



Nottinghamshire Neighbourhood Watch  
**NOTTSWATCH**®



## Minutes of NottsWatch Executive & Management Board Meetings 20 May 2016 1.30pm

### **Attending: -**

Yvette Armstrong	YA	Notts County Council
John Wood	JW	Gedling
Sue Sambells	SAS	Broxtowe
David Poole	DP	City
John Lennard	JL	Rushcliffe
Sam Boote	SB	Keyworth

### **Apologies: -**

Cl Richard Stapleford	RS	Notts Police
Chris Thompson	CT	Partnership Office
David Rhodes	DR	City
Mary Penford MBE	MP	Mansfield
Paul Macey	PM	Newark
George Collins	GC	Newark & Sherwood

### **(a) Executive Committee Meeting**

**1. Welcome/apologies** – Unfortunately three of the trustees were unable to attend but the Executive Board was quorate and able to vote on item 2.

**2. Election of Officers** – JL chaired to request nominations. Each Trustee was voted unanimously to remain in their previous Office:

**Chair JW, Deputy Chair PM, Treasurer DR, Secretary SAS.**

**3. Minutes 1 April 2016 Special Executive meeting were accepted.**

**4. Any Other Business** – JW suggested best practice following next year's AGM would be to have our initial Executive meeting immediately following the AGM to vote in Officers.

### **(b) Management Board Meeting**

**1. Welcome/apologies** – JW agreed with SB's proposal that RS recruit a deputy to attend board meetings, particularly if CT is also unavailable. **Action JW to discuss with RS.** Whilst PM, RS and CT were unable to attend, they had provided emailed comments regarding actions and agenda items, noted below. Concerns over MP's health were discussed and JW will make further enquiries.

**2. Minutes of 1 April 2016 Management Board Meeting** – formally agreed. SAS reviewed the actions with the board. Updated Actions spreadsheet to be distributed and read in conjunction with the minutes.

### **3. Matters arising from the minutes/Actions**

JW advised further to his comments at item 7, NottsWatch (NW) have received the temporary trademark but it authorises use by NW only. Once we receive our permanent licence, we may allow specific schemes to use it. SAS commented that as the new logo was so similar to the previous logo and the printing conditions were extremely restrictive it was unlikely, in practice, many schemes would choose to use the new licensed trademark.

### **4. Other meetings attended on behalf of NottsWatch**

PPSG, Keyworth – SB updated the board re recent and future meetings. See item 7. Bramcote Beavers presentation – SAS is attending 24 May with two PCSOs.

### **5. Review of Conference/AGM**

All agreed The Towers, Mansfield offered extremely good value for money and the banquet style, rather than the usual conference style of tables encouraged networking. For next year, Executive Board will consider pre determined, rather than random, questions from members asked in a hustings style to each of the panel, who will sit together at the top table.

### **6. CC grant & recording of new schemes**

PM has set up a scheme covering the whole of the village of Upton, near Southwell. (250 households). SB and SAS reported smaller schemes. YA will need to submit a report to Cllr Glynn Gilfoyle (Cllr GG) and will take her stats from DR's spreadsheet. **Action: Reminder to keep DR up to date with relevant info.** YA suggested CC funds be allocated to SB to enable promotion of NHW at the Keyworth Show, 9 July. **Action JW to discuss with DR and liaise with SB and JL (to order stock).** DP asked re city funding. JW confirmed, as with requests from existing county schemes, each case would be considered on its own merits as would need to come from running costs funding provided by P&CC.

### **7. Police attendance at NHW meetings**

Lengthy conversation commencing with SB's report re Keyworth PPSGs. Inspector Berry, (Inspector for Rushcliffe) had planned to attend recent PPSG but was unable. He is now due at the next meeting in July to explain the recent reorganisation of police clusters in Rushcliffe and the significance re crime, coverage and PPSGs (currently set up in different groupings). Despite RS and P&CC, PT's assurances to the contrary at NW's recent conference, there are still strong rumours circulating that certain meetings will shortly cease. Board agreed police involvement essential and JW suggested the title and aims of the "Priority Setting Meeting" may be the issue. Rather than reviewing priorities, the main purpose should be informing of recent criminal activity and working together to address the crime. Whilst police.uk provides local stats, they tend to be 6-8 weeks out of date.

JW read out RS's recent comments and assured the board he is committed to supporting NW and NHW but it is impractical to commit to 581 registered NHW schemes. RS requested a scoping exercise to initially produce a document outlining:

- Area
- Meeting name
- Meeting purpose
- Meeting occurrence (monthly / quarterly/yearly)
- NottsWatch lead contact INFO

SB suggested aligning all PPSGs and NHW schemes with the reorganised police clusters.

