

**Tisbury & Parishes
Community Area Partnership**

**ANNUAL
REPORT & ACCOUNTS**

**For the year ended
31 March 2012**

ANNUAL REPORT

PREFACE

The following report provides a detailed review of the Tisbury & Parishes Community Area Partnership carried out over the period 1 April 2011 to 31 March 2012, and a forecast review for the forthcoming year 2012.

A. OBJECTIVES, GOVERNANCE AND MANAGEMENT

1. Purpose.

TAPCAP's purpose is to act as a voice for the community speaking to all the bodies that have an impact on life in the Tisbury and associated Parishes (See list below) in our area. It has been set up with the support of Wiltshire Council to advise and lobby the South West Wiltshire Community Area Board (SWWAB) and other statutory, voluntary and private sector organisations in order to help shape the community's future.

Ansty,	Fonthill Gifford
Berwick St John,	Fovant
Berwick St Leonard,	Hindon
Chicklade,	Semley and Sedgemoor
Chilmark,	Sutton Mandeville
Donhead St Andrew	Swallowcliffe
Donhead St Mary	Tisbury
East Knoyle	Tollard Royal
Fonthill Bishop	West Tisbury
<i>Dinton*</i>	<i>Teffont*</i>

** Requested to be a member of TAPCAP (also a member of WILCAP)*

To achieve its purpose, we aim to work together to secure the social, economic and environmental well-being of the Tisbury and Parishes Communities, for both present and future generations, by creating an integrated, fair and sustainable community in a living, working and beautiful countryside.

2. Governance

TAPCAP operates in accordance with its own Terms of Reference (The Constitution). It is an unincorporated independent voluntary 'not-for-profit' organisation.

It is not a registered charity and it is not a Statutory government entity - although Wiltshire Council provides some essential core funding assistance to help the TAPCAP Executive Committee run TAPCAP.

3. Management

TAPCAP has the following management structure:

- The Partnership Association (its membership)
- An Executive Committee (as listed at Appendix 2)
- Theme and Project Working Groups (where necessary)

Membership is comprised of the following participants:

- The TAPCAP officers (The Executive Committee) (Chairman & Vice-Chairman and Chairs/Nominees of Theme & Project Groups).
- One representative from each parish as nominated by the Parish Council – not necessarily a Parish Councillor.
- Any individual living or working in the community area
- A representative nominated by any group based in the TAPCAP area and having a community-wide area of interest

Current membership of the Executive Committee is as follows:

- | | | |
|--------------------------|--------------|---------------------|
| • Nigel Knowles | Fovant PC | (Chairman) |
| • Patrick Duffy | Tisbury PC | (Vice-Chairman) |
| • John Berkeley-Matthews | TCSP | (Financial Officer) |
| • Felicity Corp | Links Scheme | (SCOB) |
| • Charles Smith | Dinton PC | (CATG Highways) |

Voting Arrangements:

Where a vote is necessary on any matter, TAPCAP will always seek first to obtain consensus agreement but where a consensus is not possible, a simple majority vote will be taken. The voting arrangement used by TAPCAP conforms to the COMMUNITY AREA PARTNERSHIP AGREEMENT (CAPA) 2009/2010 agreed between the Wiltshire Council and the Wiltshire Forum of Community Area Partnerships (See Appendix 1 attached).

4. Risk Management Plan

Having no fixed assets or premises, TAPCAP does not at this time require a risk management plan because all meetings and other partnership sponsored or attended activities are carried out at third party owned premises for which appropriate risk management plans are the responsibility of such third parties. In the event that TAPCAP should acquire access to or ownership of operating assets and/or premises, a risk management plan will be produced.

5. Current Status

TAPCAP was inaugurated on 21 January 2009, and although the Unitary Authority Elections and setting-up of Area Boards did not take place until the 3rd Quarter of the year, the subsequent Wiltshire Council re-organisational changes meant that the Partnership only met the new Community Area Manager on 9th September. The Partnership has been working to support its Theme & Project Groups and to advance awareness within the community.

Following an initial core funding allocation in December 2010, no further funding has been requested by the TAPCAP EC. The current financial status of TAPCAP is detailed at Part 2 of this Annual Report.

B. FINANCE

TAPCAP holds and operates a bank account in its own name using the free banking services available through the Post Office and Co-operative Bank community banking schemes. The Tisbury and Parishes Community Area Partnership has adopted the financial regulatory arrangements as used by Parish Councils and the responsible Financial Officer (Mr John Berkeley-Matthews) is elected by the Executive Committee. A financial statement of accounts as at 31 March 2012 is attached at Appendix 1 to this Report.

