



**WANA**  
**Witherley Atterton Neighbours Association**  
wana.org.uk  
[hello@wana.org.uk](mailto:hello@wana.org.uk)

**WANA Steering Group Minutes**  
**Thursday 27<sup>th</sup> November 2025 DRAFT v2**  
**Witherley Parish Room**  
**7.00-8.00pm**

**Present:** Kim Liggins, Chair (KL), Dayle Flude, Vice Chair (DF); Lynne Lainé, Secretary (LL); Roger Lainé, Treasurer (RL); Richard Wade, Planning subgroup Chair (RW); Tony Carter, Flood Warden (TC); Rod Bell (RB); David Hickie (DH); Margaret Hickie (MH); Rob Flude (RF)

**Apologies:** Jan Humble (JH); Mick Humble (MH); Keith Simpson (KS), Ian Rawson-Mackenzie (IRM). Jackie Albrighton (JA), Sarah Smith (SS); Joy Simpson, Social Events subgroup Chair (JS); Pat Helyer (PH)

Meeting commenced at 19.00 hrs

	Item	Action
1.	<b>Welcome and Apologies:</b> KL welcomed all to the meeting and accepted apologies.	
2. 2.1	<b>Draft Minutes</b> Steering Group minutes of the 22 <sup>nd</sup> October 2025 <b>Agreed.</b>	
3.	<b>Matters Arising</b>	
3.1	22/10/205 6.1 WANA insurance- additional premium for increased income purchased.	
3.2	22/10/205 6.4 WUFC- 1 <sup>st</sup> payment from Warm Spaces grant of £250 made.	
3.3	22/10/205 7.3 Parish Room Committee welcomed donation of two new hand driers- they will be fitted week commencing 1 <sup>st</sup> December. A WANA thank you extended to Mr Liggins.	
3.4	22/10/205 9.3 Advent Trail confirmed.	
3.6	23/04/2025 7.3 Resilience equipment, small group to review equipment and condition, Witherley Community resilience plan to be considered.	
4. 4.1	<b>Correspondence</b> The correspondence log was reviewed the following noted: Ediblelinks service in Witherley on the last Monday of the month and submission of the Warm Spaces Monitoring form. .	
5.	<b>Issues Log</b>	

5.1	A resident reported that the replaced stile on Atterton Lane is too high - resident has submitted request for it to be made more accessible.	
5.2	A resident has submitted a concern that the footpath from Ash Lane to Atterton lane has not been marked across the planted field.	
6	<b>Treasurers Report</b>	
6.1	WANA cash position as of 20 <sup>th</sup> November 2025 £5788. Comparison with the 12-month position of £2807.	
6.2	Calendar Sales: 100 calendars printed. 13 calendars awarded to winning entrants. Retail price £6.50. Stock-10 calendars. No additional printing agreed at this stage.	
6.3	Dave Walker's Memories of Witherley- all stock sold, a small wait list held. Discussion on whether to print a further supply or wait for the Witherley Uncovered project. Amazon print raised as a possible solution.	Amazon print to be explored as an option for printing the Memories of Witherley.
6.4	Warm Spaces monitoring form submitted to Warm Spaces Officer.	
6.4	Lottery Grant for notice board unsuccessful.	
7.	<b>WANA Constitution</b>	
7.1	Revisions agreed at the October meeting <b>approved</b>	To be uploaded to the website
8.	<b>Company and Games year one evaluation</b>	
8.1	Report received and <b>approved</b> .	
8.2	It was noted that Company and Games is now established in the Village, with an average weekly attendance of over 20. A positive relationship with Witherley Primary School has been established: to mark Kindness Day, 13 <sup>th</sup> November a group of children visited bearing gifts of an apple crumble for each attendee.	
9.	<b>Police and Crime Commissioner Funding</b>	
9.1	RW outlined the Police and Crime Commissioner Funding for community driven road safety improvements - applications for funding close on the 17 <sup>th</sup> January 2026.	KL to liaise with Head Teacher Witherley Primary School whether a joint initiative for road safety is feasible
9.2	Known resident concerns: <ul style="list-style-type: none"> <li>➤ Speed of vehicles on Kennel Lane</li> <li>➤ Recent parking on Bridge Lane - resolved by RW liaising with the Police</li> <li>➤ Parking around school start and finish times</li> </ul>	A community consultation re road safety to be explored
9.3	A community consultation would be required to understand resident concerns and possible solution. It was noted the time scale would not be met by the January grant deadline.	

