Mark Swain	modelling work expected by end month	
10-Mar-2025	Andrew Smallwood		sent by Secretary to Planning subgroup Re willow on Atterton Lane	

WANA Issues Log as of 8th March 2025

4th March 2025	Road Edge on Riverside	Letter and images sent to LCC
4th March 2025	Willow in brook on Atterton lane	10 th March reported to Andrew Smallwood



WANA Accounts 2024 to 8 Mar 2025

INCOME	£
Company and Games grant: £130 unspent	1,191
Ticket sales for events	2,550
Raffle ticket sales	850
Donations	2,184
Other sales: catering, pins	126
TOTAL INCOME:	7,797
EXPENSE	
Room hire: PCC, WUFC	650
Performers: Bonkers bingo, Gary <u>Googlay</u>	300
Company and Games setup	460
General expenses: Consumables, training, catering	1,564
Marquee deposit	460
Grants: Red Cross, <u>FoWS</u> , <u>WMPFT</u> , Parish <u>Rm</u>	525
TOTAL EXPENSE:	4,068
BALANCE of Cash and Bank:	3,729
FORECAST to have a balance of £2,650 following the Aug BH event	



Proposal: WANA becomes a Charitable Incorporated Organisation on the Association Model

1. WANA is currently an Unincorporated Association:

- an unregistered charity
- not a corporate body, individual members are personally responsible for any assets, debts and contractual obligations
- members and officers do not have limited liability protection
- when there is a change of officers it can be unclear who is responsible for outstanding obligations

Charitable Incorporated Organisation (CIO) is a type of legal structure designed specifically for charities in the UK.

Association Model CIOs are membership organisations and hold elections to appoint trustees, equivalent to our current officers.

2. Key points about CIOs:

2.1 Incorporated Structure: a CIO is a corporate body, meaning it has a legal identity separate from its trustees. This allows it to enter into contracts, own property, and employ staff in its own name.

2.2 Limited Liability: Trustees of a CIO have limited or no personal liability for the charity's debts or liabilities: trustees are still liable for breaches of trust and for fraud.

2.3 Registration: To become a CIO, we will register with the Charity Commission. We will have a Registered Charity Number which will give the public and grant donors confidence in our structure, and therefore assist with fundraising.

2.4 Regulation: CIOs are regulated by the Charity Commission and are not subject to company law, although in practice CIOs are subject to many of the same regulations as companies.

2.5 Annual Returns of Accounts: CIOs are required to file annual returns: this is simple for CIOs with an annual income below £25,000, as no audit is required.

2.6 Members are responsible for decisions such as amending the constitution and winding up of the Charitable Incorporated Organisation. The functions of the members of a CIO are similar to those of shareholders of a private company.

2.7 Trustees are responsible for the general control and management of the charity.

3. Proposed next steps

3.1 Steering Group to agree in principle at April meeting pending outcome of public consultation via Parish magazine, Wetherley Facebook, May Newsletter, WANA website, posters

3.2 Formal vote at May 2025 Steering Group Meeting

3.3 Apply to Charity Commission over summer months

Further reading : [Set up a charity: Structures - GOV.UK](#)



WANA 

WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

DRAFT
WANA Objectives 2025

Ref	Objective	Review Date 1st August 2025	Risk to Delivery
1.	Promote WANA to residents as a vehicle for reducing social isolation and improving social cohesion		
2.	Contribute to the multi-agency partnerships to reduce the risk and impact of flooding		
3.	Maintain an effective working relationship with HBBC to raise resident issues and concerns		
4.	Work towards an effective partnership with Witherley Parish Council.		
5.	Deliver the planned social events programme for 2025, including the Witherley August Bank Holiday Event		
6.	Continue to support the delivery of Company and Games and provide evidence of		

effective use of the Making a Difference Grant		
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WANA 2024 Objective final review March 2025

Objectives agreed by the WANA steering Group August 2024

Ref	Objective	Review Date 1 st November 2024	Risk to Delivery	Final review March 2025
1.	Publish the 6-month review to the WANA membership and other relevant/interested parties.	6-month review approved at the steering Group August 2024 Published on wana.org.uk		Achieved
2.	Deliver the planned social events programme which extends into 2025.	Social events programme on target Events and dates set to mid-April 2025 Marquee booked for August Bank Holiday 2025		In progress no risk identified
3.	Establish a weekly social afternoon, company and games, focused on improving the wellbeing open to all residents.	Company and Games: Grant awarded by HBBC Launched October 2024 Publicised via WANA Newsletter, Parish Magazine, and Witherley Facebook Posters displayed around the Village		Achieved
4.	Conduct the first 6-month review of the effectiveness of its adopted constitution and policies.	Constitution reviewed with minor amendments and republished on wana.org.uk		Achieved
5.	Work towards an effective partnership with Witherley Parish Council.	Invitation to meet with WPC extended 3 times with no response from WPC	The Parish Council has not responded to communications	Not achieved & invitations to meet

				issued with no response
6.	Plan and execute the first WANA Annual General Meeting when there will be opportunity to promote, review activities, fundraising achievements and resources and form plans with residents to continue to deliver and improve WANAs contribution to community benefit.	AGM date booked 18 th January 2025 Date publicised in the December WANA newsletter		Achieved



CONSTITUTION

Name, Area and Status

- 1.1. The organisation's official name is Wetherley Atterton Neighbours Association and abbreviated as WANA.
- 1.2. WANA is a community group that aims to benefit and unite all individuals who live and work in the Atterton and Wetherley neighbourhood. The boundaries of the qualifying area are determined by the electoral wards of Atterton and Wetherley, as shown in Appendix 1.
- 1.3. WANA is a voluntary, not-for-profit, unincorporated organisation.

Aims and objectives of WANA

Our goal is to enhance the well-being of the community and promote positivity and kindness by organising social and recreational activities. We strive to create an inclusive and fair environment that welcomes everyone.

