



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

WANA Steering Group

Tuesday 26th March 2024 Witherley Parish room
7-8pm

Agenda

	Item	Lead
1.	Welcome and Apologies	KL
2.	Draft Minutes meeting 22 nd February 2024	KL
3;	Correspondence	KL/LL
4.	Constitution Consultation. Agree to adopt.	DF
5.	Draft Rules and Regulations discuss and agree	KL
6.	Draft Structure discuss and agree	KL
7.	Subgroup Terms of Reference Planning Flooding Social Events	
8.	Subgroup feedback: <ul style="list-style-type: none"> ● Social Events Subgroup: planned and proposed activities for approval ● Flooding Subgroup ● Planning Subgroup including Chapel Fields ● Newsletter 	Sub group leads
9.	Policies and Statements <ul style="list-style-type: none"> ● Equal opportunities statement ● Safeguarding policy ● CashHandling statement. ● Code of Conduct ● Data protection statement 	KL
10;	Treasurer's Report	RL
11.	Any Other Business	KL
12.	Items for Next Meeting	LL
13.	Date of Next meeting: Wednesday 24 th April 2024 6.30pm	LL



WANA Steering Group

Draft Minutes of the meeting on Thursday 22nd February 2024 St Peters Church, Witherley 18:00-19:00

Present: Dayle Flude (DF) Vice Chair, Roger Lainé (RL) Treasurer, Lynne Lainé (LL) Secretary, Jacqueline Albrighton (JA), Pat Helyer (PH), David Hickie (DH), Margaret Hickie (MH), Joy Simpson (JS), Val Graham (VG)

Apologies: Kim Liggins (KL) Chair, Keith Simpson (KS), Lesley Waters (LW), Kate Chorley (KC), Rob Flude (RF), Jan Humble (JH), Mick Humble (MH), Richard Wade (RW), Rachel Roberts (RR), Ian Rawson-Mackenzie (IRM), Rachel Roberts (RR)

One Member of the public present

	Item	Action
1.	DF Welcomed all present to the meeting, and thanked Liz Betts, Church Warden, for opening the Church for the meeting as the flooding of Atterton Lane prevented access to the Parish room. Apologies noted.	
2.	Draft minutes Draft Minutes of the public meeting on the 3 rd February 2024, agreed with one correction noted that VG had given apologies that had not been recorded. Minutes signed by DF. Distribution of minutes discussed and agreed: <ul style="list-style-type: none">to be posted on the notice board in Atterton and Witherley.to be posted on WANA.org.uk- new website launched today.post link to WANA website on Witherley Facebook page.Display on notice board in St Peters Church, Witherley	LL to forward minutes to Church Warden
3.	Steering Group <ul style="list-style-type: none">Membership, established on the 3rd February 2024 however no limit set on size of steering group, open to anyone who works or lives in Witherley or Atterton. All recognised that this may need to be reviewed if the steering group grows too large.Sharing contact details. DF explained that emails from Team WANA do not identify steering group members- all present agreed no issue with email addresses being visible to other members of the steering group.	

	<ul style="list-style-type: none"> Whatsapp group, contact numbers of members of steering group and volunteer group are available to members, DF noted notifications can be turned off if messages coming through are distracting or being a nuisance. Consultation timescales for steering group to respond to documents, it was agreed that it should be a minimum of three days and ideally seven days however it was recognised that there may be occasions when consultation timescales need to be shorter than the three days. 	
4.	<p>Draft Constitution</p> <p>DF summarised the purpose and function of the constitution document and thanked members for forwarding comments on the earlier draft.</p> <p>Key amendments agreed following discussion:</p> <p>Section 2 – points to be reordered to clearly define key aims: to promote inclusivity and fairness, creating a welcoming environment for all.</p> <p>Organise social and recreational activities to enhance well being, spreading positivity and kindness to make our community a better place for everyone.</p> <p>To partner with established Village organisations, namely St Peters Church (including the Parish Room) The Friends of Witherley School, Witherley Memorial Playing Field Trust, the Women’s Institute (WI) and Village venues that deliver social events.</p> <p>Section 3 – membership to be inclusive, all those residents or those working within Witherley and Atterton are members, all can vote at a general meeting. Residents may choose to opt out of receiving information.</p> <p>WANA will represent a majority view.</p> <p>Steering Group and Officers: point 6.7 remove wording “with the position elected officially at the next General Meeting.”</p> <p>Annual General Meeting : clarify 6.22 that all officers stand down at the AGM</p>	<p>DF to make amendments as agreed and circulate with track changes to steering group.</p> <p>Constitution to be made available to residents via the notice boards and wana.org.uk for a 14-day period.</p>
5.	<p>Draft Rules and Regulations – deferred to the next meeting</p> <p>Add to agenda for the 26th March 2024</p>	<p>Add to agenda for the 26th March 2024</p>
6.	<p>Draft WANA Structure -deferred to the next meeting</p>	<p>Add to agenda for the 26th March 2024</p>
7.	<p>Subgroups</p> <p>Three sub groups formed:</p> <ul style="list-style-type: none"> Social Events: JS, VG, PH, MH, LL Flooding: JA, DF, Planning: DH, RL, RW, JA 	<p>All absent SG members to consider whether they want to join a subgroup.</p> <p>Invite the Flood Warden and a local resident to join the Flooding subgroup.</p> <p>Invite Rod Bell to planning subgroup</p>
8.	<p>Agree Programme of Social Events.</p>	

