



**WANA Steering Group Minutes **DRAFT****  
**Wednesday 14<sup>th</sup> August 2024 Witherley Parish Room**  
**6.30-7.30pm**

**Present:** Kim Liggins, Chair (KL), Dayle Flude, Vice Chair (DF); Lynne Lainé, Secretary (LL), Roger Lainé, Treasurer (RL), Jackie Albrighton (JA); Tony Carter, Flood Warden (TC); Pat Helyer (PH); David Hickie (DH), Margaret Hickie (MH), Richard Wade, Planning Subgroup Chair (RW).

**Apologies:** Ian Rawson-Mackenzie (IRM); Rob Flude (RF), Clare Wharton (CW), Joy Simpson, Social Events Subgroup Chair (JS); Keith Simpson (KS), Sarah Smith (SS).

**AGENDA**

	<b>Item</b>	<b>Actions</b>
1.	Meeting Commenced at 18.29 KL welcomed all to the meeting and accepted apologies.	
2.	<b>Draft Minutes meeting 16<sup>th</sup> July 2024</b> The Minutes were agreed as an accurate record of the meeting.	
3.	<b>Matters Arising</b>  The action log was reviewed: 16/97/2024 minute number 5.2 closed – will be part of Social Events subgroup work programme 16/07/2024 minute number 6.0 in progress 16/07/2024 minute number 8.0 RW confirmed complete, action closed 16/07/2024 minute number 10.0, in progress, enquiries ongoing as to location of the document 20/06/2024 minute 9.0 Facebook post to highlight request for support to maintain the reflection bank and riverside area 24/04/2024 minute 8.0 item to be closed	
4.	<b>Correspondence</b> The following action log items were discussed:	
4.1	The nonresponse from WPC to two recent letters: the invitation to meet with the steering group and the request that the cctv be redeployed in Atterton following WANA having reported 13 separate incidences of fly tipping since January 2024.	
4.2	The communication with HBBC regarding the request for a copy of the Local Plan Consultation document that resulted in a copy being placed in Witherley Football Club for residents to view.	
4.3	Positive communication with Dr Luke Evans, MP, regarding access to the Local Plan Consultation document for residents.	

<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><b>Treasurers Report</b></p> <p>RL reported the cash Position of £1297.75 as at the 4<sup>th</sup> August 2024</p> <p>.</p> <p>Grant Application HBBC Making a Difference – Company and Games. A small group has worked up the grant application for company and games, a weekly social afternoon open to all in the accessible venue of the Football Club. All involved thanked by RL for drafting and submitting the application.</p> <p><b>Square account</b> RL thanked DF for setting up the square and sum up accounts. Square meets WANA’s needs well supporting the ticket booking system, taking payments and transferring funds directly to the Lloyds account. Costs are low. Positive comments have been received on how easy it is to purchase tickets from WANA.org.uk.</p> <p><b>Ticket Sales for the upcoming social events</b> Current sales are £677.00. Costs including artists and room hire will need to be deducted.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p><b>First 6 months outcomes draft v7</b></p> <p>Draft v7 incorporates the steering group recommended additions; it was agreed that it would be further enhanced with the addition of a selection of photographs from WANA events.</p> <p>Purpose of document discussed and agreed:</p> <ul style="list-style-type: none"> <li>• As a useful support document when applying for grants</li> <li>• As information/ update on WANA for key partners- including HBBC and WPC</li> <li>• An update for residents which could be circulated with an invitation to the Annual General Meeting on Saturday 18<sup>th</sup> January 2025.</li> <li>• Final version to be uploaded to WANA.org.uk</li> </ul> <p>The Importance of updating document recognised by all.</p> <p>Next Steps, the Steering group agreed the following revisions to the circulated draft:</p> <ul style="list-style-type: none"> <li>• Publishing the 6-month review to the WANA membership and other relevant/interested parties.</li> <li>• Delivery of the planned social events programme which extends into 2025.</li> <li>• Establishing a weekly social afternoon, company and games, focused on improving the wellbeing open to all residents.</li> <li>• Conducting the first 6-month review of the effectiveness of its adopted constitution and policies.</li> <li>• Working towards an effective partnership with Witherley Parish Council.</li> </ul>	<p>A selection of photographs to be added to the documents. Next Steps to be redrafted as agreed and circulated to SG for final approval</p>

