



Minutes of NottsWatch Executive Committee Meeting 18 January 2016

Present

John Wood (chair), John Lennard, Sue Sambells, George Collins, David Poole, Paul Macey, David Rhodes, Sam Boote (minutes)

1. Apologies for absence

None

2.1 Minutes of the Executive Committee meeting on 29 April 2015

These had already been agreed and approved at the Management Board meeting on 3 June 2015.

2.2 Matters arising from the minutes of 29 April 2015

2.2.1 The actions listed in items 4.5 and 4.8 have been carried forward.

2.2.2 John Wood and John Lennard have been appointed as cheque signatories.

2.2.3 The mileage expense rate has been reduced.

2.2.4 The trademark NottsWatch has been registered for 10 years for a fee of £170.

3. Proposed 2016 NottsWatch conference and AGM

3.1 Venue

The Towers, Botany Avenue, Mansfield NG18 5NG (upstairs function room)

3.2 Date

Saturday 16 April 2016

3.3 Theme

Developing Community Partnerships

3.4 Anticipated costs

Room hire: £12.50 per hour for 6 hours (09.00 to 15.00) = £75

Buffet: £8.50 per head for 100 delegates = £850

Coffee: £1.25 per cup for 2 cups each for 120 delegates = £300

Projector, screen, laptop, audio equipment: free

Total cost: about £1225 depending on number of delegates

Deposit of £75 to be sent to the Towers soon to confirm booking.

Final number to be advised to the Towers by 9 April (together with room layout, buffet menu etc.)

3.5 Suggested speakers

A senior police officer
Someone from Age UK (e.g. Maria Cooke maria.cooke@ageuknotts.org.uk)
Councillor Glynn Gilfoyle
Kate Aldgate of national Neighbourhood Watch
Sam Boote

3.6 Suggested exhibitors

John Lennard to arrange 6 exhibitors.

3.7 Conference programme format

The previous programme will be used as a template, with new photos and text being inserted.
Committee members to see what they've already got by way of suitable photos and e-mail to Sue Sambells.

John Lennard and Sue Sambells to edit the programme and seek a printer.

3.8 Roles of NottsWatch Board members at the conference

John Wood and Sue Sambells to contact organisations beforehand.
Sue to prepare a press release.
John Lennard to issue alerts beforehand.
David Poole and Mary Penford to check-in delegates upon arrival and issue paperwork.
Paul Macey to act as Master of Ceremonies (as last year).
David Rhodes to operate laptop/Powerpoint facility as required.
John Lennard to take photos at the Conference for future reference.

3.9 Practical issues

The printed programme, AGM agenda and finance report to be given to delegates on arrival.
No webcast or video to be done at the conference.
Sue to operate the roving microphone.
John Lennard to check on the hearing loop at the Towers and to sort out other practical issues.

3.10 AGM format

Last year's agenda will be used as a template (John Wood to do).
No AOB at the AGM.
Any motions for debate and nominations for elected positions to be submitted beforehand.
Constitution requires that the Secretary shall give at least 21 days' notice of the AGM to all members of NNW in writing or by e-mail.
Constitution requires that all nominations for election to the Executive Committee as Trustees must be made by members of NNW in writing or by e-mail, and must be in the hands of the Secretary at least 14 days before the AGM.

4. Any outstanding constitutional issues

None

5. Any other business

None

6. Date of next meeting

To be arranged after the AGM.