



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

WANA Steering Group Minutes
Wednesday 19 May 2026
Wetherley Parish Room
7.00-8.00pm

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

Apologies: Keith Simpson (KS); Ian Rawson-Mackenzie (IRM); Jackie Albrighton (JA); Dayle Flude Vice Chair (DF)

Meeting commenced at 19.00 hrs

	Item	Action
1.	Welcome and Apologies: KL welcomed all to the meeting and accepted apologies. .	
2.	Draft Minutes	
2.1	Steering Group minutes of the 29 th April 2026 Agreed.	
3.	Matters Arising	
3.1	Steering Group Action Log reviewed- open actions: 29/04/2026 minute reference 7 -No update available 29/04/2026 minute reference 14- On agenda – item 6.4 24/03/2026 minute reference 12 -Date for the Annual Parish Meeting confirmed by WPC, RW and JA will present the WANA Annual report.	
4.	Correspondence Log	
4.1	Received and content noted	Request WPC provide a regular update to WANA Steering Group
4.2	Request to be made to Clerk WPC for a regular update from WPC for the WANA Steering Group	
5.	Issues Log	
5.1	Fox Connect Complaint no response received- raised with a Fox Connect Representative at the Warm Welcome Conference on the 15 th May 2026	
5.5	LCC have responded to the issue regarding the height of the style on the footpath off Atterton Lane concluding it meets the set requirements.	

6	Treasurers Report	
6.1	WANA cash position as of 13 th May 2026 £5639.29	
6.2	Upcoming commitments against the budget: Outstanding Grant payments to PCC (awaiting Diocese agreement) and Atherstone Eagles (Bank details for transfer awaited). The Party in the Park artist costs July 4 th 2026.	
6.3	Grant Application WANA REF 10d052026 of £500 to Witherley Women's Institute Agreed .	Grant applicant to be notified of outcome and funds transferred
6.4	WANA Raffle- agreed not to hold a raffle. until a defined cause identified.	
7.	WANA policies and statements:	RW to review the draft Mileage Reimbursement Policy and combine with the WANA Cash and Bank Handling Policy
7.1	WANA Privacy Notice- Agreed	
7.2	WANA Mileage Reimbursement Policy Discussion as to whether a separate policy is required discussed, agreed to incorporate into WANA Cash and Bank Handling Policy.	
8.	Road Safety Consultation	
8.1	Data collection in progress	
8.2	Closing date May 31 st 2026	
9.	Risk Ready Communities	
9.1	Teams meeting took place.	
9.2	Support from the Risk Ready Team available to ➤ Meet with the WANA Steering Group ➤ Engage residents. ➤ Develop a Community Plan.	
9.3	Invite team to a WANA Steering Group	
10.	Subgroup feedback:	
10.1	Social Events Subgroup: Update from JS Update from the recent events: ➤ Afternoon Tea on the 9th May 2026- successful afternoon, many positive comments received- the event raise £625.00 ➤ Mental Health Awareness week 11-17th May 2026 in partnership with WMPFT- ➤ The Blue Tree – lots of messages left on the tree ➤ Evening Walk a mile with a Smile- not as popular as two years ago, due to timing at 6pm. ➤ Family Fun afternoon Saturday 16th May.	
10.2	Next Event ➤ Party in the Park on July 4th, 2026, with SPs	
10.3	Environmental Subgroup	

10.4	Update from RW: The Environmental Subgroup are communicating with HBBC re the s106 funding from the Kennel lane Development Newsletter- suggestions for July 2026: ➤ Outcome of award nomination ➤ Warwickshire Volunteer Celebration Afternoon Tea on June 2nd ➤ Donations to date ➤ Party in the Park 4th July 2026	
11.	Any Other Business	
11.1	Warm Welcome Conference 15th May 2026 Attended by DF, PH,MH and LL- feedback from Warm Welcome programme 2025/6. Limited funding available for 26/7. WANA were mentioned and an image from the WANA Company and Games was included in the overall presentation.	
11.2	Monthly WANA Lunch Suggestion on a WANA monthly 2 course lunch being explored. Making a Difference Grants available to purchase equipment. The Social Events group will discuss and look at gauging interest from residents and volunteers.	
11.3	Resident's positive comment on living in Witherley posted on Facebook, read by JS who will make contact with the resident and invite to Steering Group.	JS to engage with resident
12.	Items for Next Meeting: ➤ Traffic Survey ➤ Cash and Bank Handling Policy	
13.	Date of Next meeting: 17th June 2026 7-8.00pm, Witherley Parish Room Note change of date for the July to the 29th July 2026 meeting as the Parish Room is unavailable	

Meeting closed at 20.10 hrs with a thank you for attendance.