C. YEAR 2011-2012 ACTIVITIES

Liaison with South West Wiltshire Area Board. The SWWAB regularly holds meetings around the South West Wiltshire Community areas and TAPCAP is invited to attend as a participant alongside Town and Parish Council representatives, Service Providers and other interested groups and individuals. During the past year TAPCAP representatives have attended/propose to attend, the following meetings:

13 April 2011 (Tisbury)	29 February 2012 (Tisbury)	17 October 2012 (Tisbury)
22 June 2011(South Newton)	22 March 2012 (Tisbury)	15 December 2012 (Mere)
24 August 2011 (East Knoyle)	11 April 2012 (Charlton)	
5 October 2011 (Tisbury)	13 June 2012 (Bishopstone)	
7 December 2011 (Wilton)	15 August 2012 (Mere)	

Tisbury Community Campus. In 2011 Wiltshire Council has made its decision to approve introduction of a proposed Tisbury Community Campus in line with the Wiltshire Council's policy for service provision to be co-located at the Nadder School site, including the youth activities, Leisure Centre, swimming pool, Sure-start pre-school etc. The Campus will be managed through the establishment of a Campus Operations Board (COB).

During the past year, TAPCAP has been assisting the SWWAB SCOB with their work relating to the introduction and setting up of the proposed Tisbury Community Campus. Three TAPCAP EC members regularly take part and have attended SCOB Meetings concerning this topic.

In June 2011, TAPCAP assisted COB with preparations for a Stage 1 community campus questionnaire, provided details of local organisations for consultation and agreed to fund aspects of the costs associated with promotion, delivering and analyzing the questionnaire responses.

The EC reports that the 1st Stage of the Consultation had indicated public interest in looking at the WC Tisbury Campus Proposal in more depth. SWWAB/ SCOB proceeded with a further 2nd Stage consultation carried out in October 2011 in order to obtain more detailed inputs from the Community as to what they would like to see incorporated into the Campus offering. TAPCAP had indicated its continuing support to this activity by funding certain costs associated with promotion, delivering and analyzing the 2nd Stage questionnaire responses. In addition to assisting the COB with the implementation of a Community Consultation Questionnaires (Stage 1 and Stage 2), and also assisted by helping to staff the 'Pop-in Shop located in the Tisbury High Street in advance of the Stage 2 activity. TAPCAP members continue to attend the SCOB Working Group meetings as and when required.

Community Planning Event. On 5th March 2012, TAPCAP co-hosted a presentation at the Wiltshire Council's Community Planning Event together with WILCAP, ably assisted by the Wiltshire Forum of Local Area Partnerships (Laura Pictor – Chairman); the Presentation gave a brief summary of the role of CAPs, the CAP/Area Board relationship, community involvement – volunteers, promotion of the CAPs, coordinators and Joint-area working possibilities between WILCAP, TAPCAP and the Mere communities.

The purpose of the event was to join discussions with other community partners about issues which may affect the Community over the next 10 years and to provide inputs to the decision-makers for their consideration. The event was well attended and the feed-back considerable. See also 'Community Plan Reviews' below.

Highways Charles Smith is Chairman of the Theme Group and continues to be the TAPCAP point of contact as a member of the SWWAB Community Area Transport Group (CATG) offering TAPCAP support on area-wide issues. Recently the CATG has undertaken a significant level of activity relating to road safety issues affecting the whole community as well as some individual he had received reports that traditional 'conservation area' style Finger Posts were not being refurbished or replaced where necessary and that inappropriate alternatives had been offered as replacements. Following liaison with the Community Area Manager, Stephen Harris, have been assured that there were no budget problems but the list of works was taking longer to do because there was only limited resource available. Any parishes requiring Finger Post works should let Charles have their details and he will try to help things along.

Community Speed-watch / SIDS. A TAPCAP EC member attends the CATG which actively processes this project at its regular meetings. Also TCSP supports the co-ordination required for introducing the SIDs & Speed-watch projects. SWWAB obtained funding allocation approvals for the SIDs programme which required circa £2,000 plus start-up.

TCSP originally approached Parish Councils in the TAPCAP area to ascertain their interest; the project was popular with many Parish Councils offering funding of varying amounts to match the SWWAB grant application. Parishes have identified the location and number of sites to be approved for their parish to assist the SWWAB commitment to specific funding. TCSP & the Community Police co-ordinator previously identified some possible locations however the closure of the Camera Partnership has stalled completion of surveys and approvals for possible sites.

The SWWAB had purchased its own Speed Indicator Device which will be made available to all parishes throughout the area upon application. The SIDs include a 'data-logger' which must be down-loaded for analysis, however although the Highways Dept had agreed to undertake the installation and removal of the SID between various approved sites, they had not agreed to download the data. It was advised that some members of the Transport Group had volunteered to have training in order to capture the data but that funding would be required for the activity. It had been suggested that TAPCAP funding should be used for this purpose, however expenses arising out of activity relating to the operation of SIDs in the TAPCAP Area could only be legally provided from the Operating budgets of Service Providers.

Currently operation of SIDs and the movement of and down-loading of the SIDs between locations will need to be carried out by trained Wiltshire Highways personnel (e.g. Parish Stewards) rather than parish volunteers until problems associated with public liability insurance for volunteers has been resolved.