9.4	A proposal was raised to discuss with Witherley Primary School whether any road safety plan could be implemented. It was proposed that the Chair make contact with the Head Teacher. <b>Agreed</b>	
10.	<b>Subgroup feedback:</b>	
10.1.1	<b>Social Events Subgroup:</b>	
10.1.2	<p>LL reported:</p> <ul style="list-style-type: none"> <li>➤ 24 adults attended the Defibrillator and basic life support training on the 28<sup>th</sup> October.</li> <li>➤ The Quiz on the 22<sup>nd</sup> November was a successful and enjoyable evening and raised £116.00.</li> </ul> <p>Upcoming events:</p> <ul style="list-style-type: none"> <li>➤ An advent trail around the Village</li> <li>➤ 6<sup>th</sup> December, the snowman drive, please encourage ticket sales.</li> <li>➤ 3<sup>rd</sup> January Womble litter pick with soup and a roll for all participating</li> <li>➤ 31<sup>st</sup> January 7.30 -10.30 Crazy Horses- a night at the races</li> <li>➤ 28<sup>th</sup> February 7.30- 10.30 Foraged Fruit Taster</li> <li>➤ 28<sup>th</sup> March Afternoon Tea 12.00- 16.00</li> </ul>	
10.2	<p><b>Planning Subgroup including flooding update:</b></p> <p>RW reported the planning group met with the key topic discussed being the clearing of the land at the Bull Inn. A fence has been partially erected on the roadside boundary. Historic England are aware of the activity on the site. There are numerous FaceBook posts raising concerns regarding the site: appearance, safety and accessibility to travellers</p>	
10.3	<p><b>Newsletter- suggestions for January 2026:</b></p> <ul style="list-style-type: none"> <li>➤ Promotion of the WANA Calendar</li> <li>➤ The AGM</li> <li>➤ Social events:, Womble 3<sup>rd</sup> January, Crazy Horses 31<sup>st</sup> January and Foraged Fruit Drinks evening 28<sup>th</sup> February.</li> </ul>	
11.	<b>Any Other Business:</b>	
11.1	Village Resilience, including flooding and other weather extremes e.g. snow. TC confirmed the Snow Warden role is combined with the Flood Warden role. Utility providers encourage older and vulnerable residents to register so that they can be prioritised if there is a service failure.	Bring forward to the next agenda.
11.2	Tony Carter, Flood Warden has been recognised in the HBBC Making A Difference Volunteer Awards. Tony thanked and congratulated for his ongoing support to Witherley residents.	
12..	<p><b>Items for Next Meeting</b></p> <ul style="list-style-type: none"> <li>➤ WANA AGM</li> <li>➤ Witherley Community Resilience Plan, including promoting vulnerable resident registration with utility providers</li> </ul>	

13.	<b>Date of Next meeting:</b> Thursday 16 <sup>th</sup> December 7-8.00pm Witherley Parish Room	

Meeting closed at 20.05 hrs with a thank you for attendance.

### WANA ACTION LOG as of 9<sup>th</sup> December 2025

27/11/2025	6.3	Amazon Print to be explored as a printing option for WANA publications	DF	Open		
27/11/2025	7.1	Revised WANA Constitution to be uploaded to website	DF	Closed		
27/11/2025	9.3	Initiate a dialogue with Witherley Primary School re joint road safety initiative	KL	In Progress	KL met with Head Teacher	
27/11/2025	9.3	Community Road Safety consultation to be planned and undertaken	KL	On agenda		
27/11/2025	11.1	Community resilience , vulnerable residents registering with utility providers. Resilience equipment		On agenda		
22/10/2025	10.1	AGM Nomination process from 2025 to be amended and adopted for 2026 AGM	LL	On agenda		
23/09/2025	6.3	HBBC Lottery License to be applied for 1st January 2026	RL	Due 1st January 2026		
23/09/2025	6.5	Application for TEN for foraged fruit bring and share once date confirmed	RL	Due January 2026	Event planned 28h February	
23/09/2025	9.1	WANA Spring Raffle, prizes and date to be agreed	KL/LL	February 2026		
28/08/2025	7.4	Review CIO application in 6 months	All	Review February 2026		
23/04/2025	13.3	Resilience equipment use and maintenance to be explored with WPC		Closed	new action agreed 27th November 2025 ref 11.1	

## WANA Accounts to 9 Dec 25

	To Date	12 mnth
<b>INCOME</b>	£	£
Company and Games grant	2,391	1,200
Ticket sales for events	6,048	4,405
Raffle ticket sales	1,960	1,401
Donations	3,514	1,994
Other sales	2,299	2,188
<b>TOTAL INCOME:</b>	<b>16,212</b>	<b>11,188</b>
<b>EXPENSE</b>		
Room hire	1,285	885
Performers:	1,230	930
Company and Games setup	686	289
General expenses	4,156	3,694
Marquee	1,840	1,610
Grants	1,074	1,074
<b>TOTAL EXPENSE:</b>	<b>10,271</b>	<b>8,482</b>
<b>BALANCE of Cash and Bank:</b>	<b>5,941</b>	<b>2,706</b>



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## **WANA Volunteer Officer Nominations January 2026**

Witherley and Atterton Neighbours Association (WANA) is calling for Volunteer Officer Nominations for 2026.