- 2.1. To encourage participation in regular consultative processes to gather ideas and support for addressing community issues. To engage with local councils and other relevant partners to ensure our community's best interests are well served.
- 2.2. To partner with village organisations and venues that deliver social events. Together, we'll raise funds to support activities that meet the criteria described in 2.1.
- 2.3. To provide regular information and feedback to our community and always represent the majority view. Our goal is to promote WANA to all members of the community eligible to benefit. We make sure to be non-party political and non-sectarian.

Inclusion

- 3.1. Anyone over the age of 16 years, living or working within the WANA area, is included and able to vote at WANA General Meetings.
- 3.2. No subscription charge will be made.
- 3.3. The Secretary of WANA will keep a register of contacts over age 16.
- 3.4. Young people under 16 who are residents in the WANA area will be known as 'Junior WANA Bees'. They will not receive voting rights, and their names will not be included in the contacts register.
- 3.5. Residents may choose to opt out of receiving WANA information.
- 3.6. The Constitution will be published on WANA's website, www.wana.org.uk
- 3.7. On request, a paper copy of the Constitution will be issued.

- 3.8. People who move out of the WANA area, or stop working in the WANA area, will no longer belong to WANA or have a vote.
- 3.9. Anyone behaving offensively or breaching the equal opportunities policy may be asked to refrain from attending further meetings or may be excluded from WANA if an apology is not given or the behaviour is repeated.
- 3.10. People may exclude themselves from WANA by notifying the Secretary.

Equal Opportunities

WANA will not discriminate on the grounds of sex, race (including colour, ethnic or national origin), sexual orientation, disability, gender reassignment, religious or political belief, pregnancy or maternity, marital status or age.

Administration of WANA

WANA will be organised and structured with annually elected Officers at the Annual General Meeting. A Steering Group of Officers and members is the decision-making body, subgroups lead on the two main functions: planning and flooding and Social Events.

6. Steering Group (SG) and Officers

- 6.1 The affairs of WANA will be carried out by a committee known as the Steering Group (SG) formed at WANA's Inaugural Meeting.
- 6.2 The SG comprises four elected officers—the Chair, Vice Chair, Secretary, Treasurer, and other general members. The officers are responsible for WANA's daily operations and for implementing decisions taken by the SG. Three or more officers must agree to respond to urgent matters. Any actions or issues must be communicated to the Steering Group. Additionally, officers may be part of any subgroup created by the SG.
- 6.3 Complaints about the conduct of an officer or member of the Steering or SubGroups will be made in writing to the Secretary (or Chair if the complaint concerns the Secretary), who will investigate and take appropriate action.
- 6.4 A vote of no confidence in an officer or Steering Group member can be called for (Rule 7) with an appropriate motion to allow a vote to remove the member from their post.
- 6.5 The Chair or Secretary will call general SG meetings.
- 6.6 Two members of the SG may call an extraordinary SG Meeting by presenting a signed requisition stating the purpose of such meeting and the resolutions to be determined.
- 6.7 SG members must receive notice of meetings at least seven days before the meeting.
- 6.8 Six SG members are a quorum, one of whom is an officer.
- 6.9 Officers will be elected/re-elected yearly at the Annual General Meeting (AGM), which is open to all eligible WANA members to attend and vote.
- 6.10 Should a 'general' SG member vacancy occur; the SG may fill the vacancy with an eligible WANA member. WANA will welcome new members interested to join the SG up to a maximum Steering Group Membership of 20.
- 6.11 Should an officer vacancy occur, the SG may fill the vacancy with an eligible member to serve the remaining term of office.

6.12 The SG may appoint an independent Financial Examiner, at any point during the year but will not be a Member of the SG.

6.13 The Secretary will take the minutes of the SG meetings. Draft minutes will be circulated within ten working days from the meeting date.

6.14 SG Meetings will be held in public and open to everyone living or working in the WANA area to attend.

6.15 At least seven days' notice of such a meeting, giving the venue, date, time, and agenda, may be provided by email to SG members, and the posting of notices on the website wana.org.uk and the monthly WANA calendar delivered to all households as part of the newsletter.

Sub-Groups

6.16 The SG may appoint other members or small groups from within the community to administer and arrange specific projects for WANA. They may attend a SG Meeting while business related to their function is transacted but will not be entitled to vote.

6.17 A Subgroup will determine the frequency and timing of meetings.

6.18 Each subgroup will determine who will lead the group and who will take notes.

6.19 Each subgroup will report progress against the terms of reference to the SG either in person at an SG meeting or via a written report submitted to the Secretary before the meeting to allow circulation to all SG members.

6.20 All members will be notified in writing at least 7 days before the meeting, giving the venue, date, and time.

6.21 Nominations for a subgroup may be made to the secretary before or at the SG meeting.

Annual General Meeting

6.22 A General Meeting of the Society shall be held in January or February of each year to transact all such business appertaining to such Annual General Meeting AGM:

a) The notice of and agenda for the Annual General Meeting will be posted on the WANA website and WANA newsletter and Calendar seven days before the meeting date.

b) The SG will present a report on the work of WANA over the year.

c) The SG will present the WANA accounts for the previous year.

d) The officers and SG for the next year will be elected.

6.23 Any proposals should be given to the Secretary at least fourteen days before the meeting.

6.24 Nominations for officers supported by a proposer can be received up to seven days before the AGM.

6.25 Notice of resolutions or amendments to the Constitution must be given to the Secretary by 1st December in any year.

6.26 All officers retire at the AGM and are eligible for re-election.

6.27 The quorum for the AGM will be 10 members.

7. Extraordinary Meeting

7.1. 10 WANA residents may call an extraordinary/special general meeting by presenting a signed requisition stating the purpose of such meeting and the resolutions to be determined.