**Action: JW, SAS and SB will form a working group to review and produce these details and consider further steps to agree a workable structure covering county and city.** RS will then liaise with District Commanders to brief them on the SLA and incorporate into a local plan. RS also queried the feasibility of aligning Cadets, Specials & PSVs to the meeting structures, providing support to PCSOs and enabling volunteers to become more involved with NHW.

YA advised Notts CC's current safeguarding priorities are 1. [Refugees](#), 2. [Extremism](#), 3. "[Prevent](#)" agenda.

#### **8. SLA (NW/Police) MoU (Notts.CC) joint signing & publicity opportunity**

YA asked JW to sign the MoU, already signed by Paul McKay, Service Director for Adult Social Care. She will now pass to NCC's Legal Dept. A venue and date will be arranged between the signatories representing the three organisations and invitations issued to the Management Board to attend. NCC/Notts Police will organise the media.

#### **9. Finance update & Treasurer's Report**

SAS had distributed DR's three documents relating to 15-16 and submission of annual report to the Charities Commission. Trustees voted in favour of accepting the accounts, signed off by the accountant. The balance of conference costs will be shown 2016-17.

#### **10. Future funding of NottsWatch Report**

PM has applied for £5000 from [People's Postcode Trust](#) in order to develop and generate more public awareness of the benefits of being in a Neighbourhood Watch Scheme. A decision should be advised by end of July 2016. PM proposed that Newark and Sherwood NHW hand over their balance of £5000 and donate it to the NW county account, as new schemes are funded from NCC monies.

PM, as requested by JW at NW's previous meeting, provided details regarding IT equipment. The board agreed the costings seemed reasonable but there was some concern as to how much it could/would be used. To be discussed further.

YA advised Cllr GG was happy to discuss further funding for new schemes. JW thanked YA but, with the exception of Newark & Sherwood, given relatively low crime rates, public interest in new schemes is low and current funding still available.

#### **11. Communication & publicity report**

##### **Communication:**

##### **Successes**

Notts Police – Dedicated NHW page & search engine updated.

Police.UK –SAS reported website very out of date re local Beat info to Notts Police's Comms Team who have since confirmed website now updated.

District/Borough Websites – Notts CC, Broxtowe, Rushcliffe & Gedling Boroughs, Bassetlaw, Mansfield Districts all promoting NHW & a working link to NW.

##### **Work in progress**

YA developing [safercommunities.cc@nottsc.gov.uk](mailto:safercommunities.cc@nottsc.gov.uk). Unable to progress until Corporate priorities for the team have been agreed but was happy with SAS's recommendations.

PM contacted SW at Newark & District Council but no response. **Action YA to chase up.**

**Action: CT to contact Ashfield District Council.**

##### **Publicity:**

*Trowell Matters*, publication distributed by Trowell Parish Council, included NW news release in April edition.

Conference write up published by CiPD, also passed to DR to publish in NW newsletter. SAS published on Bramcote Today and JL uploaded to NW Website. Additionally, distributed, by email, to contacts collected from Conference.

Stapleford cluster contact cards, funded by two councillors, have now been printed at a cost of 3p each (on order of 5000). SAS plans to distribute via NHW schemes and shops, schools, library etc. SAS has created a promotional poster based on the cards. Board agreed to fund (50 x A4, colour at £13.20). SAS suggested other members consider for their areas and distributed cards. SAS had provided copy for April CiPD (Conference) and will provide copy for May (Beavers presentation). JW to provide copy for June/July regarding signing off on SLA/MoU.

#### **Website:**

SAS confirmed all trustees' details were now shown at "**About us – Who are we?**" and suggested NW now offer local schemes (mainly associations) the opportunity for their contact details to be published under "Contacts" under the relevant district. This has been started in Rushcliffe by JL. JW suggested this action could be incorporated in the scoping exercise, noted at item 7 above.

Options to develop the Partners/Links page were discussed. **Action SAS/JL**

**"Newsletters: Action JL to update CiPD and P&CC**

**Checktrade.com Action taken SAS emailed JL recent correspondence. Action: JL to add newsletter at "About us" along with other newsletters. SAS to invite PF to supply future editions.**

**"What is NHW" PowerPoint Action JL to upload under "Resource Centre" also under "Register here – To Start a Scheme".**

**"Register Here" wording will require some time to review. Action C/F.**

#### **12. Any Other Business**

None raised.

#### **13. Date for next meeting**

Friday, 1 July, 2016 1.30-4pm Dunkirk

The meeting concluded 4.30 pm.

Signed as a true record

Mr J B Wood  
Chair