	<ul style="list-style-type: none"> • WANA WOMBLE to take place on 16th March, • DD 80 Lamp of Peace 6th June 2024- agreed to work with Witherley Memorial Playing Field to plan event. • Field Day agreed to support WMPFT to deliver a Field Day in the summer. • Life support and defibrillator training- agreed to proceed with the offer for free training from a first responder. 	<p>Social Events subgroup to plan WANA Womble and Liaise with Witherley Memorial Playing Field Trust regarding a Field Day and the DD 80 Lamp of Peace event.</p> <p>LL to confirm date after 25th March to the 1st Responder, book venue and promote to residents</p>
9.	<p>Chapel Field Appeal 28th February 2024 Appeal commences on 28th February 2024. WANA to attend. No confirmation of attendance received from Witherley Parish Council despite a written request in January and a verbal request at the meeting Parish Council meeting on the 8th February 2024.</p>	<p>DF, JA, LL to meet to plan WANA representation response. RW to be invited to the meeting.</p>
10.	<p>Newsletter content and frequency Subgroup agreed a monthly edition,</p>	
11	<p>Items for next agenda</p> <ul style="list-style-type: none"> • Draft Rules and Regulations • Draft WANA structure • Policies 	<p>Agenda to be agreed and circulated no later than 7 days before meeting</p>
12.	<p>Meeting preference canvassed: most suitable days: Tuesday, Wednesday and Thursday. Preferred start time 6.30pm. Preferred frequency monthly. Plan to rotate days to enable as many members as possible to attend.</p> <p>Date of Next meeting: 7pm 26th March 2024, Parish Room, Witherley</p>	<p>LL to circulate list of meeting dates</p>



WANA WITHERLEY & ATTERTON NEIGHBOURS ASSOCIATION



We invited WANA members to provide input and feedback on WANA's proposed Constitution.

A consultation was held between 29 February and 20 March 2024. Here is a summary of the comments received, along with proposed amendments to the Constitution, which members of the Steering Group will consider at a meeting on Tuesday, 26 March 2024.

	Comment	Response	Amendment
29 /02/24 (email)	Think you need a provision to remove the chair by a majority vote	<p>A vote of no confidence in any officer or Steering Group Member may be called under Rule 7, i.e. submission of a requisition and motion to allow a vote to remove the member from their post.</p> <p>We will clarify under Rule 6 how members can complain and vote for removal.</p>	<p>Insert Rule 6</p> <p>Complaints about the conduct of an officer or member of the Steering or Sub-Groups should be made in writing to the Secretary (or Chair if the complaint concerns the Secretary) who will investigate and take appropriate action.</p> <p>A vote of no confidence in an officer or Steering Group member, can be called for, with an appropriate motion to allow a vote to remove the member from their post (Rule 7)</p>
29 /02/24 (email)	Provision that in exceptional circumstances the agenda for a WANA meeting doesn't have to	<p>Section 7 allows extraordinary meetings to be called.</p> <p>We will make this clearer and less demanding.</p>	<p>Insert</p> <p>6.6 Two members of SG may call an extraordinary SG Meeting by presenting a signed requisition to the Secretary stating the purpose of such meeting and the</p>