Tisbury Community Safety Partnership. John-Berkeley-Mathews continues as the Chairman of the Tisbury Community Safety & Neighbourhood Watch Partnership (TCSP). The TCSP applied for approval for Core Funding of the Tisbury Community Safety Partnership up to the end of Year 2012 in the sum of £1,200.00. The TAPCAP EC agreed payment against receipt of an invoice in that amount from the Secretary TCSP.

D. TAPCAP FUTURE ACTIVITIES

Community Plan Reviews

The principle activity of TAPCAP as stated in the Constitution is to keep the Nadder Valley Community Action Plan under constant review. The Plan covered the years 2003 – 2009 but the Plan has to be updated to make sure completed actions are removed, uncompleted actions are updated and new actions added. To do this, the Community as a whole has to be consulted as to the changes required following on from newly introduced village plans and design statements as well as taking account of the Wiltshire Council Core Strategy Consultations which have taken place for the South West Wiltshire area, and circulated to members in advance of the meeting.

However, since the original concept outlined above, which required many CAPs to set up entirely new sub groups to deal with all themes of the community plan which proved difficult to do due to lack of volunteer numbers and expertise, it is now considered by WfCAP to be better to link with already operating groups which work within the themes, i.e. the eco park group at Wilton would fall into housing and also environment themes, whereas the local libraries would come into education and also culture.

It is now considered best practise for CAPs Executive committees to build links with established groups rather than start from scratch.

Building links will then help to:

- Impart information out to the wider audience
- Collect specialist or more focused views/needs/evidence for a community plan
- Initiate projects to meet community plan

WfCAP no longer is insisting that the community plan is the one major role of a CAP as it is now recognised that it was always going to be a huge undertaking with limited resource. However the importance of the plan is still recognised as there is a need to have evidence of what an area needs and wants. Therefore whilst previously CAPs were urged to plan before they begin working on projects (to ensure the projects were really relevant to the community), it is now realised that actually carrying out or helping to initiate or boost some local projects is a really good way of getting publicity, building a reputation and consequently getting more volunteers and support for the group.

This new model for working was illustrated during the South West Wiltshire Community Planning Event held earlier this year.

Wiltshire Forum of CAPs – Autumn Event

The official WfCAP Autumn Event is anticipated to be issued later this year. The venue is normally held at Devizes Town Hall in October/November annually and the agenda usually covers an informative/interactive series of facilitated sessions on fundamental CAP issues. CAPs are normally asked to send at least 2 delegates in order that they could cover all sessions between them.

TAPCAP Next Annual General Meeting

The TAPCAP Annual general meeting is tentatively ear-marked for 7pm, Wednesday, 20th March 2013 in the Victoria Hall, Tisbury High Street. Arrangements for publicising the event, issuance of calling notices, agenda item papers (ToR, Finance Report, Nomination Forms for Chair/Vice-Chair posts etc) and arrangements for guest speakers and reception/refreshments will be published nearer the time.

Nigel Knowles

Chairman

**Tisbury & Parishes
Community Area Partnership**

APPENDIX 1

Financial Statement

Tisbury & Parishes Community Area Partnership (TAPCAP)
 Second Year - "YEAR C" - 01 Apr 2011 to 31 Mar 2012
 Summary Receipts and Payments Account

Opened: 23-May-12

Previous Year	Receipt	Details	Current year	
£			£	
	SWWAB		0.00	
	Grants:		0.00	
	Interest		5.78	
	Blank		0.00	
	Blank		0.00	
	Blank		0.00	
	Donations		0.00	
	VAT Refunds		0.00	
	Blank		0.00	
<u>0.00</u>	Total Receipts		<u>5.78</u>	check balance 5.78
£	Payments		£	
	TCSP		1,200.00	E
	Community Engagement		886.64	F
	Meetings Employer costs, Village Warden and Parish Clerk		0.00	G
	Campus		636.42	H
	Blank		0.00	I
	Blank		0.00	J
	Blank		0.00	K
	Blank		0.00	L
	Office Expenses		0.00	M
	Clerk		0.00	N
	Subscriptions & Insurance		0.00	O
	Sundry		0.00	P
	Professional fees		0.00	Q
	Blank		0.00	R
	VAT payments		0.00	T
<u>0.00</u>	Total Payments		<u>2,723.06</u>	check balance 2723.06
Balance brought forward on 01 April 11		at	<u>6,894.91</u>	
add total receipts			5.78	
less total payments			2,723.06	
Balance carried forward from 31st March 2011			<u>4,177.63</u>	
Current Account - Lloyds Bank Statement at 03 Feb 2012			5064.27	
Unpresented payment cheques			886.64	
Undeposited receipts			0.00	
			<u>4177.63</u>	
Difference between Books and Bank			0.00	
Outstanding payments to be carried forward				
Outstanding receipts to be carried forward				
C4	Cathedral Communications		253.64	
C5	Valley News		633.00	
	Check. Unpresented's		<u>886.64</u>	

Note: There will be approx £0.40 interest at 31st March 2012. No Bank Statement to hand.