WANA Steering Group Action Log as at 10th June 2026

Date	minute no.	Action	Lead	Open/Closed	Action update
19/05/2026	4.1	Request WPC provide a regular update to WANA	DF	Open	
19/05/2026	6.3	Grant WANA REF 10d052026 to be notified of award		Closed	
19/05/2026	7.2	Mileage form to be appended to the Cash and Bank Policy Expenses form	RW	on Agenda	
19/05/2026	11.3	Resident to be contacted	JS	Open	
29/04/2026	7.0	Exploration of further information sessions for Company and Games	CL	Open	
24/03/2026	7	CIO application- review position in 6 months	RL	Sep-26	
24/03/2026	9.2	Annual Objectives 2026/7 Six month review	LL	Sep-26	

WANA Correspondence 11th May- 10th June 2026

Date	To	From	Nature
11th May 2026	RCC		Confirmation of attendees for award ceremony
13th May 2026		HBBC Cost of Living Support	To arrange a Date to visit Company and Games
14th May 2026	Member of the Public	member of the Public	Re Dave Walkers book
18th May 2026		Warm Welcome officer	Acknowledgement of conference attendance and group photo
19th May 2026		HBBC local area coordinator public health	To arrange supply of message in a bottle for Company and Games
20th May 2026		HBBC local area coordinator public health	To arrange collection of message in a bottle
21st May 2026		HBBC Cost of Living Support	Confirmation of date to attend Company and Games on the 30th July 2026
21st May 2026	WPC Clerk		WANA Annual Report for the Annual Parish Meeting
21st May 2026	Risk Ready Communities		Dates for Steering Group

WANA Issues Log as at 10th June 2026

4th February 2026	Height and width of step up to Style, Atterton Lane	Reported - 05052026 response received- style height conforms with requirements
26th March 2026	Fox Connect Complaint	Complaint submitted to Choose How You Move No update
21st April	Daffodil planting request	Query raised with LCC 830685248- cultivation license required

26th May 2026		Risk ready Communities	Heat Wave alert
26th May 2026		WPC Clerk	Acknowledgment of receipt for WANA Annual Report for the Annual Parish meeting
30th May 2026	Resident	Resident	to Check Gazebo bookings for July 4th event- made in error, notified of refund
4th June 2026		Edible Links	Information on Van availability for June
8th June 2026	Risk Ready Communities		To arrange July date to attend the Steering Group
8th June 2026	Atherstone Rangers	Atherstone Rangers	Confirmation of Grant Award payment details
8th June 2026		RCC	Information for awards ceremony
8th June 2026		Atherstone Rangers	Thank you for the grant award
9th June 2026		Witherley WI	Thank you for the grant award
9th June 2026		Risk Ready Communities	Confirmation of date to attend the July Steering Group

Wetherley Atterton Neighbours Association

08/06/2026

Profit and Loss	To date	12 mnth to 8/6/26
Income		
	2,391.00	1,200.00
Other Sales	2,350.18	2,160.16
Ticket sales	8,920.73	5,086.08
Raffle ticket sales	2,798.19	1,486.19
Donations	3,935.71	822.93
Total Income	20,395.81	10,755.36
Expenses		
	-1,738.15	-868.15
	-1,230.00	-550.00
General Expenses	-8,335.06	-5,742.38
Float	0.00	30.00
	-686.36	-14.00
	-4,323.72	-3,798.72
Total Expenses	-16,313.29	-10,943.25
Total Surplus	4,082.52	-187.89