	go through the chair ie maybe two members etc		<p>resolutions to be determined.</p> <p>7.1 Ten WANA members, may call an extraordinary/special general meeting by presenting a signed requisition stating the purpose of such meeting and the resolutions to be determined.</p>
29 /02/24 (email)	I would potentially remove the provision of funding as you may want to ask for a subscription in the future.	<p>There is currently no intention to charge a subscription (3.1).</p> <p>We are confident we will raise enough money to cover operating costs such as venue hire for meetings, publicity, insurance, fees for licences, printing, provision of refreshments etc. through fundraising at social events.</p> <p>Section 9.6-9.8 explains rules which apply to monies received. We aim to break-even but will allow some contingency to reduce the risk of making a loss. We may also consider applying for grants where eligible to meet our aims.</p>	None made
11.3.24 (verbal)	Concerning the WANA area, a query has been		We will check with Electoral Services to ensure the boundaries of the WANA area, which includes

	raised concerning the boundary of Witherley Ward which differs from a map shown on the HBBC website.		the electoral wards of Atterton and Witherley, is correct
14.3.24 (WhatsApp)	There should be provision to respond to pressing matters when necessary.	We will amend Rule 6.	Three or more officers must agree to respond to urgent matters. Any actions or issues must be communicated to the Steering Group promptly.
(WhatsApp)	'When Membership ceases' – does not provide for those working in the area.	Agree amendment to be made to Rule 4.	Membership ends when a Member moves out of the WANA area and no longer works there.
Minor Amendments			Minor amendments, formatting, punctuation and grammar have been made to bring clarity.



CONSTITUTION

1. Name, Area and Status

- 1.1. The organisation's name shall be Witherley Atterton Neighbours Association, abbreviated as WANA.
- 1.2. Members of WANA reside or work in Atterton and Witherley. The boundary of the qualifying area is shown in Appendix 1.
- 1.3. WANA is a voluntary, not-for-profit, unincorporated organisation which aims to benefit and bring together its members.

2. Aims and objectives of WANA

- 2.1. Our goal is to enhance the well-being of our members and promote positivity and kindness throughout the community by organising social and recreational activities. We strive to create an inclusive and fair environment that welcomes everyone.
- 2.2. We encourage participation in regular consultative processes to gather ideas and support for addressing community issues. We also engage with local councils and other relevant partners to ensure our members' best interests are well served.
- 2.3. We aim to partner with established village organisations and venues, including St. Peters Church Witherley (including the Parish Room), The Friends of Witherley School, Witherley Memorial Playing Field Trust, the Women's Institute, and village venues that deliver social events. Together, we'll raise funds to support activities that meet the criteria described in 2.1
- 2.4. We provide regular information and feedback to our members and always represent the majority view. Our goal is to promote WANA to all people eligible to benefit. We make sure to be non-party political and non-sectarian.

3. Membership

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

4. When Membership Ceases

- 4.1. Membership ends when a Member moves out of the WANA area and stops working there.
- 4.2. Members may resign at any time by notifying the Secretary.
- 4.3. Anyone behaving offensively or breaching the equal opportunities policy may be asked to refrain from attending further meetings or to resign from WANA if an apology is not given or the behaviour is repeated.

5. 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.

6. 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).
- 6.2 The SG comprises four 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 promptly. 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 Sub-Groups 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.
- 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 all members.
- 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.

Sub-Groups

- 6.16 The SG may appoint other members or small groups from within its membership to administer and arrange specific projects for WANA. They may attend an 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 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 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 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.

7. Extraordinary Meeting

- 7.1. 10 WANA members 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 members¶¶

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 of members 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

- 9.1. 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 members of the same household.
- 9.2. All payments will be signed by two of the signatories.
- 9.3. The signatories will sign the cheque payments.
- 9.4. 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.
- 9.5. The Treasurer will maintain income and expenditure records, and a financial statement will be given at each meeting.
- 9.6. 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.
- 9.7. The SG will maintain funds in reserve at a level agreed with the Treasurer to cover its operating costs.
- 9.8. 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.

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.

This constitution was agreed at the SG Meeting:-

Date/...../.....