<p>6.4</p> <p>6.5</p>	<ul style="list-style-type: none"> <li>• Planning and execution of 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.</li> </ul> <p><b>Resident Consultation</b> It was proposed and agreed that the previously used format of 'post it notes' be adopted at the AGM to elicit resident views.</p> <p><b>Volunteer development and thank you</b> It was proposed and agreed that all volunteers could be invited to a trial run of the company and games event, to firstly be a thank you for all their support and secondly to support the planning of how company and games will work.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p><b>Local Plan Consultation 2020-2041</b> HBBC agreed to include Witherley United Football Club as an accessible venue for residents to review a copy of the consultation document. Residents are encouraged to utilise the online form to submit comments, a notebook has been left with a plan should residents want to leave a comment for WANA to consider including in the WANA response.</p> <p>The Planning subgroup will lead WANAs response and will collate a response for steering group consideration at the September meeting.</p> <p>KL encouraged all to consider submitting responses as individuals online or to forward comments to RL.</p>	<p>Planning subgroup to draft the WANA consultation response and present to the September steering group for approval prior to submission to HBBC</p>
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.2.1</p> <p>8.2.2</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 – 31 tickets reserved, free event in partnership with St Peters Church.</li> <li>• Bonkers Bingo 7<sup>th</sup> September – 26 tickets sold, a further 13 tickets need to be sold for the event to break even.</li> <li>• Gary Googlay 5<sup>th</sup> October – 35 tickets sold.</li> <li>• Soul House Blues 29<sup>th</sup> November- there are only 18 tickets left on sale.</li> <li>• A further Womble Litter pick will be organised for October.</li> <li>• The Baroness of Bolsover, an introduction to the etiquette of afternoon tea is planned for April 2025.</li> <li>• Planning for the August Bank Holiday 2025 event will be commenced at the next meeting.</li> </ul> <p><b>Planning Subgroup</b> RW confirmed that a request for WANA to be recognised as an organisation to be consulted with by HBBC on local issues.</p> <p>Communication with Severn Trent continues with a request for a face-to-face meeting.</p> <p><b>Newsletter</b> The September edition is currently out for review by the steering group. The key topics include the Local Plan consultation, and the walks and cake sale organised by a resident to raise funds for Prostate Cancer. KL will manage the September volunteer distribution.</p>	

<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p>	<p><b>Any Other Business:</b></p> <p>TC announced that confirmation had been received today from Highways that the pothole on Mythe Lane will be repaired.</p> <p>Flood measuring stick has not been provided by WPC.</p> <p>One of the two benches on Mythe Lane was reported via the WPC Fault form following a concern raised by a resident that it was broken and a safety issue as the bolts were sticking up. An acknowledgment has been received from WPC Clerk that they were aware. Hazard tape has been placed over the raised bolts. The bench on Riverside has yet to be replaced, WPC had agreed to replace it; however, at the July Parish Council meeting it was declared that `WPC have no permits from Leicestershire Highways for benches or the VAS machines and therefore the bench on Riverside will not be replaced. WANA has identified that the Riverside land is unregistered, and an enquiry has been made to Highways whether this affects whether a permit is required. It was agreed that it would be useful to undertake a Freedom of Information (FOI) request to identify whether there are any existing permits for benches or VAS.</p> <p>The Vehicle Activated Sign (VAS) has been relocated on Kennel Lane to a lamp post near entrance of St Peters Ave. Residents have raised concerns with KL that the new location is not as suitable as traffic has had to slow to negotiate the bend and parked cars. The new location will not accurately record the speed of traffic in the village and therefore any data will not be as useful as that recorded from the former location. It was agreed that it would be helpful to understand WPCs rationale for relocating the sign- a letter to be sent requesting rationale.</p> <p>One of the new roads in the kennel development has been named Hunt Walk, with the village already having a Hunt Lane and a Hunters Walk there is high likelihood of this causing confusion for delivery drivers and the post office. HBBC to be contacted to raise concern about the similar name.</p>	<p>FOI to be submitted to Leicestershire Highways to determine whether there are any permits.</p> <p>Letter to be sent to WPC to request rationale for relocating the VAS to a lamp post near St Peters Ave.</p> <p>HBBC to be contacted re Hunt Walk</p>
<p>10.</p>	<p><b>Items for Next Meeting:</b></p> <p>The WANA Local Plan Consultation response for steering group approval</p> <p>The six-month review of the Constitution, rules and regulations and the WANA structure.</p>	
<p>11.</p>	<p><b>Date of Next meeting:</b></p> <p>Thursday 19<sup>th</sup> September 2024, 7-8pm Witherley Parish Room</p>	