Two of the current Officers will stand down and an election for the new Officers of those duly nominated will take place at the Annual General Meeting on the 17<sup>th</sup> January 2026.

Nominations for officers supported by a proposer are invited from residents or those who work in Witherley and Atterton.

The Officer roles are:

- Chair
- Secretary

A role outline for each of the 4 officers is available below or from [secretary@wana.org.uk](mailto:secretary@wana.org.uk) .

The proposer form is available below or from [secretary@wana.org.uk](mailto:secretary@wana.org.uk).

Deadline for nominations is **17.00 hrs on the 10<sup>th</sup> January 2026** to [secretary@wana.org.uk](mailto:secretary@wana.org.uk)

### WANA Volunteer Officer Role outlines

	<b>Chair</b>	<b>Vice Chair</b>	<b>Treasurer</b>	<b>Secretary</b>
<b>Monthly Time Commitment</b>	<b>20hrs per month</b>	<b>20hrs per month</b>	<b>10- 15hrs month</b>	<b>25 – 30 hrs month</b>
Key Activities	<p>Ensure WANA delivers its Constitution.</p> <p>Be the public face of WANA with external partners and agencies.</p> <p>Maintain an oversight of all WANA activities.</p> <p>Chair the monthly Steering Group meetings.</p> <p>Working with the Vice Chair and Secretary ensure decisions made at the Steering Group are enacted in a timely manner.</p> <p>Act as an approved signatory for the Bank account.</p> <p>Authorise bank payments.</p> <p>Participate in WANA subgroups.</p> <p>Approve the final draft of the monthly newsletter.</p> <p>Support the Planning subgroup Chair and the Social Events subgroup Chair to deliver the subgroup Terms of Reference.</p> <p>Meet regularly with the Vice Chair and Secretary to manage WANA.</p> <p>Approve draft minutes for circulation.</p> <p>Approve all draft policies/statements for circulation to the Steering Group.</p>	<p>Support the Chair to deliver the WANA Constitution.</p> <p>Be an active member of the Steering Group.</p> <p>Deputise in Chair's absence for all aspects of the Chairs responsibilities.</p> <p>Act as an approved signatory for the Bank account</p> <p>Authorise bank payments.</p> <p>Lead the WANA Website design and maintenance and the design of promotional posters and material, coordinating with the external printer.</p> <p>Participate in WANA subgroups.</p> <p>Work with the Chair and secretary to produce policies, statements and reports.</p> <p>Support the Secretary in drafting correspondence for approval by the Chair.</p> <p>Meet regularly with the Chair and Secretary to manage WANA.</p>	<p>Ensure due diligence about WANA finances.</p> <p>Support the Chair to deliver the WANA Constitution.</p> <p>Record all cash transactions &amp; receipts</p> <p>Reconcile bank transactions</p> <p>Make bank payments</p> <p>Maintain cash flow forecast</p> <p>Produce a monthly report for the Steering Group.</p> <p>Attend and participate as agreed in WANA subgroups.</p> <p>Support the Planning Subgroup Chair and Social Events Chair to deliver their terms of Reference.</p> <p>Maintain in communication with the Officers via What's app chat facility.</p> <p>Communicate regularly with the Secretary regarding WANA expenses for planned events.</p>	<p>Support the Chair to deliver the WANA Constitution.</p> <p>Provide administration support to WANA including:</p> <p>Planning for meetings</p> <p>Booking of venues</p> <p>Preparing and distributing papers for meetings, drafting correspondence, maintaining the issues &amp; correspondence log.</p> <p>Preparing reports for the steering group</p> <p>Coordinating correspondence to and from external agencies and partners.</p> <p>Maintaining the Steering Group action log.</p> <p>Participate in and provide admin support to the WANA subgroups.</p> <p>Support the Vice Chair in promoting WANA on social media.</p> <p>Supporting the Social Events Chair in the organisation and delivery of social activities.</p> <p>Coordinate delivery of the monthly WANA newsletter</p>



	<p>Coordinate the content, design, printing of the monthly newsletter.</p> <p>Approve all external correspondence drafted by the Secretary.</p> <p>Maintain in communication with the Officers via What's app chat facility</p>			
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## WANA Volunteer Officer Nominations January 2026

I (*insert name*).....

am proposing (*insert name*)

.....

For the WANA Officer role (please delete)

Chair  
Vice Chair  
Treasurer  
Secretary

I confirm that I am a resident of or work in Witherley or Atterton and that the person I am nominating is a resident or works in Witherley or Atterton.

I confirm that (*insert name*) ..... has consented to this proposal and to the sharing of their contact details.

### Contact details proposer

Email:

Mobile number:

### Contact details of person being nominated

Email:

Mobile number:

Deadline for nominations is **17.00 hrs on the 10<sup>th</sup> January 2026** by email to  
[secretary@wana.org.uk](mailto:secretary@wana.org.uk)