- 7.2. The meeting will take place within twenty-one days of the request. WANA members will be given two weeks' notice of such a meeting, giving the venue, date, time, and agenda. Notice will be published on the WANA website and village noticeboards and, where possible, electronically.
- 7.3. The quorum for a Special General Meeting will be 20 residents¶

8. Rules of Procedure for Meetings

- 8.1. Any questions that arise at any meeting must be raised through the Chair, and the meeting will seek to find a general agreement.
- 8.2. If a consensus cannot be reached, a vote will be taken, and the majority present will decide. If the number of votes cast on each side is equal, the meeting Chair shall have an additional casting vote.

9. Finances

- 8.1. An account will be maintained on behalf of WANA at a bank agreed by the SG. The SG will nominate three account signatories (one of whom will be the treasurer). The signatories must not be related or be members of the same household.
- 8.2. All payments will be signed by two of the signatories.
- 8.3. The signatories will sign the cheque payments.
- 8.4. For other payments (such as BACS payments, cash withdrawals, debit card payments or cash payments), a requisition note will be signed by two signatories and held by the Treasurer.
- 8.5. The Treasurer will maintain income and expenditure records, and a financial statement will be given at each meeting.
- 8.6. Funds raised by or on behalf of WANA will be used to further the Association's aims, as specified in item 2 of this constitution.
- 8.7. The SG will maintain funds in reserve at a level agreed with the Treasurer to cover its operating costs.
- 8.8. The SG will be empowered to share surplus funds with any organisation named at 2.2 or any other cause that meets the criteria specified at 2.
- 8.9. The Steering group will determine and agree any additional reserves to be held for specific events planned by WANA for the benefit of achieving the aims as detailed in section 2.

10. Amendments to the Constitution

- 10.1. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting convened for the purpose.
- 10.2. Any proposal to amend the constitution must be given to the Secretary in writing. The proposal must then be circulated with the notice of the meeting.
- 10.3. Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

11.Dissolution

- 11.1. If a meeting decides by simple majority that WANA must be closed down, it may call a Special General Meeting. The sole business of this meeting will be to dissolve the group.
- 11.2. Suppose it is agreed to dissolve the group: Once any outstanding debts have been paid, all remaining money and other assets will be distributed between organisations meeting WANA's objectives—the arrangement to be agreed upon to decide on the dissolution.

Document History:

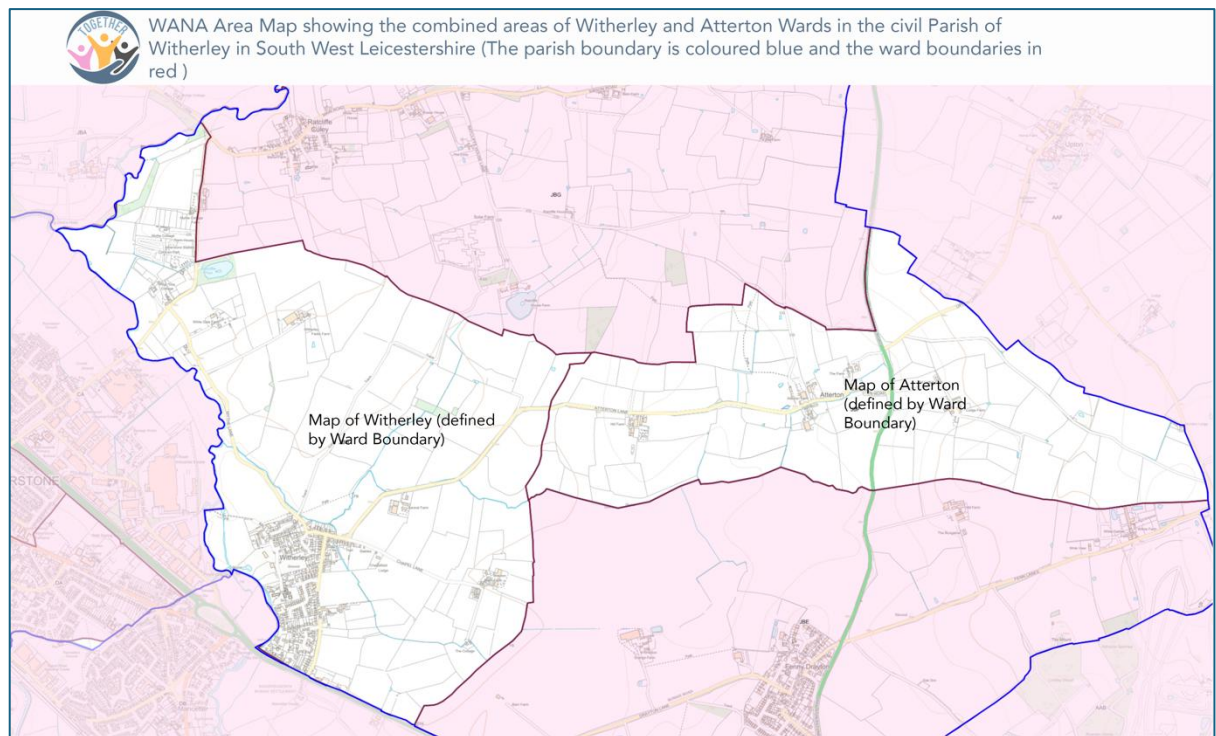
Adopted at a meeting of the Steering Group held on 26 March 2024. Reviewed and agreed 19 September 2024.

Review March 2025

Subject to change

The electoral services officer at HBBC has been requested to clarify the boundary for Witherley Ward. A map shown on the HBBC site and a government mapping service shows a difference in the boundary for Witherley to the North West.

Appendix 1





WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

General Rules v3

1. What WANA wants residents to be involved in

- Voicing their views.
- Making choices.
- Monitoring, reviewing, and saying what you think about services that are provided by various bodies.
- Deciding how the local area should be improved.
- Developing a better sense of community spirit and identifying ways in which this can be done including social activities.

2. General rules

WANA will:

Have a recognised constitution which sets out the aims and objectives and is agreed by WANA members.

Clarify responsibilities and ensure accountability.