Meeting closed at 19.39hrs with a thank you for attending



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

<b>Date</b>	<b>minute no.</b>	<b>Action</b>	<b>Lead</b>	<b>Open/Closed</b>	<b>Action update</b>
14/08/2024	6.1	A selection of photographs to be added to the documents. Next Steps to be redrafted as agreed and circulated to SG for final approval	DF/LL/KL		
14/08/2024	6.3	. Next Steps to be redrafted as agreed and circulated to SG for final approval	LL	closed	
14/08/2024	7.2	Planning subgroup to draft the WANA consultation response and present to the September steering group for approval prior to submission to HBBC	RW/RL	on agenda	
14/08/2024	9.3	FOI to be submitted to Leicestershire Highways to determine whether there are any permits.	LL	in progress	
14/08/2024		Write to WPC to enquire about Atterton gates	KL	closed	
14/08/2024	9.5	Letter to be sent to WPC seeking rationale for current site of VAS	KL	closed	
14/08/2024	9.6	HBBC to be contacted re Hunt Walk signage	DF/LL/KL		
16/07/2024	6.0	DFKL/LL/CW/PH to add data and develop an infographic	DFKL/LL/CW/PH	in progress	
		Bound book of Witherley history- LL to ask resident	LL	in progress	
20/06/2024	9.0	Gardening volunteers- consult at Womble 6thJJuly	DF/KL/LL	In progress	facebook post to be

<b>Date</b>	<b>minute no.</b>	<b>Action</b>	<b>Lead</b>	<b>Open/Closed</b>	<b>Action update</b>
					request support
22/05/2024	5.1	Sustainability policy, review in 6 months	KL	Nov-24	
24/04/2024	5.1	Revised draft structure review in 6 months	KL	Oct-24	
24/04/2024	5.2	revised General Rules v3 review in 6 months	KL	Oct-24	
26/03/2024	4.0	Constitution- Review in six months	KL	Sep-24	
26/03/2024	5.0	Rules and Regulations- review six Months	KL	Sep-24	
26/03/2024	6.0	WANA Structure review in six months	KL	Sep-24	

**WANA Correspondence Log August – September 12<sup>th</sup>, 2024**

<b>Date</b>	<b>correspondence to</b>	<b>Correspondence from</b>	<b>nature of correspondence</b>	<b>Outcome</b>	<b>Action</b>
02/08/24		Kirstie Rae	Local plan consultation accessibility response-offer to place in Witherley Football Club	Local Plan Consultation Pack to be made available for residents to review in Witherley Football Club	
02/08/2024		Highways LCC	Follow up re Bench permit		
05/08/2024		Wendy Hague	confirmation a copy of the Local Pan will be made available for consultation in Witherley Football Club		
08/08/2024		Wendy Hague	confirmation copy available to be collected		
09/08/2024		Dr L Evans	response from email on 02/08/24	Dr Evans raised concern with B. Cullen and clerk WPC. WPC confirmed to Dr Evans they will undertake consultation	
14/08/2024	K Taylor MAD Grant		submission of MAD Grant application	Receipt acknowledged and advised will be on agenda for 30th August	
15/08/2024	WPC		requesting rational for VAS positioning		
15/08/24	WPC		Query re Atterton Gates and when will they be replaced		
15/08/2024	LCC		FOI re permits	requested clarity on request	
20/08/2024	Dr L Evans		Thank you	thank you for response	
21/08/2024	PCC		confirmation Bat talk and walk numbers		
30/08/2024		K Taylor HBBC	confirmation of MAD Grant		
07/09/2024		PCC	thank you for supporting arranging Bat Talk		





