

1. Welcome to new Trustee Attending: SAS, PM, JCL, MD, RMSW**Apologies:** PH, JG**2. Nomination of offices:****Chair** – Sue Sambells until 3 April 2020 meeting after which Paul Macey will become Chair.**Vice-Chair** – Paul Macey until after the 3 April meeting.**Treasurer** – John Lennard**Secretary** – Sue will continue the role of Minutes secretary until the April minutes are agreed and distributed. John will continue to keep records and liaise with the Charity Commission.**3. Roles & Responsibilities:****Lead re recruitment & training** –SAS – for sustainability purposes, NW won't actively pursue new inexperienced volunteers at this time. Jozef Doyle, newsletter Editor, remains our sole active non-executive/MSA volunteer.**Lead re Police Liaison** –PM**Minute Secretary** – as above**Finance** – current signatories – John Lennard & Paul Macey**Promotion** – Jozef – Newsletter, **Social Media** – see below**Communication** – SAS and JCL now receiving all messages via admin@nottswatch.co.uk**Webmaster** –SAS until EOY obligations met shortly after 3 April. SAS will train JCL plus JD during Jan-March.**Recording of new scheme data** –JCL**Analysis of demographic data** –SAS/MD**MSA registration** –JCL/VISAV**MSA training** –Planning/overview: SAS/VISAV Community aspect: SSS One to one instruction: JCL**4. Executive Actions:****Bank account** – PM advised he was uncomfortable with the security of online banking. JCL advised we don't have a cheque book and online banking sole route to making payments. All agreed to following banking policy: JCL may only make anticipated, agreed and minuted by Executive Team, payments. Any unanticipated payments can only be paid after verbal communication with co-signatory (currently PM) plus one further trustee to safeguard against email/text communications relating to online scams. **Update** On the basis of our new policy, PM is happy to be a second point of call for online payments.

JCL agreed to provide financial reports, to the Chair, prior to Quarterly meetings. RMSW recommended three signatories on the bank account. SAS feels inappropriate she is a signatory but recommends a third is added when PM becomes Chair.

Charity Commission – SAS provided JCL with signed Trustee documents re RMSW. JCL to update Charity Commission. **Action**

SAS proposal re SM Editor – SAS emailed all trustees 6.11.19 to provide background/current situation/issues re lack of sustainable dedicated Social Media Editor. SAS read her email and each trustee voiced their opinions. All agreed to MD's further proposal that we pay for the services of an established SME providing the role incorporated a training/enabling element. MD suggested we aim to have a Coordinator role being recognised as an "Influencer". SME could provide short videos giving tips on effective comms at grass roots level in communities.

Action: SAS to offer Adam Gent a trial contract, £150/month for Dec-Mar and arrange a meeting for AG, MD & SAS. Trustees are all agreed to arrange and facilitate training for Coordinators regarding Social Media. (WhatsApp, Instagram, scheduling, growth, and how it connects to alert).

Discussed promotional material including signs. JCL advised there is still £5k in the Notts CC fund to buy new signs but we currently have around 30 in stock so do not require more for now. New signs include www.nottswatch.co.uk.

Sustainability of NW - We agreed to evaluate ongoing projects and drop those where support is insufficient for a fruitful outcome. MD offered VISAV Board room for Jan 3 Q3 meeting if limited attendance.

5. NW Policies:

All trustees, as at 31.10.19, agreed all current policies, plus new Volunteers Policy, are fit for purpose. SAS updated website to reflect this.