Provide a formal mechanism for making decisions.

Determine other rules as and when needs arise such as in the formation of sub groups.

3. Policies and procedures

WANA will abide by the following policies and procedures:

Equal Opportunities
General Data Protection Regulations (GDPR)
Code of Conduct
Safeguarding
Handling money

4. Roles of committee members

The committee is a group of people who are elected by members to:

- Represent all group members at meetings.
- Carry out the decisions of the group.
- Put forward the views of the group at meetings with outside bodies.
- Take responsibility for decisions and feedback its work to group members through general meetings and newsletters.
- Put the views and needs of group members into actions.
- Share out tasks so that everyone feels involved.

The committee shall comprise:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Ordinary Members

Other roles will be decided by WANA members and might include leads for fundraising, social events, marketing for example.

5. Committee meetings

5.1 Steering Group meetings – These are open meetings open to all residents of Witherley and Atterton. These meetings will provide the oversight, governance assurance and the decision-making body for WANA

5.2 Subgroup meetings

To enable effective operation of Subgroups, they are permitted to make decisions without reference to the Steering Group, provided that decisions are made with the agreement of at least one officer, and are in line with the WANA strategies and objectives. Decisions will be published in the subgroup meeting notes where they can be seen by all members of the Steering Group. Any Steering Group member may exceptionally, challenge a decision and call for the decision to be put to a vote.

5.3 Annual General Meeting (AGM) – These are meetings to feedback the work of WANA over the previous 12 months.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed

26 March 202

April 2024

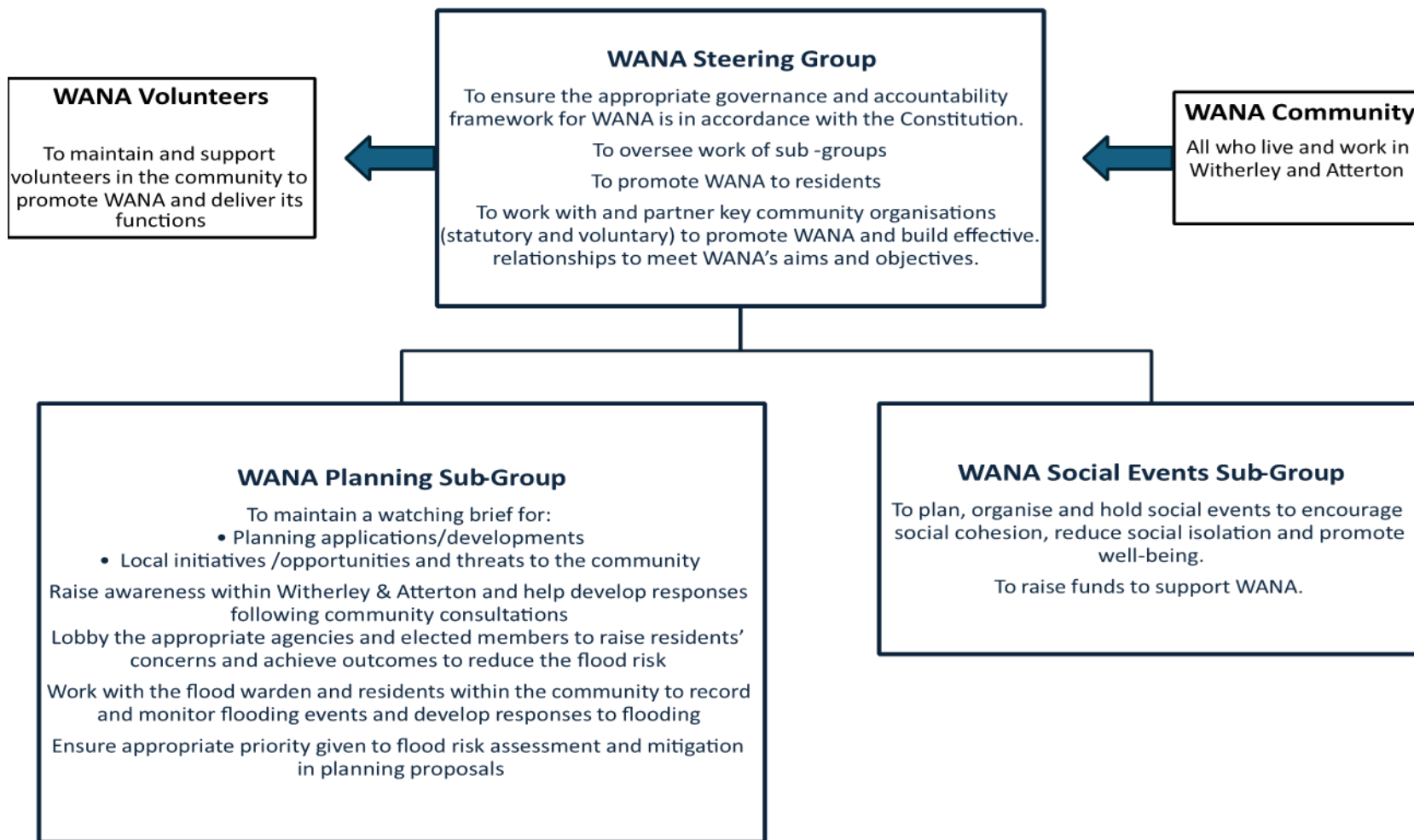
March 2025



WANA WITHERLEY & ATTERTON NEIGHBOURS ASSOCIATION



STRUCTURE





WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Code of Conduct

The role of the steering group is to carry out the day-to-day business of WANA in an efficient, fair and reasonable way.

In taking decisions on behalf of WANA, steering group members must always be aware of their responsibilities to represent all residents of Witherley and Atterton.

All steering group members will comply with the constitution and all policies at all times.

WANA will provide each new steering group member and volunteer with appropriate support and make them always feel welcome.

