



**WANA**  
**Witherley Atterton Neighbours Association**  
WANA.org.uk  
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**WANA Steering Group Minutes DRAFT**  
**Thursday 19<sup>h</sup> September 2024 Witherley Parish Room**  
**7.00-8.00pm**

**Present:** Dayle Flude, Vice Chair (DF); Lynne Lainé, Secretary (LL), Roger Lainé, Treasurer (RL), Jackie Albrighton (JA); Joy Simpson, Social Events Subgroup Chair (JS) Pat Helyer (PH); David Hickie (DH), Margaret Hickie (MH), Rob Flude (RF), Rod Bell (RB),

**Apologies:** Kim Liggins, Chair (KL), Ian Rawson-Mackenzie (IRM); Clare Wharton (CW), Keith Simpson (KS), Sarah Smith (SS). Richard Wade, Planning Subgroup Chair (RW).

	Item	Actions
1.	<b>Meeting Commenced at 19.00hrs</b> DF welcomed all to the meeting and accepted apologies.	
2.	<b>Draft Minutes meeting 14 August 2024</b> The minutes were agreed as an accurate record of the meeting.	
3.	<b>Matters Arising</b> Open and in progress actions on the action log reviewed: 14/08/2024 minute number 6.1 in progress- photographs being added to the document. 14/08/2024 minute number 6.3 Local Plan Consultation on the agenda- close action 14/08/2024 9.3 FOI to LCC submitted and response received- no Permits for Benches or VAS held by LCC Highways or Legal Services- close action 14/08/2024 minute number 9.6 Query re name of Hunt Walk submitted- response outstanding – keep open 16/07/2024 minute number 10.0, in progress, enquiries ongoing as to location of the document- keep open 20/06/2024 minute 9.0 Facebook post to highlight request for support to maintain the reflection bank and riverside area Twycross Zoo Volunteers have been clearing reflection bank- close 24/04/2024 minute 8.0 -close action	
4.	<b>Correspondence</b> The following action log items were discussed: 4.1 Witherley Parish Council (WPC) nonresponse, other than the automatic receipt, to the letters sent in July and August: <ul style="list-style-type: none"><li>➤ An invitation to meet with the steering group</li></ul>	

<p>4.2</p>	<ul style="list-style-type: none"> <li>➤ A request that the cctv be redeployed in Atterton following WANA reporting 13 separate incidences of fly tipping since January 2024.</li> <li>➤ A rationale for moving the VAS to the corner near St Peters Ave</li> <li>➤ A request as to when the Atterton signage and gates, stolen in January 2024, will be replaced</li> </ul> <p>The October WANA newsletter references the letters sent to WPC.</p> <p>Thank you received from Church Warden for supporting the Bat talk and walk which was a huge success with over 50 residents attending.</p>	<p>Letter to be sent to WPC re nonresponse</p>
<p>5 5.1 5.2 5.3 5.4 5.5</p>	<p><b>Treasurers Report</b></p> <p>RL reported the cash Position of £3523.13 as at the 12<sup>th</sup> September 2024. RL explained that this includes the newly awarded grant and ticket sales for the upcoming events. There are costs associated with the events- including room hire and artists fees.</p> <p>Bonkers Bingo was a successful fundraising event generating £404</p> <p>The grant application to the HBBC Making a Difference Fund submitted in August for Company and Games- was fully awarded, £1190 has been received from HBBC. Going forward spend against the grant will be reported separately.</p> <p>RL proposed that WANA move to utilise the accounting package provided by Lloyds Bank which enables analysis of income and expenses to facilitate improved financial control and reporting. This was agreed.</p> <p>All payments where possible to be made by bank transfer. An agreed cash budget can be set for the cash purchase of items for events by the Social Events Chair (JS) and Secretary (LL). Receipts to be made available to the treasurer.</p>	<p>Review the WANA Finance Statement to reflect the move to the Lloyds accounting package.</p>
<p>6. 6.1</p>	<p><b>WANA Six Month Review</b></p> <p><b>WANA Constitution</b> Amendments agreed:</p> <p>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.</p> <p>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.</p> <p>6.20 All members will be notified in writing at least 7 days before the meeting, giving the venue, date, and time</p> <p>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:</p> <p>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.</p>	<p>The purchase of a WANA notice Board to explored-possible locations 10 Kennel Lane or Wall of Blue Lion.</p>