# WANA WITHERLEY & ATTERTON NEIGHBOURS ASSOCIATION



## Cash Accounts to 12<sup>th</sup> September 2024

1,191.00	137.62	268.00	2,593.60	0.00	-205.00	-83.15	-178.94	-200.00	0.00	<b>3,523.13</b>
<b>Grant</b>	<b>Donations</b>	<b>Raffle</b>	<b>Other Income</b>	<b>Insurance</b>	<b>Room Hire</b>	<b>Admin</b>	<b>Sundries</b>	<b>Artists</b>	<b>Transfers</b>	<b>Balance</b>
										<b>12/09/2024</b>
									<b>Unspent Grant</b>	<b>1,191.00</b>
									<b>Adv Tickets</b>	<b>698.58</b>

<b>Admin:</b> WANA Domain licence, Voting cards, A4 Wallets, Business email for wana.org.uk, Raffle tickets
<b>Sundries:</b> Flooding pics printed, Defib training gifts, Bee pins and stamp, Compost for nature area, Raffle prizes
<b>Artists:</b> Adrian Yates for Bonkers Bingo
<b>Grant:</b> Rural Community Council grant for 'Company and Games'
<b>Donations:</b> 1 <sup>st</sup> Public meeting, Petanque group
<b>Other income:</b> Wombles 1 and 2, Music event, Brooch sales, Field Day and Raffle, Ticket sales



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## CONSTITUTION

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### Name, Area and Status

- 1.1. The organisation's official name is Wetherley Atterton Neighbours Association, and it 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

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. 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](http://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

### 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 sub-group 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. Not sure we need this – but could say we will welcome new members who are interested to join the SG
- 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, who will be elected at the AGM 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 and noticeboards within the villages. Could this state be on the monthly WANA calendar

## 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 two 7 days weeks 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 Village notice boards 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 ten fourteen days before the meeting. Nominations for officers supported by a proposer can be received up to seven days before the AGM.

- 6.24 Notice of resolutions or amendments to the Constitution must be given to the Secretary by 1st December in any year.
- 6.25 Each decision will be voted on by the members present at the AGM.
- 6.26 All officers retire before the AGM and are eligible for re-election.
- 6.27 The quorum for the AGM will be 20 members. Do we need to reduce this

## Extraordinary Meeting

- 6.1. 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.
- 6.2. 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.
- 6.3. The quorum for a Special General Meeting will be 20 residents¶

## Rules of Procedure for Meetings

- 7.1. Any questions that arise at any meeting must be raised through the Chair, and the meeting will seek to find a general agreement.
- 7.2. 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.

## 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

2.3 or any other cause that meets the criteria specified at 2.1.

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.

## Amendments to the Constitution

9.1. Amendments to the constitution may only be made at the Annual General Meeting or a Special General Meeting convened for the purpose.

9.2. 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.