Members of WANA shall conduct themselves in a manner that will not cause offence to others. Racist, sexist or inflammatory remarks or abusive behaviour will not be tolerated.

The chair of the steering group has the right to warn an offending member. If the offending member persists they will be asked to leave the meeting and not attend another meeting until further notice. The steering group must arrange a time and date for them to discuss the incident and decide on a course of action.

The steering group must be transparent in the activities that they carry out.

Personal interests of WANA steering group members

WANA steering group members must never use their position to seek preferential treatment for themselves, their family or relatives.

General

Steering group members must never personalise issues and must be willing to recognise that everyone is entitled to express their opinion.

A serious breach of any of the steering groups' code of conduct may result in a steering group member being asked to resign.

The steering group will make decisions based on their being a unanimous agreement or a simple majority of those present. Minority voters must be prepared to accept the majority decision.

Steering group meetings must be held at times that are convenient to the majority of the steering group members. If a steering group member fails to attend three consecutive meetings without good reason they may be asked to resign from the steering group.

A record of attendance will be kept for each meeting.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed

26 March 2024

March 2025



Safeguarding Policy

The purpose of this policy statement is:

To safeguard children, young people and vulnerable adults who participate in WANA activities from harm.

- Children are people under 14 years of age
- Young people are 14 to 17 years of age
- Vulnerable Adults are **people who are 18 years of age or older** who are unable to provide for their own needs and protect themselves against abuse or serious exploitation due to impairment of mental, physical and emotional function.

To provide overarching principles that guide our approach to safeguarding. This policy applies to anyone working on behalf of WANA, including volunteers and contractors.

Legal framework:

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England.

We believe that:

Children, young people and vulnerable adults should never experience abuse of any kind.

We recognise that:

Everyone, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.

Some people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people and vulnerable adults, their parents, carers and other agencies is essential.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them.
 - appointing a lead for safeguarding.
 - adopting safeguarding best practice through our policies and procedures.
 - always ensuring that a parent, guardian or another nominated adult by the parent is present when children are engaged in WANA activities.
 - making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern.
 - using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, vulnerable adults, parents, families and carers appropriately.
 - using our procedures to manage any allegations appropriately.
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
 - building a safeguarding culture where volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details:

NSPCC Helpline 0808 800 5000

WANA Lead for safeguarding: Kim Liggins email: kimliggins28@gmail.com

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed

26 March 2024

March 2025



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Equal Opportunities Statement

Witherley and Atterton Neighbourhood Association (WANA) will:

- Be committed to ensuring equality of opportunity to all local residents.
- Take steps to ensure that we are as representative of the local community as possible and that all our meetings and any other group activities are accessible and welcoming to all .

Each individual member of WANA will be responsible for helping the group to meet these aims.

In terms of the neighbours association activities or steering group work, any resident who feels that they have not been treated fairly and equally by WANA can raise this with the elected committee, **or any member of the steering group.**

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed

26 March 2024

March 2025



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Cash and Bank Handling Statement v6

1. As far as possible, do not pay expenses on your own account, ask the Treasurer to pay by bank transfer or from the cash on hand, particularly for those expenses in excess of ten pounds.
2. A Receipt is required for all expense transactions: the receipt should clearly state that the expense is being incurred by 'WANA' not by an individual. When a purchase is made via an online order 'WANA' can be entered as the Company Name on the order.
3. For specific events an Event Manager will be nominated and allocated an expense budget for the event: other participants in the event will then check with the Event Manager before committing to any expenditure for the event.
4. The expense refund will be made once the Invoice or Payment Receipt stating the goods and the payment total is produced. Refunds will be made in cash as standard, to minimise banking costs.
5. A simple Cash Receipt book records all cash payments and receipts and will reconcile to the cash on hand at all times.
6. The bank account can never be overdrawn. We use a simple accounting package linked to the Bank account, which allows us to analyse and report on all bank and cash transactions.
7. The accounting package records known future transactions, so if any commitments to future expense or income are made please inform the Treasurer immediately so that the cash flow forecasting can be kept up to date.
8. We maintain a list of authorised signatories for the Bank account. Payments require authorisation by two signatories, so we will maintain at least two and not more than four signatories.

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed

March 2024
April 2024
October 2024
March 2025



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Data Protection Statement

The data protection policy and procedure is about protecting people's privacy and their right to understand why personal data is being collected, stored and used.

Personal data for a person can be stored electronically or on paper. This includes images, audio recordings and written information.

Associations need to comply with the UK GDPR and Data Protection Act 2018, when collecting, storing, using, amending, sharing, destroying, or deleting personal data. This is called "processing personal data".

What is personal data?

Information about a person that can 'identify' that individual either on its own or with other information that an organisation holds.

Responsibility

The 'elected' steering group (chair, vice chair, treasurer, and secretary) are responsible to ensure that the policy and procedure are adhered to. Other members, co-optees, volunteers, and sub-groups are responsible for observing this policy in all areas of work within WANA.

How long should data be kept?

WANA will hold data for three (3) years. Every 3 years WANA will

update their information. However, data can still be deleted as and when members request their information to be removed.

Information Commissioner and Data Protection

WANA will undertake the Information Commissioners self-assessment as a minimum annually to assess data compliance and to identify whether WANA should register with the Information Commissioner.

Self assessment completed 7th February 2025

No fee required

Policy Review:

We are committed to reviewing our policy and good practice annually.

Date Reviewed:

March 2024

March 2025



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Annual Report for Witherley Parish Council

Introduction

WANA was formed in January 2024 and celebrated its first year at the AGM in January 2025. The steering group which is made up of volunteers meets monthly to discuss and guide the work of WANA, based on consultation with the residents. There are two subgroups, one for social activities and a planning subgroup.

WANA has an active group of volunteers who support the work of WANA.

Achievements

In the first year WANA has had a number of successes and achievements all made possible by consulting with residents and working with WANA volunteers.