<p>6.2</p> <p>6.3</p>	<p>6.23 Any proposals should be given to the Secretary at least fourteen days before the meeting. Nominations for officers supported by a proposer can be received up to seven days before the AGM.</p> <p>6.27 The quorum for the AGM will be 10 members.</p> <p>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.</p> <p><b>WANA Structure-</b> no revisions proposed- review in six months.</p> <p><b>WANA General Rules</b> no revisions proposed- review in six months.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p><b>Local Plan Consultation 2020-2041</b></p> <p>The draft WANA consultation response discussed. An accessibility statement to be included to highlight:</p> <ul style="list-style-type: none"> <li>❖ The difficulty in accessing the document on the HBBC website</li> <li>❖ The style of writing</li> <li>❖ The reliance on electronic access.</li> <li>❖ The physical placement of documents at HBBC Hub and libraries – a challenge for rural areas with no direct public transport links</li> <li>❖ The consultation timescale over prime summer holiday period</li> </ul> <p>All thanked the planning subgroup for developing the response with thanks noted to RL and RB.</p> <p>Final comments to be submitted to RL by 17.00 23<sup>rd</sup> September 2024 Submission to be made on 26<sup>th</sup> September.</p> <p>RL and DF encouraged all to consider submitting responses as individuals online.</p>	<p>Submission to HBBC on or before 26<sup>th</sup> September 2024</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Subgroup feedback:</b></p> <p><b>Social Events Subgroup:</b></p> <ul style="list-style-type: none"> <li>• Bat talk and walk 6<sup>th</sup> September – a successful free event in partnership with St Peters Church – attended by over 50 residents.</li> <li>• Bonkers Bingo 7<sup>th</sup> September – very successful event. 62 tickets sold. A large number of positive comments were received, and a highlight video was posted on Witherley Facebook page. Bonkers Bingo will be re booked in the New Year.</li> <li>• Gary Googlay 5<sup>th</sup> October – 44 tickets sold.</li> <li>• Soul House Blues 29<sup>th</sup> November- there are only 6 tickets left on sale.</li> <li>• Company and Games commences on October 24<sup>th</sup> 1.30-3.30</li> </ul> <p>JS shared that events are planned through to April.</p> <p><b>Planning Subgroup</b> The Local Plan consultation response has been the main focus for the planning subgroup this month. Communication with Severn Trent is ongoing with a request for a face-to-face meeting to discuss the specific Witherley issues.</p> <p><b>Newsletter</b></p>	

	The October edition has been out for review and submitted for printing.	
9.	<b>Any Other Business:</b>	
9.1	WANA now has a BOOKERS membership card- can be used by any member of the Steering Group- please request WANA card from LL	
9.2	Food Hygiene and Food Allergy Course- 10 places funded from the Company and Games Grant. Course being managed by PH who will provide link to the online programme. JS and DF agreed to undertake the course.	
9.3	PH proposed that WANA provide a First Aid Course for volunteers – this was agreed. Two providers are being considered- Red Cross and St Johns. It was recognised a cost or donation to the providing Organisation may be required	
10.	<b>Items for Next Meeting:</b> Sustainability Statement Cash Handling and Banking Statement	
11.	<b>Date of Next meeting:</b> Tuesday 22 <sup>nd</sup> October 6.30-7.30pm Witherley Parish Room	

Meeting closed at 20.09hrs with a thank you for attending

**WANA ACTION LOG AS AT 12<sup>th</sup> October 2024**

	<b>minute no.</b>	<b>Action</b>	<b>Lead</b>	<b>Open/Closed</b>	<b>Action update</b>
19/09/2024	4.1	Letter to be sent to WPC re nonresponse to July and August letters	LL/DF/KL	<b>Closed</b>	Letter sent- no response at at 9th October 2024
19/09/2024	5.4	Cash Handling and Banking Statement review	RL	<b>On agenda</b>	
19/09/2024	6.1	The purchase of a WANA notice Board to explored- possible locations 10 Kennel Lane or Wall of Blue Lion.	LL	<b>open</b>	initial scoping complete- costs for wall mounted and post based boards forwarded to DF and KL
19/09/2024	7.0	Submission of Local Plan Response on or before 26th September	RL	<b>Closed</b>	Submitted via portal. Word copy available on request.
14/08/2024	6.1	A selection of photographs to be added to the documents.	DF/LL/KL	in progress	
16/07/2024	6.0	DFKL/LL/CW to add data and develop an infographic	DFKL/LL/CW	in progress	
		Bound book of Witherley history- LL to ask resident	LL	<b>Closed</b>	Whereabouts unknown
22/05/2024	5.1	Sustainability policy, review in 6 months	KL	Nov-24	