Signed

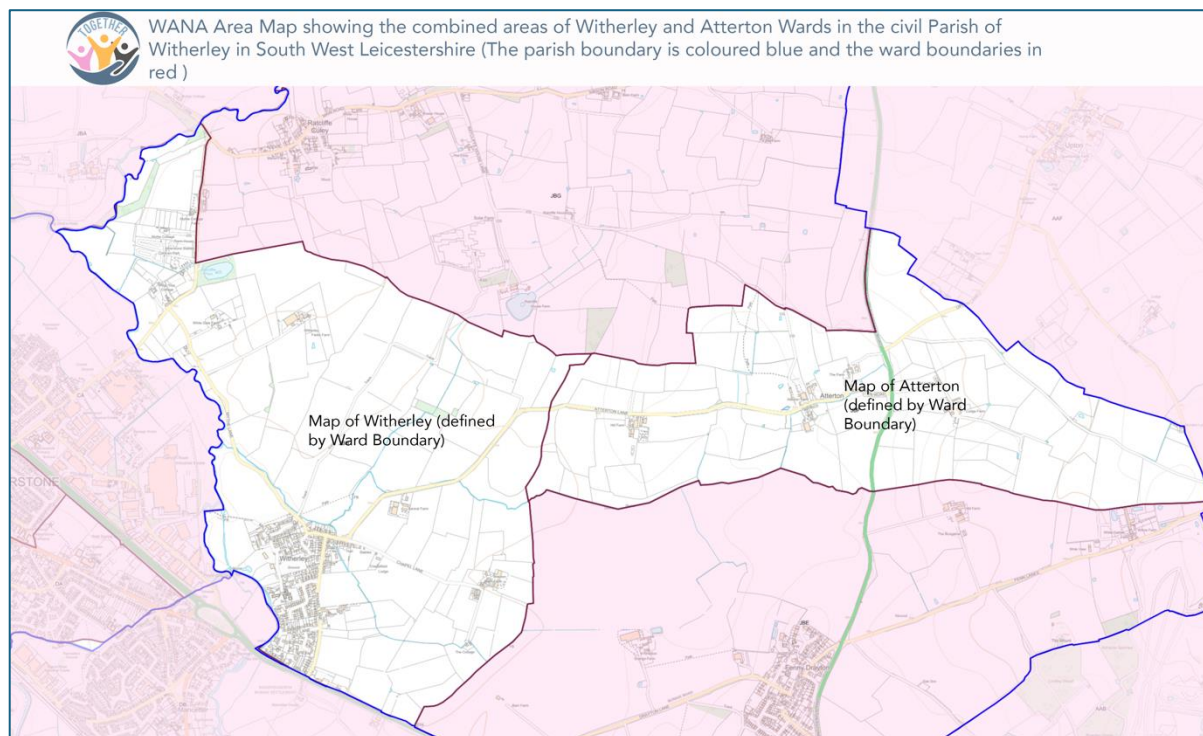
Name

Position in WANA

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 differ in some ways.

Appendix 1



Witherley 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 committees.

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.