To date WANA has:

- ❖ Installed two defibrillators which were donated to WANA.
- ❖ Arranged two Defibrillator training sessions attended by over 50 residents.
- ❖ Arranged a First Aid training session for residents which was well attended.
- ❖ Design, print and deliver a monthly newsletter and calendar of events to every household in Witherley and Atterton.
- ❖ Worked with Witherley School children to design posters to address the issue of dog fouling. Winning designs were chosen and posters printed which are in situ around Witherley and Atterton. Each child who submitted a design received a certificate of merit.
- ❖ Lobbied highways about the siting of a road sign on the Bridge Lane/A5 junction.
- ❖ Organised 3 litter picks where groups of volunteers have collected litter from the villages and the lanes. A significant amount of litter has been collected as a result.

- ❖ Worked with the flood warden and residents to highlight the impacts of flooding on Witherley and Atterton. WANA is providing information to Dr Evans MP, The Environment Agency, Severn Trent and Leicestershire County Council.
- ❖ Organised and delivered several social activities and events over the year and has a number of activities planned across 2025 including the Witherley Weekender, a weekend of activities over the August Bank Holiday 2025.
- ❖ Worked in partnership with Witherley Memorial Playing Field Trust to deliver a programme of activities to support the Mental Health awareness week in May 2024.
- ❖ Provided residents with a copy of the HBBC to review the Local plan consultation. WANA submitted a response.
- ❖ Replaced a bench on Riverside and planted the flower beds adjacent to it.
- ❖ Applied for a 'Making a Difference' grant from HBBC to set up a weekly Company and Games session in Witherley Football Club. The session is open to all age groups and has good attendance with Witherley School children visiting during term time to interact with residents.

Next steps

WANA will continue the momentum of its successes in the first year. WANA will work to forge working relationships with other groups and bodies in order to promote effective working with the ultimate aim of support for the residents.

The full annual report for WANA can be accessed here:

https://www.wana.org.uk/files/ugd/c552f6_250fef6690ad427cbff8d2f7ce334330.pdf

Kim Liggins
Chair
March 2025



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Hinckley & Bosworth
Borough Council

in collaboration with



Company and Games

First three-month evaluation

1. Introduction.

WANA applied for and were awarded a Making a Difference Grant of £1190 from Hinckley and Bosworth Borough Council Voluntary and Community Partnerships Sector.

A planning group was established and met to plan the details, a risk assessment was undertaken, a weekly monitoring form designed and a process for buying refreshments and reimbursing volunteers was developed in agreement with the WANA treasurer.

C&G commenced on October 24th, 2024, and is held on Thursday afternoons 1.30-3.30pm in the Football Club in Witherley. C&G is open to everyone of all ages as an accessible, free to attend social afternoon. Witherley Church of England Primary School requested to bring a group of children once a half term to support intergenerational mixing to improve social cohesion.

2. An advertising strategy was developed.

Posters promoting company and Games (C&G) were displayed around the village, and included in:

- The monthly WANA Newsletter that is delivered free to every household
- The parish magazine which is distributed to two thirds of the Village
- On the closed Village FACEBOOK page
- On the Village notice board
- In the Football Club and Parish Room



Posters and Facebook posts included the HBBC RCC logo and the WANA logo.

Company and Games restarts on the 9th January 2025

**Come and join us for a cuppa, a piece of cake and a chat in the cosy warmth of the
Football Club**

**Everyone, all ages welcome, stay for 10 minutes or two hours
every Thursday 1.30-3.30**



Company and games is funded by a grant from HBBC and is a free activity

3. Food Handling and food allergen course

Ten volunteers accessed an online training course purchased with grant funds.

4. Weekly attendance

Weekly attendance for the first three months has averaged at 20 individuals. A group of primary age school children attended a session in November.

The most popular games are: Ludo, Scrabble, Cribbage, jigsaw, Dominoes, Snakes and ladders.

At the request of residents, we had a Christmas Quiz and Christmas Bingo, free for those participating.

Attendees have requested Cash Bingo once a month and all were willing to purchase a book of four bingo cards for a £1.00, with a line prize of £2.00 and house of £5.00. WANA funds purchased the bingo books.

The session has provided much needed support for a vulnerable adult and the carer for that adult.

5. Refreshments

Tea, Coffee, cake and biscuits are provided with a request for a donation to cover the cost.

6. Attendees Feedback

Each week attendees have been invited to comment on how the session has been received. The request for monthly bingo with a cash prize was proposed and agreed.

7. Spend against the Making a Difference Grant

	Amount spent	
	£	Remaining budget
Room Hire @ £10	130	370
Equipment Purchase Games, storage boxes , Bingo Machine	491	
Christmas Bingo	30	
Refreshment Foat	30	
Total unallocated remaining from grant		£139

Donations from Refreshments after costs and bingo prizes as at the 31st January 2025 is £134.00.



**Company and Games
Christmas Quiz
Thursday 12th December
1.30-3.30pm
Witherley Football Club
All welcome**



**Company and Games
Christmas Bingo
Thursday 19th December
1.30-3.30pm
Witherley Football Club
All welcome**





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WANA Social events Subgroup Minutes **DRAFT**
10th February 2025
Witherley United Football Club
6.00-7.00pm

Present: Joy Simpson Chair (JS), Lynne Lainé (LL), Pat Helyer (PH), Margaret Hickie (MH), Gaynor Biddle (GB), Helen Towers (HT), Jan Humble (JH), Kate Snell (KHS), Sarah Smith (SS), Leanne Broadhurst (LB), Becky Lee (BL)

Apologies: Corinne Barker (CB), Keith Simpson (KS), Kim Liggins (KL), Dayle Fude (DF), Pat Roberts (PH), David Roberts (DR), Lynne Swain (LS), Jackie Albrighton (JA), Lynne swain (LS,) Louise Bedford (LB)

	Item	Action
1.	Welcome JS welcomed LB to the meeting and all introduced themselves. LB gave a brief overview of FoWS and that they are looking forward to working with WANA. Apologies accepted	
2.	Chair and Secretary role for 2025 JS was proposed and seconded and agreed to continue as Chair LL was proposed and seconded and agreed to continue as Secretary	
3.	Minutes of the meeting on the 11 December 2024 were agreed All actions closed as August Bank Holiday event on the agenda. update	
4.	Update & learning from events:	
4.1	Womble 4th January 2025 <ul style="list-style-type: none">• 30 wombles joined in• 17 bags of rubbish, 4 old tyres, half a plastic bucket, an old petrol can, and a tin of paint.• Soup cooked by PR and DR and a roll was ready for the Wombles on their return. DR, PR and PH thanked for providing the catering another successful WANA Womble event.	
4.2	First Aid Course arranged by PH <ul style="list-style-type: none">• 13 attended for a free session provided by the Red Cross. All agreed it was a good training event.	