**WANA Correspondence report September 15<sup>th</sup> to October 12<sup>th</sup> 2024**

<b>Date</b>	<b>correspondence to</b>	<b>Correspondence from</b>	<b>nature of correspondence</b>	<b>Outcome</b>
07/09/2024		PCC	thank you for supporting arranging Bat Talk	
17/09/2024		LCC	FOI response- no information held	
20/09/2024		HBBC planning	Response to concern re Hunt Walk road name	
22/09/2024	WPC		query why WANA letters not responded to	9/10/2024 no response received
24/09 /2024		DB	cc'd into Flooding correspondence	
25,26,27/09/2024		DB	cc'd into Flooding correspondence	
03/10/2024		Flood Warden	cc'd into letter to WPC requesting multiagency meeting to discuss flooding	
04/10/2024		EA	cc'd into response from Mark Swain at Environment Agency re Mythe Lane	
06/10/2024	WPC		Request from post on Facebook re dog litter bin at end St Peters Ave	07/10/2024 acknowledgement from Clerk that request will be held until appropriate time
08/09/2024		DB	cc'd flooding correspondence LCC and EA	
11/10/2024		DB	cc'd into possible source flooding on Atterton Lane	
11/10/2024		RA	notification of LCC meeting 7th November	

### WANA Issues Reported Log

<b>Date</b>	<b>Issue</b>	<b>outcome</b>
20 August 2024	fly tipping Atterton Lane reported to HBBC STR639963300	
21 August 2024	Concern re Willow tree on Riverside	advised to contact HBBC as part of conservation area
2nd October 2024	Sewage on road after flooding - road clean request ST651599006	
4th October 2024	Fly tipping Atterton Lane reported to HBBC STR651923075	cleared by HBBC
6th October 2024	Request for Dog Litter Bin at top of St Peters Ave	Letter sent to WPC



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Accounts to 8<sup>th</sup> October 2024

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**WANA FINANCIAL SUMMARY to 8/10/24**

Grant	1,191.00	Co and Games
Donations	137.62	
Raffles	446.00	
Ticket sales	1,434.33	Bingo, GG, SHB
Other Income	1,436.02	SHB, Field Day
Insurance	0.00	
Room Hire	-255.00	
Admin	-297.24	incl Food Handling
Sundries	-389.38	incl Games
Artists	-300.00	Bingo, GG
Transfers	0.00	
<b>Balance</b>	<b>3,403.35</b>	

**This month:**

Gary Googlay: Net income over £600  
Paid for the Food handling hygiene course  
Bought the games for Company and games

**Notes:**

We have yet to spend about £800 of the grant for Co. and Games  
We can generate income from a raffle at Soul House Blues  
We need to budget for 2025 events, esp Aug BH





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## Witherley and Atterton Neighbours Association

### WANA Cash and Bank Handling Statement v5

1. WANA can only fund or refund expenses that do not exceed the available funds, so check with the Treasurer before committing to any expenditure in excess of ten pounds.
2. 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.
3. 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.
4. 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.
5. 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.
6. A simple Cash Receipt book records all cash payments and receipts and will always reconcile to the cash on hand.
7. The bank account can never be overdrawn. We are using a simple accounting package linked to the Bank account, which allows us to analyse and report on all bank transactions, so our finance control is optimised if all significant payments are made from the Bank rather than by cash.
8. 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.



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## WANA Steering Group Dates 2024

Date	Time	Venue
Tuesday 26 <sup>th</sup> March	7-8pm	Parish room
Wednesday 24 <sup>th</sup> April	6.30-7.30pm	Parish room
Wednesday 22 <sup>nd</sup> May	7-8pm	Parish room
Thursday 20 <sup>th</sup> June	6.30-7.30pm	Parish room
Tuesday 16 <sup>th</sup> July	7-8pm	Parish room
Wednesday 14 <sup>th</sup> August	6.30-7.30pm	Parish room
Thursday 19 <sup>th</sup> September	7-8pm	Parish room
Tuesday 22 <sup>nd</sup> October	6.30-7.30	Parish room
<b>Wednesday 20<sup>th</sup> November</b>	<b>7-8pm</b>	<b>Parish room</b>
Thursday 19 <sup>th</sup> December	6.30-7.30pm	Parish room