Draft v2

- 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

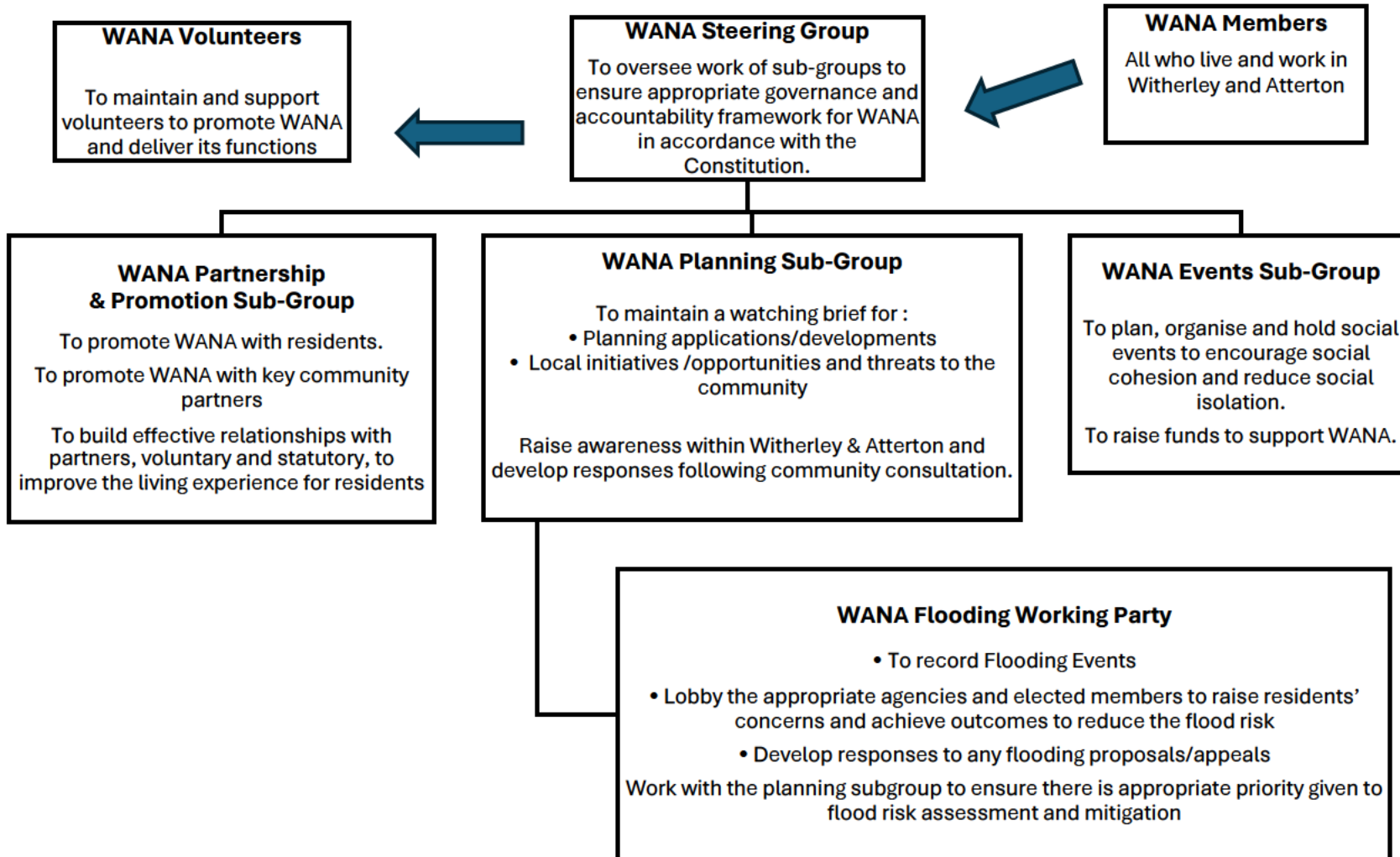
Ordinary Members

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

5. Committee meetings

General meetings – These are open meetings open to all residents of Witherley and Atteron.

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





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DRAFT v2

Terms of reference

Planning Subgroup

1. The planning subgroup will nominate a Chair,
2. Any WANA member can join the planning subgroup.
3. The subgroup will be responsible for maintaining a watching brief for all proposed developments including residential, commercial, utility and highway agency activity including appeals in the WANA geographical area.
4. Subgroup meeting frequency will be determined by the Chair and the members.
5. Members may use What's app and or face to face meetings to plan and make decisions.
6. Brief notes will be made to record decisions made and actions to be taken.
7. The subgroup will provide a brief summary of progress and or issues to each Steering group meeting.
8. The subgroup will:
 - review planning proposals
 - lead consultations with residents
 - develop responses to proposals/appeals for approval by the steering group
 - make recommendations on appropriate actions for WANA
9. The Subgroup members will agree a delegation to attend relevant planning committees, to represent WANA residents
10. The WANA finance statement must be adhered to and no cost or payments may be committed without approval of the WANA Treasurer or a WANA officer.
11. The subgroup Chair will produce an annual summary of all WANA planning subgroup activity for presentation at the Annual General Meeting.

Agreed:

Review Date:



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DRAFT v1

Terms of reference

Flooding Subgroup

1. The flooding subgroup will nominate a Chair,
2. Any WANA member can join the flooding subgroup.
3. The subgroup will be responsible for working in partnership with the Environment Agency, the Lead Flood Authority and Wetherley Parish Council to develop proposals to reduce the impact of flooding within the WANA geographical area.
4. Subgroup meeting frequency will be determined by the Chair and the members.
5. Members may use What's app and or face to face meetings to plan and make decisions.
6. Brief notes will be made to record decisions made and actions to be taken.
7. The subgroup will provide a summary of progress and or issues to each Steering group meeting.
8. The subgroup will:
 - Record flooding events.
 - Lobby the appropriate agencies and elected members to raise resident concerns and achieve outcomes to reduce the flood risk
 - develop responses to any flooding proposals/appeals,
 - work with the planning subgroup to ensure there is appropriate priority given to flood risk assessment and mitigation.
 - make recommendations on appropriate actions for WANA
9. The Subgroup members will agree a delegation to attend relevant flooding meetings to represent WANA residents.
10. The WANA finance statement must be adhered to and no cost or payments may be committed without approval of the WANA Treasurer or a WANA officer.
11. The subgroup Chair will produce an annual summary of all WANA flood prevention activity events for presentation at the Annual General Meeting.