9.3. Any proposal to amend the constitution will require a two-thirds majority of those present and entitled to vote.

## Dissolution

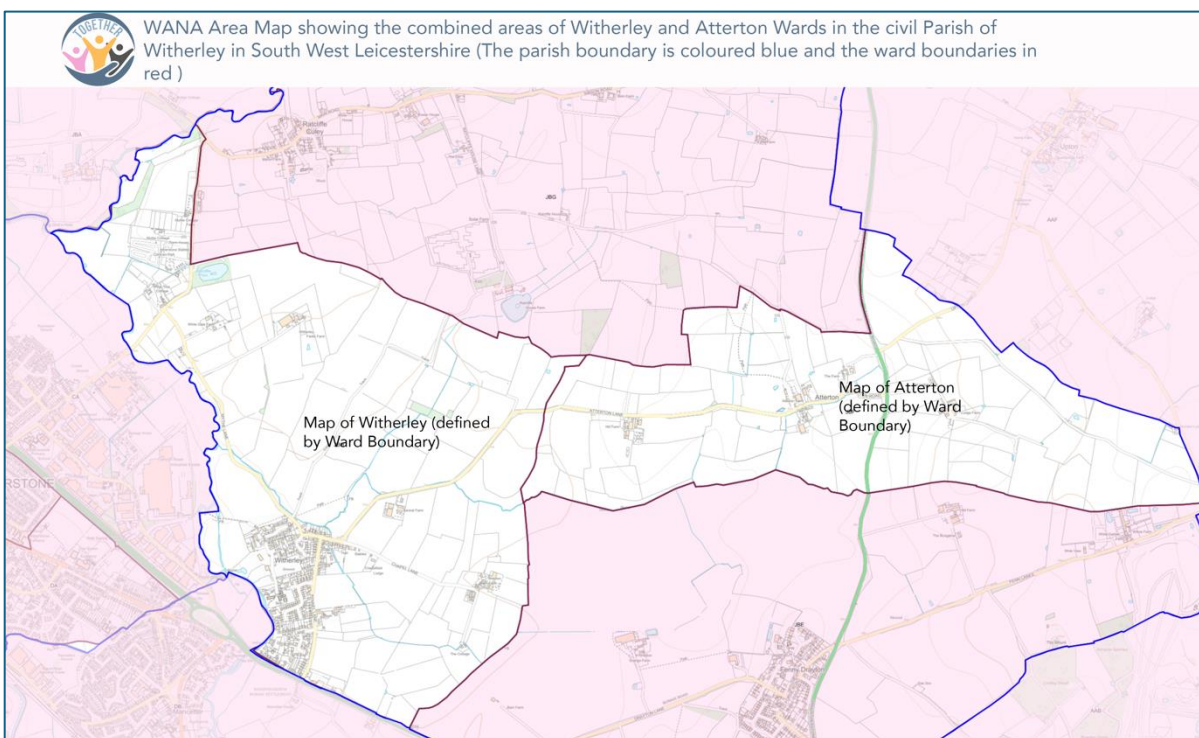
10.1. If a meeting decides by simple majority that WANA must be closed down, it may call a Special General Meeting. The sole business of this meeting will be to dissolve the group.

10.2. 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.