4.3	<ul style="list-style-type: none"> • All attended received a certificate of attendance. • Trained WANA volunteers will be able to support WANA events. • WANA donated £25.00 to the Red Cross. <p>Curry Night</p> <ul style="list-style-type: none"> • attended by 50. • there was a waiting list for tickets. • Bingo was fun and bingo caller KHS was thanked. • The event raised £384.00 towards WANA funds • Positive comments have been received from attendees <p>Room capacity The capacity for events has been gradually reduced and is more comfortable for all when between 50-56.</p>	
5.	<p>Income from events:</p> <p>£1727 from the events since September 2024</p>	
6.	<p>Company and Games:</p> <p>A three-month evaluation report had been circulated prior to the meeting. On average 20 attendees per week Witherley School Children have attended twice, last week 15 year 3 children came and stayed for an hour, playing games with adult attendees. There was a lovely atmosphere, and positive comments about how polite the children were. The children will attend one a half term. Bingo and Quiz were just before Christmas. Attendees would like to have Bingo (cash) once a month. L Bedford has made a kind offer that the children will do a maypole dance in May and bring afternoon tea to Company and Games- the kind offer has been welcomed.</p>	
7.	<p>Upcoming events:</p> <p>7.1 Chippy Supper & Quiz Night 22nd February- 26 tickets sold to date. Cutoff date for tickets to be posted on Facebook.</p> <p>7.2 Bonkers Bingo 15th March 2025- 26 tickets sold to date.</p> <p>7.3 Baroness of Bolsover 12th April 2025- planning document circulated in the meeting papers. MH, PH and LL have been costing items. Menu agreed with a change to one of the sandwiches to cucumber which is more traditional of an English cream tea. Gift Vouchers as a Mother's Day gift to be promoted on next newsletter. PH provided example of a mini sponge cake, Lemon Cheesecakes, and an orange loaf cake- the samples were greatly appreciated and all welcomed PH suggestion to make for the afternoon tea. Support will be required for catering, setting up and clearing away. Cups, Saucers, tea plates and teapots will be required. WUFC may be able to loan some they have in storage. The tip shop was also proposed as a place we may be able to purchase some.</p>	
8.	<p>August 2025 Bank Holiday Planning subgroup set up to include: JS, LL, KHS, MH, PH, GB, SS, LB, BL</p>	

	Ideas for various activities to be agree at the 1st meeting of the planning group on 25 th February 6pm in Witherley Football Club	
9.	Future Events 9.1 Easter decorated house/ Treasure Hunt agreed. To be promoted in the 9.2 Match and April Newsletter. 9.3 Postponed Garage Sale? September- Sheepy have theirs on 5 th May2025. 9.4 Bonnie has contacted WANA (charges £200-500)- following a discussion all agree that the event cost is high, and not what we require at the moment. Repeat Curry night in Autumn agreed. Date to be confirmed. Ideas for other events: Line Dance, /Barn Dance event to be explored.	
10.	Agree feedback to Steering Group Meeting <ul style="list-style-type: none"> • Update on August bank Holiday • Company and Games three-month evaluation 	
11.	Any Other Business: FoWs Volunteers requested support for their Merryvale Hall walk on the 13 th April 2025. Volunteers from last year would have appreciated the opportunity to walk around the grounds rather than being in one place for the whole event. Information on the hall and history would be useful for volunteers to have at hand as some walkers asked questions. Advertising of the event has to be done carefully, and not on social media so that numbers can be managed.	
12.	Date of Next meeting: 19th March 6-7pm Witherley Football Club	



Witherley Weekender Planning Group Meeting Notes DRAFT

Tuesday February 25th 6 pm

Witherley Football Club

Present: Joy Simpson (JS), Lynne Lainé (LL), Jackie Albrighton, Pat Helyer (PH), Gaynor Biddle (GB), Kerys Biddle (KB), Sarah Smith (SS)

Apologies: Margaret Hickie (MH), Lynne Swain (LS). Corinne Barker (CB), Pat and David Roberts (PR,DR), Helen Towers (HT)

	ITEM	ACTIONS
1.	Welcome	
2.	Membership of group Representatives' different village organisations FoWS PCC Parish Magazine WI	<ul style="list-style-type: none"> • JA to ask if Company and Co want to be part of event • LL to ask PCC LB re joining planning group • WI NM to be asked
3.	What's app group Agreed to use the Social Events What's app group so all know what is going on	
4.	Name of event? All agreed on Witherley Weekender	
5.	Booked /planned to date <ul style="list-style-type: none"> • Friday Night Ade Family Entertainment start 6.30 • Saturday Field Day 12.30-5.00pm- possibly free event with tickets- to be agreed • Saturday Night SPs cost start 7.30- possibly £5.00 adults or £12.50 per family- to be agreed • WUFC 65th Celebration Sunday • Monday PCC 	
6.	Ideas for activities for the Saturday Field Day Tombola- collection from residents will need to be planned- Week before event Name the Hedgehog Children's Tombola Games- by Helen and Stephen Towers Hunt the WANA bee Craft Stalls in Marquee- provisional list made- contact via letter Art exhibition Maypole Dance Morris Dancing Activities for Children Bric a Brac Club BBQ 360 Dough Pizza Cake Stall Tea and coffees for sale Ice Cream Van Face painting FOWs requested stalls	<ul style="list-style-type: none"> • JS to ask NC re children's activities • KS to be asked re adult activities • LL letter to crafter s who may wish to have a stall • LL to liaise with LB re Maypole • LL to see if Morris Dancers available • SS to enquire re Art Exhibition • KS to book ice cream van • JS to confirm Face painter AWL • LL to enquire if WUFC will do a BBQ
7.	Proceeds Stalls by Organisations to be asked for a contribution either as % of takings or a set amount- to be agreed at a later date. Craft stalls request contribution £20.00 per stall	