Agreed:

Review Date:



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DRAFT v1

Terms of reference

Social Events Subgroup

1. The Social events subgroup will nominate a Chair,
2. Any WANA member can join the Social Events Subgroup.
3. The subgroup will submit an annual proposal of events to the Steering Group and then be responsible for prioritising, organising, and delivering a variety of social events across the calendar year.
4. Subgroup meeting frequency will be determined by the Chair and the members.
5. Members may use What's app or face to face meetings to plan and make decisions.
6. Brief notes will be made to record decisions made and actions to be taken.
7. The subgroup will provide a summary of progress and or issues to each Steering group meeting.
8. The subgroup will publicise events widely including via:
 - The WANA newsletter
 - Facebook
 - WANA Facebook
 - The Parish Magazine
 - Posters and Flyers
9. The WANA finance statement must be adhered to and no cost or payments may be committed without approval of the WANA Treasurer or a WANA officer.
10. The subgroup Chair will produce an annual summary of all WANA social events for presentation at the Annual General Meeting.

Agreed:

Review Date:



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WANA Social events planned and proposed

	Event	Proposed frequency	Proposed Date	Lead
Agreed Events				
1	WANA Litter pick	3 monthly	16 th March 2024	WANA
2	Coffee Mornings		16 th March 2024	WANA
3	Easter Trail	Annual		WANA
4	Basic Life Support Training		8 th April 2024	WANA
5	Garage Sale & Refreshments in Parish Room	Annual	18 th May 2024	WANA
6	Mental Health Awareness Blue Tree and activities on Field	Annual	13-19 th May 2024	WMPFT & WANA
7	DDay 80 Light a lamp for Peace	One off	6 th June 2024	WMPFT & WANA
8	Field Day	Annual	15 th June 2024	WMPFT & WANA
9	Build A Nature area on the Field	One off	late Spring Summer	WMPFT
Proposed- to be agreed by steering group & incorporated into plan by subgroup during year				
10	Breakfast Club			
11	Summer BBQ			
12	Sing a long Film , Cinema nigh			
13	Organised Local walks			
14	Summer Boules Competition			
15	WANA Afternoon Tea			
16	WANA Quiz			
17	Wana Beetle Drive			
18	WANA bring & share Super club			
19	Food & Craft Fair			
20	Music/Band Nights / Barn dance			
21	Scarecrow Event			
22	WANA Auction of promises			
23	WANA Wine Tasting			
24	WANA Paint a Poppy for Remembrance Day 7 DDay 80			
25	Games morning over winter when Church Tea & Chat closed			

26	Christmas show/advent windows			
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DRAFT v1 WANA Social events Subgroup meeting notes

Tuesday 12th March 2024
Witherley Parish room
5.30-6.45pm

Present: Joy Simpson (JS), Keith Simpson (KS), Val Graham (VG), Jan Humble (JH), Pat and David Roberts (PR,DR), Kate Chorley (KC), Sarah Smith (SS), Lynne Lainé (LL),

Apologies: Kim Liggins (KL) Jackie Albrighton (JA), Pat Helyer (PH), Lynne Swain (LS), Dayle Flude (DF)

	Item	Actions
1.	LL Welcomed all, noted apologies, and invited all to Introduce themselves.	
2.	Confirm Chair One nomination received: Joy Simpson-Proposed, LL and Seconded JH. Joy Simpson Chair took over Charing the meeting	
3.	Terms of Reference Reviewed and agreed	To be adopted at next meeting
4.	WANA Womble & Coffee Morning 16th March 2024 <ul style="list-style-type: none">LL explained Womble registered with HBBC who supply equipment and collect rubbish.Public Liability insurance in place, with thanks to Centurion Plant Hire.First aid kit and handwashing facilities in Parish Room	KS will put a post on Facebook to encourage people to come to coffee morning. LL & JH to brief volunteers in Parish room DF to brief volunteers in Atterton

