

## 1. Welcome to new Trustees &amp; introductions

## 2. Nomination of offices:

Chair	Sue Sambells
Vice-Chair	Paul Macey
Treasurer	John Lennard
Secretary	Lianne Taylor

## 3. Roles &amp; Responsibilities:

Lead re recruitment & training –SAS

Lead re Police Liaison –PM

Minute Secretary – currently sharing and advertising

Finance –signatories – John Lennard & Paul Macey

Promotion/Comms – currently advertising for small team

Twitter – Mike & Katy

FB – Mike & Sue - Discussed increasing original content.

Communication – currently JL receives all messages via

[admin@nottswatch.co.uk](mailto:admin@nottswatch.co.uk) Jan to deputise

Webmaster –JL. MD to support.

Recording of new scheme data –JL

Analysis of demographic data – MD

MSA registration –JL

MSA training – Admin role MD, networking role Steve Smith

## 4. Executive Actions required:

1. Bank account - Remove GC. JL to contact bank.

2. Charities Commission – Forms required to be signed by new trustees and Charities Commission advised. LT to action.

3. Constitution – Charities Commission to give consent to newly adopted constitution. LT to action.

4. JL to contact VISAV support desk to add [jangoold@hotmail.com](mailto:jangoold@hotmail.com)

5. JL to send accounts to Charities Commission.

## 5. Survey results – MD to group and list responses from 426 responders who wish to know more about NHW. Discuss further action at July meeting.

## 6. Steve Smith joined the meeting to explain CO vision in training MSAs. Also confirmed he would be SPOC for Notts CC, replacing Jess Knight. He will be deputised by Gillian Wheatcroft and Rob Bryant.