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

WANA Cash and Bank Handling Statement v8

1. As far as possible, do not pay expenses on your own account, ask the Treasurer to pay by bank transfer or from the cash on hand, particularly for those expenses in excess of ten pounds.
2. For specific events an Event Manager will be nominated and allocated an expense budget for the event: other participants in the event will then check with the Event Manager before committing to any expenditure for the event.
3. An Invoice or Payment Receipt is required for all expense transactions: the receipt should clearly state that the expense is being incurred by 'WANA'. When a purchase is made via an online order 'WANA' can be entered as the Company Name on the order.
4. Expenses paid for in cash can be refunded by the Treasurer on production of the Invoice or Payment Receipt stating the goods and the cash payment total. Refunds of such cash payments will be made in cash, to minimise banking costs.
5. Expenses paid for from the purchaser's bank or credit card account will be refunded on production of a completed WANA Expenses Claim form, accompanied by an Invoice or Payment Receipt for each payment made, and the purchaser's bank details: the Expense Claim is necessary in this case because the purchaser is an intermediary between WANA and the supplier when they pay from their own account. Expenses paid for in cash can also be claimed by this method.
For Mileage Claims see the Mileage Reimbursement Policy- the amount claimed to be entered on the bottom row of the expenses form
Expenses claims will be refunded by the Treasurer by payment to the purchaser's bank account, within a week where possible.
6. WANA uses a simple accounting package linked to the Bank account, which allows us to record, analyse and report on all bank and cash transactions.
7. A simple Cash Receipt book records all cash payments and receipts and will reconcile to the cash on hand at all times. Cash on hand should not exceed £300.
8. The bank account cannot be overdrawn.
9. The accounting package can record known future transactions, so if any commitments to future expense or income of amounts over £100 are made please inform the Treasurer immediately so that the cash flow forecasting can be kept up to date.
10. We maintain a list of authorised signatories for the Bank account. Payments require authorisation by two signatories, so we will maintain at least two and not more than four signatories.

Policy Review:

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

Document History

Agreed by the Steering Group March 2024

Reviewed and agreed by the Steering Group April 2024

Reviewed and agreed by the Steering Group October 2024

Reviewed and agreed by the Steering Group 18th March 2025

Reviewed and agreed by the Steering Group 29th April 2026

Reviewed and agreed by the Steering Group 17TH June 2026



WANA
Wetherley Atterton Neighbours Association
 wana.org.uk

WANA Expenses Claim Form

Date	Items	Purchase reason	Supplier	Invoice/Receipt Number	Payment method	Cost
Mileage Claim Amount						
TOTAL						

Purchased By	Claim Date	Claimant's Bank Account Name	Claimant's Sort Code	Claimant's Account Number
Processed By	Refund Date			



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Mileage Reimbursement Policy DRAFT V3

1. Objective

This policy explains how Volunteers can be reimbursed for WANA business-related mileage when using their own vehicle, in line with HMRC guidelines.

2. Who It Applies To

All WANA volunteers who drive their personal vehicle on approved WANA business journeys. Volunteers are responsible for ensuring their vehicles are insured for use on WANA business journeys and for carrying passengers.

3. Current HMRC Mileage Rates (2026)

- Cars & Vans: 45p per mile for the first 10,000 miles in the tax year, then 25p per mile thereafter.
- Motorcycles: 24p per mile.
- Bicycles: 20p per mile.
- Passengers 5p per mile

4. Qualifying Travel

- WANA approved journeys

5. How to Claim

- Complete the WANA Mileage Reimbursement Form within one month of the journey.
- Record each trip with date, start and end points, reason for travel, mileage and passengers on the Mileage Reimbursement Form appended to the normal expense claim form.
- Submit claims monthly to the secretary using the Expense Claim Form
- Keep any supporting documents (e.g., meeting confirmations, toll receipts).

6. Payment Schedule

Approved claims will be processed within one calendar month

7. This policy will be reviewed on an annual basis, or earlier if the HMRC rates are reviewed.

Document History

Agreed by the Steering Group 17 June 2026



WANA
Witherley Atterton Neighbours Association
 wana.org.uk

WANA Mileage Reimbursement Form

Date	Journey Reason	Start Location	Destination Location	Passenger(s)	Mileage	Rate per mile £ (base rate plus passengers)	Amount Claimed £
						Claim Total £	