## Subject to change

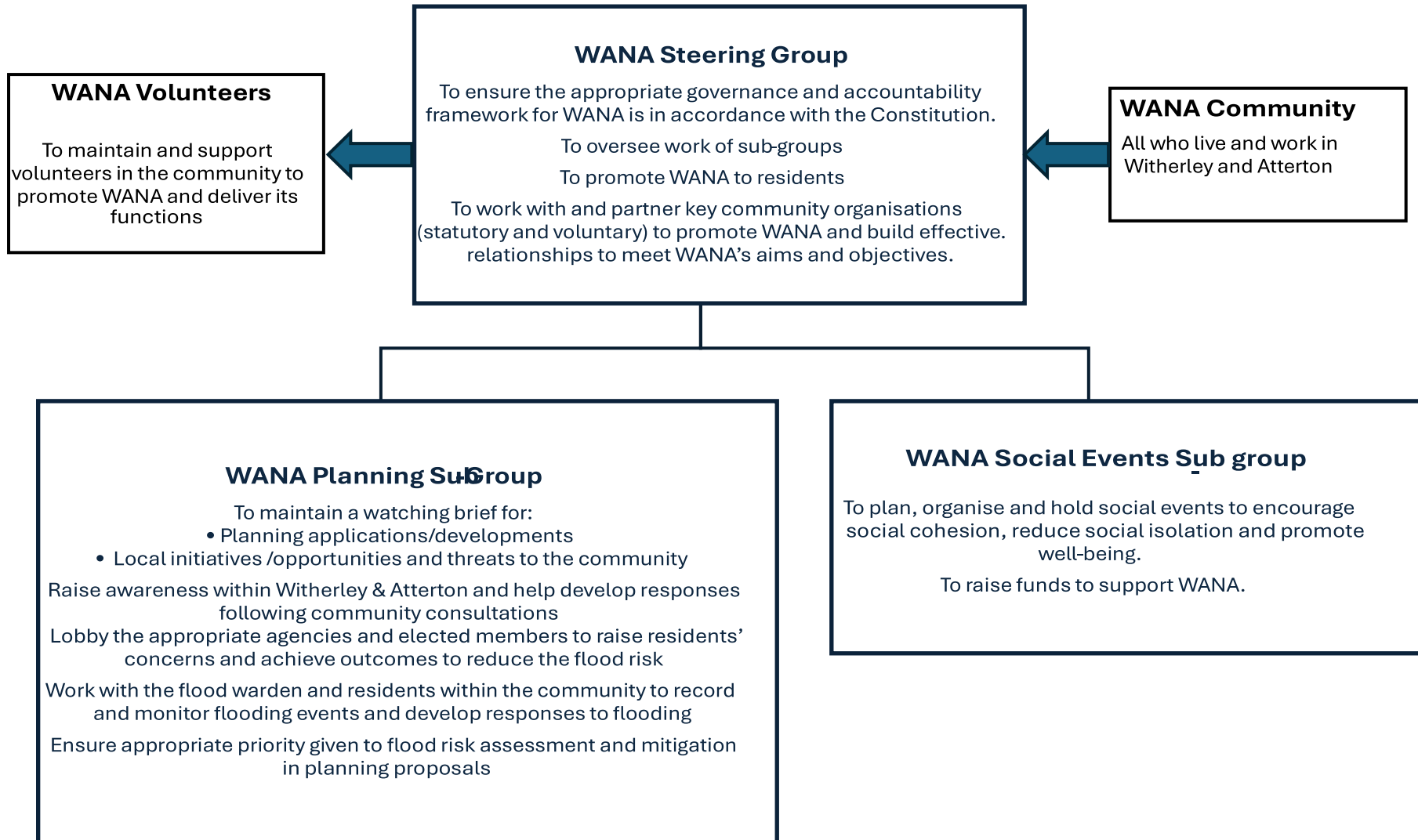
The electoral services officer at HBBC has been requested to clarify the boundary for Witherley Ward. A map shown on the HBBC site and a government mapping service shows a difference in the boundary for Witherley to the North West.

## Appendix 1









# Wetherley and Atterton Neighbours Association (WANA)

## General Rules

### **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.



**WANA Social events Subgroup Meeting notes**  
**13<sup>th</sup> August 2024**  
**Witherley United Football Club**  
**6.15-7.15pm**

**Present:** Joy Simpson Chair (JS), Kate Snell (KHS), Corinne Barker (CB), Lynne Swain (LS), Lynne Lainé (LL), Pat Roberts (PH), David Roberts (DR), Jan Humble (JH), Pat Helyer (PH),

**Apologies:** Keith Simpson (KS), Kim Liggins (KL), Dayle Fude (DF), Margaret Hickie (MH), Sarah Smith (SS)

	<b>Item</b>	<b>Action</b>
1.	Welcome- JS welcomed all to the meeting Meeting commenced 6.20pm	
2.	Draft notes of meeting on the 29 <sup>th</sup> May 2024 agreed. Majority of actions closed as related to the Field Day, outstanding on the agenda.	
3.	Learning from Field Day 15 <sup>th</sup> June Event was successful despite the weather. For future events it was agreed that: A map of where stalls etc to be provided to ease setting up Team to set up and team to clear up to be identified in advance Tombola- check expiry dates, group similar items	
4.	Womble 6 <sup>th</sup> July Successful event. Suggestion that tea and coffee be free to all at next event. Plan Womble adventure 3 for October 2024	LL to confirm date with HBBC street scene
5.	Bat Talk and Walk 6 <sup>th</sup> September 31 tickets booked. Church will provide refreshments for donations	
6.	Bonkers Bingo 7 <sup>th</sup> September 2024 26 tickets sold- need at least 13 more to ensure event breaks even. Decision to continue with event. Raffle on night will hopefully make additional money Decision not to make rolls for this event. All to encourage people to book. Ade to be asked if he wants to promote via his Facebook site.	All to promote event JS to ask Ade if he wants to say some tickets available
7	Gary Googlay 5 <sup>th</sup> October 2024 – 35 tickets sold to date.	