	<ul style="list-style-type: none"> Kevin and Melanie Moran will oversee refreshments for Wombles and Coffee Morning. All volunteers will be taken through the HBBC risk assessment. <p>Cake offers from VG, JH, SS, LL</p>	
5.	<p>Life support Training 8th April 2024</p> <p>Posters up and rsvps being collated by website system</p> <p>Refreshment team to provide tea/coffee and biscuits during evening. Donations will be invited to cover cost</p>	LL to bring tea
6.	<p>Mental Health Awareness week 13-19th May 2024</p> <p>Witherley Memorial Playing Field Trust (WMPFT) leading event.</p> <ul style="list-style-type: none"> Blue Tree to raise awareness of low mood, tree wrapped in blue ribbon, little wooden labels for positive messages to be hung on tree. Activities on field- boot camp, circuits for teenagers etc Walk a mile with a smile- measure a mile- encourage group to meet on field set time of day during week 	KS to draft a plan of possible activities over week
7.	<p>Agreed to hold a Garage Sale on May 18th</p> <p>Discussed:</p> <ul style="list-style-type: none"> Advertising Promotion posters, Facebook, WANA newsletter, Parish Mag Whether residents give donation to WANA to cover cost advertising, production of map or whether all stall holders be asked for a set amount. Refreshments to be in held Village Hall- refreshment Team 	<ol style="list-style-type: none"> 1. Advertise Nuneaton paper, Grapevine- LL to contact to ask about deadlines and cost 2. Draft plan to be developed by JS & LL for subgroup to discuss at next meeting 3. Refreshment team 10-2.00pm in Parish room 4. LL to book Parish Room
8.	<p>DD 80 Lamp of Peace 6th June 2024 in partnership with Witherley Memorial Playing Field Trust</p> <p>No details agreed</p>	
9.	<p>Field Day in partnership with WMPFT</p> <p>Proposed date 15th June 2024</p> <p>Types of activities for families discussed briefly</p> <ul style="list-style-type: none"> Competitions Pétanque Cake competition Gazebos Raffle 	<ol style="list-style-type: none"> 1. KS to conduct a Facebook poll to see if Villagers want to support 2. outline plan /proposal to be developed by LL & JS to discuss at next meeting 3. JS to contact Blue Lion re support etc 4. LL to ask RL to liaise with WUFC re BBQ etc

10.	<p>Other social event suggestions discussed:</p> <ul style="list-style-type: none"> • Easter trail around village- look for pictures of Easter eggs in windows – free activity over Easter holidays • Vintage sale • Food and Craft Fair • Regular Walks- possibly invite Brian Hutchings • Film night/singalong • Film afternoon/singalong for children. 	<ol style="list-style-type: none"> 1. JS to send out details for Easter Egg Trail 2. LL to contact Brian Hutchings 3. LL/JS to investigate rural cinema support
11.	<p>Feedback to Steering Group Meeting 26th March 2024</p> <ul style="list-style-type: none"> • Feedback from Womble event • Easter Trail • Garage Sale • Mental Health Awareness week • Field Day 15th June 2024 	<ol style="list-style-type: none"> 1. JS to report back to Steering group at next meeting
12.	<p>Any Other Business Pat Helyer has kindly agreed to be refreshment team leader</p>	
13.	<p>Date of Next meeting, 9th April 5.30- 6.45 pm in Parish Room</p>	