	WUFC will provide a financial contribution for use of the Marquee for their 65 th Celebration	
8.	<p>Communication plan</p> <p>Agreed to start sending out messages via:</p> <ul style="list-style-type: none"> • Newsletter- May/June newsletter. July big promotion • Parish Magazine • Facebook <p>Witherley School to be invited to design posters and a logo</p> <p>Tombola collection – note to be delivered to houses stating when collection will take place</p>	LL to contact school re posters and a logo
9.	<p>Temporary Event Notice (TEN) HBBC</p> <p>Will need application- up to 10 days in advance</p> <p>Cost £21.00</p>	
10.	<p>Health and Safety, Insurance, Risk Assessment</p> <ul style="list-style-type: none"> • Roger Lainé has spoken to both WANA and WMPFT insurers. Current insurance will cover event. • Insurance exclusion- individuals under influence of alcohol • Risk assessment to be undertaken • First aiders on site • Disclaimer notices will need to be displayed for: participating at own risk, parental responsibility for children, alcohol and insurance, food allergens 	
11.	<p>Any other business</p> <ul style="list-style-type: none"> • On the day Raffles do not need Lottery Licence as long as tickets not sold in advance and contact details are recorded on the ticket stub. • Wrist band or hand stamp for the paid events • HBBC to be asked if extra bins can be made available 	LL to contact HBBC Street Scene
12.	<p>Date of next meeting</p> <p>After Social Events Group on 19th March 2025</p> <p>19th March 6pm Witherley Football Club</p>	



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WANA Planning Subgroup Meeting Notes **Tuesday 4th February 2025**

	Item	ACTIONS
1	Welcome	
2	Present Richard Wade (RW) Tony Carter (TC) David Hickie (DH) Dave Albrighton (DA) Kim Liggins (KL) Rod Bell (RB) Roger Laine (RL) Mick Humble (MH)	
3	Apologies. Dayle Flude. Jackie Albrighton	
4	The minutes of the previous meeting were agreed and signed	

5	<p>Matters arising. RW reported that he had contacted Chris Brown (CB) at HBBC re our safety concerns due to the derelict state of the former Bull Inn. CB had agreed to look into the problem, but to date has not provided any further information. There had been people who appeared to be assessing the site but who they were or who they represented was unknown.</p> <p>RW also advised that Councillor Wood had made no response to the earlier request that he contact RW to discuss the possibility of commissioning a Hydrology Report. This avenue appears to be closed but TC agreed to email the Parish Council (in his role as Flood Warden) to see if he could obtain a response.</p>	TC
6	<p>Flooding and associated issues. The visit by Andy Smallwood (AS) from Leicestershire County Council was discussed. TC, RL & DA along with Chris Child had joined AS when he inspected the ditches/watercourses on Atterton Lane. AS had agreed that the breach into the stream at the sheepwash and the increased flow along the ditches had exacerbated the problem but did not suggest anything we could take to reverse these actions. He did notice a fallen willow blocking the original watercourse and said he would write to the landowner/tenant responsible for this. He had also suggested that ponds could be dug to help lessen the flooding but this would require</p>	
6	<p>the landowners agreement.</p> <p>TC advised that he had spoken to David Dawson who was digging out ditches on Atterton Lane. His response to TC was simply that he was draining his fields.</p> <p>MH reported that a lorry had arrived at 11:30 pm on Atterton Lane. Two men had looked at the ditch, walked along Atterton Lane, used a hose on the culvert and then left. We have no indication which agency had sent them.</p> <p>RW suggested that we should formulate an “action plan” in order to coordinate any future actions. DH suggested that 3 quotes should be obtained to find the cost of a hydrology report. In view of the promised publication of the Environment Agency’s report this month it was agreed that we should wait until we have seen and examined their findings.</p>	

7	A5 corridor. Nothing of significance reported this month	
8	<p>AOB.</p> <p>DA agreed to contact D.S. Smith Ltd. to arrange a visit with RW to look at the flood defence systems which Dr. Evans had informed us about.</p> <p>TC advised that he had undertaken a further Flood Warden training course. He had been told that he must not recommend any products so ruled himself out of the D.S. Smith visit.</p> <p>RW advised that the wall which serves as the riverbank along Riverside is falling into disrepair and will soon need attention. We need to find out who is responsible for maintenance.</p> <p>KL suggested that we should comment on the River Anker Access and Nature Project re light pollution etc.</p>	DA
	<p>The meeting closed at 7.40 pm.</p> <p>Next meeting 6.30pm, Tuesday 4th March 2025 at 7 St Peters Avenue.</p>	



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WANA steering group dates 2025

Annual General Meeting 2026

All monthly meetings commence 19.00hrs

AGM time to be confirmed

Wednesday	5 th February
Tuesday	18 th March
Wednesday	23rd April
Thursday	22 nd May
Tuesday	24 th June
Wednesday	23 rd July
Thursday	28 th August
Tuesday	23 rd September
Wednesday	22 nd October
Thursday	27 th November
Tuesday	16 th December
AGM Saturday	17th January 2026 Time to be confirmed
Wednesday	4 th February 2026