8	<p>Soul House Blues 29<sup>th</sup> November  Pilates ladies will sell up to 38 tickets and will collect money and print tickets  28 tickets on sale via wana.org.uk  Pilates ladies have offered to make rolls and source raffle prizes  re</p>	
9.	<p>Company and Games  Planning has continued with a grant from HBBC being applied for  WUFC have confirmed use of Club on Thursday 2-4pm  Light refreshments to be available  Games etc to be made available  Will require volunteers to support. What's app group suggested as way of communicating and coordinating volunteers  Will be included on September Newsletter.  Date of first event to be confirmed</p>	
8.	<p><b>Summer 2025 August BH Marquee</b>  Steering Group have approved WANA reserving funds to cover the cost of a marquee  Event will need planning to commence, initial idea:  Friday- Disco  Saturday- Daytime – Field Day- Evening Live music  Sunday  Monday- marquee offered to Church as it will be Duck Race event- opportunity for the Church to raise funds</p>	<p>KHS to contact NB re performing on the Saturday night</p>
9.	<p><b>Possible Future Events to consider booking</b></p> <ul style="list-style-type: none"> <li>➤ The Baroness of Bolsover- possibly April</li> <li>➤ Curry Evening with bingo/quiz- possibly January- Deferred to next meeting</li> <li>➤ Garage Sale- April/May- Deferred to next meeting</li> </ul>	<p>LL to contact Baroness re a date in April</p>
8.	<p>Any Other Business  Nil raised</p>	
9.	<p>Date of Next meeting:  <b>6.15-7.15 pm 3<sup>rd</sup> September 2024 Witherley Football Club</b></p>	

Meeting closed at 7.10pm



**WANA Social events Subgroup Meeting Notes DRAFT**

**3<sup>rd</sup> September 2024**  
**Witherley United Football Club**  
**6.15-7.15pm**

**Present:** Joy Simpson Chair (JS), Kate Snell (KHS), Corinne Barker (CB), Lynne Lainé (LL), Pat Roberts (PH), David Roberts (DR), Jan Humble (JH), Pat Helyer (PH), Helen Towers (HT), Margaret Hickie (MH), Gaynor Biddle (GB.)

**Apologies:** Keith Simpson (KS), Kim Liggins (KL), Dayle Fude (DF), Sarah Smith (SS)

	<b>Item</b>	<b>Action</b>
1.	Meeting Commenced 18.20hrs <b>Welcome:</b> JS welcomed new members HT and GB, all introduced themselves. Apologies: recorded	
2.	<b>Draft notes of meeting on the 13<sup>th</sup> August 2024</b> agreed Action Log reviewed and updated.	
3	<b>Bat Walk and Talk 6<sup>th</sup> September</b> All 50 tickets now booked. Church will provide refreshments – donations welcome from those attending	
4.	<b>Bonkers Bingo 7<sup>th</sup> September</b> Ticket Sales- 51 tickets sold. <b>Promotion-</b> LL to re post on Facebook to encourage last few tickets to be sold <b>Volunteers-</b> those available to meet at the Parish Room at 3.30pm to set up. Checking tickets GB offered to check tickets on the door, if people turn up without tickets- pay at door will be available up to maximum room capacity of 70 (69 excluding Ade) Raffle: all thanked for donations of prizes. Agreed to sell tickets £1.00 per strip. LL has book of tickets. CB offered to sell raffle tickets. Bingo prizes – possibly 3 games – line and full house prizes- lucky bags, chocolate, prosecco JS and LL meeting Ade at Parish Room on 4 <sup>th</sup> September for Ade to see venue and advise on set up.	Re post on Facebook  Room set up 3.30pm
5.	<b>Brian's Cake Sale Saturday 14<sup>th</sup> September 12-2.00pm</b> Cake donations welcomed-please take to the Parish Room for 11.30 (or in advance to Pat R 23 Atterton Lane) Donations raffle prizes to Lynne or Joy please. Lynne to bring WANA tea/coffee. Pat & David to bring sugar and milk.	Cake donations for Brians cake sale