	Summary of WANA Traffic Survey Results 59 responses 32 hard copies, 27 online	
	Item 1. Do you have concerns regarding parking within and around the village?	
1	General comments about pavement parking in the village	XXXXXXXXXX
2	Parking in Bridge Lane close to A5 Junction	XXXXXXXXXXXXXXXX
3	A5 parking which obstructs visibility when exiting Kennel Lane means drivers take risks	XXXXXXXXXXXXXXXXXXXX
4	Post Office Lane -Kennel Lane Junction visibility is obstructed by a hedge and parked vehicles. Exiting Post Office Lane	XXXXXXXXXXXXXXXXXXXX
	by car is consequently dangerous. The footpath width in Kennel Lane by the hedge is significantly reduced meaning	
	parents with buggies or wheelchair users are forced to walk in the road around the parked cars.	
5	Post Office Lane Pavement Parking in front of cottages, leaves little space for pedestrians.	XXXXXXX
6	Orchard Close parking blocks access for emergency service vehicles	XXXXXXXXXX
7	High fence around the Bull site impedes visibility	X
	Item 2. Do you have concerns about traffic movement in the area?	
8	Flooding of Atterton Lane and Mythe Lane restricts access and egress	XXX
9	Speed of Traffic in Kennel Lane	XXXXXXXXXXXXXXXXXXXX
10	Speed of Traffic between Atterton Lane and Mythe Lane	X
11	Traffic on the A5 ignoring the speed limit	XXXXXXX
12	Speed of traffic in flooded roads including farm vehicles is too high	XXX
13	Children & Adults on Electric Scooters and Electric Bikes travelling too fast	XX
14	Junctions onto A5 need improvement to kerb radii to allow easier and quicker access and egress	XX
15	Atterton Lane being used as a rat run	X
16	Parents delivering and collecting children from the school by car causing hazards	XX
17	Farm Traffic speeding through village	X
18	No through road sign required at entrance to Riverside	X
	Item 3. Do you have any environmental concerns?	
19	Recent ditch works by local farmers has increased water volumes entering the village via Atterton Lane	XXXXXXX
20	Impact of proposed new 50 houses on traffic and the local school	XXXXX
21	Encourage local residents to fit/install bat boxes	X
22	Impact of the new 50 house development on flooding in the village	XXXXXXX

23	Concern that the new 50 house development will result in the loss of hedges, verge and wildlife	xxx	
24	Flooding in general including impact on sewerage system and consequent flood water sewage contamination	xxxxxxxxxxxxxxxxxxxxxx	
25	The Bull Inn parking of lorries	x	
26	CCTV in Riverside and Church to deter burglaries and drug activities	x	
	Item 4. Do you have any other road safety or traffic concerns or any other suggestions not identified?		
27	Orchard close needs more parking. Perhaps the green can be reduced and some parking bays created	xxxxx	
28	Don't build any more houses. The infrastructure cannot cope	x	
29	Need for much more off road parking around the village	x	
30	Encourage residence to park on their drive when they have one. Not on the footpath	x	
31	The two lane exit from the Mancetter roundabout needs reviewing to discourage speeding in the outer lane	xx	
32	Footpath needed from Hunt Lane to A5	x	
33	More parking required at Parish Rooms	x	
34	Barriers that can't be moved when the roads are closed due to flooding	x	
35	Reduce the speed limit on the A5 to 30mph	xxxxxx	
36	A street light is required at the corner of St Peter's Avenue and Kennel Lane. At night its very dark	x	
37	Can there be yellow no parking markings on the roads where parking is a safety risk?	x	
38	Can all the road white line markings be repainted in the village?	x	
39	The road surfaces in the village are poor and need attention	x	
40	There should be a ban on right turns from the west bound A5 into Bridge Lane	xx	
41	Can there be a 20mph speed limit through out the village?	x	
42	A lot of vehicles cut the corner when turning from Kennel Lane into Hunt Lane	x	
43	Can the Highway Authority install speed Cameras on the A5?	x	
	Version 2 Dated 10/06/2026		



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

WANA steering group dates 2026

Annual General Meeting 2027

All monthly meetings commence 19.00hrs

AGM time to be confirmed

Wednesday	4 th February
Tuesday	24 th March
Wednesday	29 th April
Tuesday	19 th May
Wednesday	17 th June
Wednesday	29th July Start time 6.30pm
Wednesday	19 th August
Tuesday	22 nd September
Wednesday	21 st October
Tuesday	24 th November
Wednesday	16 th December
AGM Saturday	16 th January 2027 Time to be confirmed
Wednesday	3 rd February 2027