

Melksham Area Community Area Partnership - Project plan 2009/10

Key= Tasks in green = constitutional tasks, tasks in black = financial tasks, tasks in blue = staff tasks, tasks in purple = consultation tasks

Task	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	2010/11	Comments
CAP Steering Group meetings	9 th	12 th	AGM 20 th	8 th	tbc	tbc	tbc		Monthly initially and then reduce to bi-monthly? Timing to take account of Area Board meetings.
Area Board meetings	23 rd			16 th		3 rd			
CAP Constitution Set up working group to develop draft	achieved								
CAP Constitution Working group develop draft	achieved								Working with Laura Pictor, WFCAP
CAP Constitution Steering group to consider draft & agree final version		achieved							
CAP Constitution Convene AGM Adopt constitution & elect officers			AGM						
Budget Set up working group to draft budget and costings for admin, community agent and consultation for 09/10	achieved								Advice from Abbi Gutierrez, Wiltshire Council & Laura Pictor, WFCAP
Budget Consider draft and agree final version for Area board consideration			AGM						

MELKSHAM COMMUNITY AREA PARTNERSHIP, AGENDA ITEM NO.7, APPENDIX B

Task	Sept 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010	2010/11	Comments
Recruitment Set up working group to review draft job description & salary		achieved							Advice from Abbi Gutierrez, Wiltshire Council & Laura Pictor , WFCAP
Recruitment Steering groups to agree job description & person specification & salary		achieved							
Recruitment Advertise for community agent		achieved							
Recruitment Shortlist for community agent		achieved							
Recruitment Interview for community agent			27th						
Recruitment Appoint community agent			30th						
Recruitment Induct community agent				planned					
Consultation Steering group to set up working group to consider how to review Community plan	achieved								Advice from Abbi Gutierrez, Wiltshire Council & Laura Pictor ,WFCAP
Consultation Agree process for reviewing Community Plan		In process							To use opportunities presented by spatial planning strategy review for Melksham area
Consultation Review Community plan – prioritise for 2009/10 and beyond.				planned	planned	planned	planned		
Consultation Re-establish and agree theme groups		In process	planned	planned	planned	planned			

MELKSHAM COMMUNITY AREA PARTNERSHIP, AGENDA ITEM NO.7, APPENDIX B

Consultation Coordinate community events			planned	planned	planned	planned	planned		
--	--	--	---------	---------	---------	---------	---------	--	--