	Promotion- WANA newsletter, Facebook and posters Volunteers- PR, DR, PH with NM and JS offered to support sale.	All to promote cake sale Raffle prize donation to JS or LL
6.	<p><b>Company and Games</b> Full grant of £1190 awarded by HBBC Frequency weekly on a Thursday afternoon- commencing October 24<sup>th</sup> October 1.30-3.30 <b>C&amp;G Planning subgroup</b> to meet asap to organise – implementation plan drafted and circulated <b>Games-</b> Facebook post to request games residents may have they would be willing to donate- HT offered to draft a list . Charity shops may be a good source of games <b>Storage:</b> Shelf will be available in club <b>Publicity/promotion</b> - WANA Newsletter, Parish Magazine, Posters, personal invites, buddy system. All to encourage attendance <b>Volunteer what's app group</b> to be set up for helpers to share availability each week- to include PH, MH,JH,HT,CB, LL, JS PH to coordinate volunteers undertaking Food Hygiene online course</p>	C&G Planning group to meet All to look at whether they have games etc to donate Charity shops to be searched Promotion- Facebook, WANA newsletter, personal invites What's app group for volunteer availability
7.	<p><b>Upcoming events:</b></p> <ul style="list-style-type: none"> <li>➤ October 5<sup>th</sup> Gary Rees- 37 tickets sold to date. LL meeting Gary at Parish Room on 5<sup>th</sup> September for Gary to see venue and advise on set up . Donations raffle prizes welcome. Planning/communication by what's app chat</li> <li>➤ November 29<sup>th</sup> Blues Band- 48 tickets sold to date</li> </ul>	Raffle prizes welcome
8.	<p><b>Baroness of Bolsover 12<sup>th</sup> April 2025-</b> afternoon tea with etiquette This is now booked- plan in New Year</p>	
9.	<p><b>August 2025 Bank Holiday</b> Agreed to hold Marquee event August Bank holiday, cost Marquee and entertainer for Saturday night will be in region of £1800. Event will need to cover costs Steering Group has confirmed that proceeds from events will be carried forward to cover Marquee hire. Saturday night event will be ticketed <b>Provisional plan agreed</b></p> <ul style="list-style-type: none"> <li>❖ Friday – children/family disco</li> <li>❖ Saturday Daytime- Field Day- all usual activities focussed around Field and in Marquee. HT offered to do games.</li> <li>❖ Saturday evening- band – Nic bates</li> <li>❖ Sunday- to be planned/ possibly with Football Club, BBQ</li> <li>❖ Monday- offered to St Peters Church- no WANA event so as not to compromise the annual Church Duck Race</li> </ul> <p>Planning subgroup to be established-to include FoWS, Blue Lion, WUFC, PCC Marquee hire to be explored KHS to keep Nic and band updated</p>	August BH planning subgroup to be established- to include other Village groups, Marquee Hire to be scoped KHS to keep NB informed
10.	<p><b>Agreed Future Events</b></p> <ul style="list-style-type: none"> <li>➤ Curry Evening with? bingo January 25<sup>th</sup></li> <li>➤ Quiz night February 22<sup>nd</sup> – HT to lead</li> </ul>	

11.	<b>Agree feedback to Steering Group Meeting</b> Update on events planned and two September events	
12.	<b>Any Other Business</b> The first responder who provided Defib and Life support training in April has offered to provide another session- all agreed this was a good idea. LL to arrange a date	LL to liaise with first responder to set date
13.	Date of Next meeting: <b>October 15<sup>th</sup> 6.15 Witherley Football Club</b> PH and HT apologies received	

Meeting closed 19.30hrs



**WANA**  
**Witherley Atterton Neighbours Association**

wana.org.uk  
hello@wana.org.uk

## 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
<b>Tuesday 22<sup>nd</sup> October</b>	<b>6.30-7.30</b>	<b>Parish room</b>



Wednesday 20 <sup>th</sup> November	7-8pm	Parish room
Thursday 19 <sup>th</sup> December	6.30-7.30pm	Parish room