WANA Planning Subgroup Meeting Notes

Tuesday 19th March 2024

	Item	ACTIONS
1.	Present; Kim Liggins (KL) Dayle Flude (DF) Richard Wade (RW) Dave Albrighton (DA) Jackie Albrighton (JA) Roger Lainé (RL)	
2.	Apologies. Rod Bell (RB) Andy Coley (AC) David Hickey (DH)	
3.	Welcome from KL as chair of WANA.	
4.	RW elected to be chair. KL proposed. Seconded by RL. Unanimously agreed. JA & DA elected to share secretarial post. KL proposed. Seconded by RL. Unanimously agreed.	
5.	Draft Terms of Reference reviewed. It was agreed that amendments should be made. Specifically: Responsibility for action re flooding. Section 8 (3) Allow opportunity for more autonomy within the subgroup and include comments/complaints following the Newsletter. To be reported back to the steering group before approval	
6.	Chapel Fields Appeal feedback. Awaiting Inspector's decision	
7.	S106 allocation. Dependent on whether Kennel Lane development goes ahead and the involvement of Witherley Parish Council (WPC) WANA will seek to work with WPC re allocations. No response from WPC to date. Who is the Case Officer involved?	RL
8.	Kennel Lane Development A letter of concern to be sent to Joyce Crooks, Chair of the Planning Committee HBBC Copied to Rebecca Owen Democratic Services Officer, Christopher Brown Planning Manager and Stuart Bray Leader of HBBC. Draft approved within the group, subject to examples of Case Law being checked.	RW, DF & KL
9.	Agree feedback to Steering Group Meeting	All

10	AOB. There being no other business the meeting closed at 7:30pm.	
11	Date of next meeting Tuesday 16th April. 6;30pm. Witherley Football Club	



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Wetherley and Atterton Neighbours Association (WANA)

Equal Opportunities statement

Wetherley 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.



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WANA 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 on the basis of 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.



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- 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

Lead for safeguarding:

Name: Kim Liggins email: kimliggins28@gmail.com

Policy Review:

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

This policy was last reviewed on:

XX March 2024



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Wetherley and Atterton Neighbours Association

WANA Handling Cash Statement

1. WANA can currently only support cash transactions and can only fund or refund expenses that do not exceed the cash on hand, so check with the Treasurer before committing to any expenditure.
2. As far as possible, do not pay expenses on your own account, ask the Treasurer to pay with the cash on hand.
3. A Receipt is required for all expense transactions: the receipt should state that the expense is being paid by 'WANA' not by an individual. When a purchase is made via an online order WANA can be entered as Company Name.
4. The refund will be made once the Invoice or Payment Receipt stating the goods and the payment total is produced.
5. A simple Cash Receipt book records all payments and receipts and will reconcile to the cash on hand at all times.



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WANA 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.



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A record of attendance will be kept for each meeting.



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WANA Data protection policy

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.

Date	Issues brought to WANA's attention	WANA's actions	Outcome
12 Dec 2023	Outline planning meeting 50 Houses Kennel Lane	Attended and spoke at Planning Committee December 12th 2023	
9 Jan 2024	News letter issued by WPC	Rebuttal issued 13 Jan WANA Launch	WMPFT statement corrected 15 Jan 2024
23 Jan 2024	Atterton Gate Sign Stolen (3 out of 4) and components of the gate structure	Reported to WPC Clerk, posted on Facebook	For discussion at WPC Feb Meeting (clerk info)
26 Jan 2024	Fly tipping Atterton Lane	Reported to HBBC Ref number STR581334910	Removed by HBBC 31 Jan 2024
31 Jan 2024	Wording re School overcrowding in Parish Magazine	Conversations with Chair Governors, Governor and School, issue statement in next Parish magazine to correct	
1 Feb 2024	Fly Tipping atterton Lane	Reported to HBBC Ref number STR582427154	
2 Feb 2024	Brook Pollution Atterton Lane	Reported to Environment Agency ref 240202/RML07 HBBC Environmental Health ref ENQ582758541	Environment agency email response issue logged. No action HBBC
4 Feb 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR583560473	
4 Feb 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR583563584	
4 Feb 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR583564817	
4 Feb 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR583566285	
4 Feb 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR583567352	
12 March 24	New Road sign on A5 blocking visibility from Central reservation out of Bridge Lane	Reported to Highways via telephone call and in writing to Control Room	
20 Mar 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR597947852	
20 Mar 2024	Fly Tipping Atterton Lane	Reported to HBBC Ref number STR597941816	



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WANA Steering Group Dates 2024

Date	Time	Venue
Tuesday 26 th March	7-8pm	Parish room
Wednesday 24 th April	6.30-7.30pm	Parish room
Wednesday 22 nd May	7-8pm	Parish room
Thursday 20 th June	6. 30-7.30pm	Parish room
Tuesday 16 th July	7-8pm	Parish room
Wednesday 14 th August	6.30-7.30pm	Parish room
Thursday 19 th September	7-8pm	Parish room
Tuesday 22 nd October	6.30-7.30	Parish room
Wednesday 20 th November	7-8pm	Parish room
Thursday 19 th December	6.30-7.30pm	Parish room