



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 1 April 2016 1.30pm

Attending: -

Chris Thompson	CT	Partnership Office
John Wood	JW	Gedling
David Rhodes	DR	City
Sue Sambells	SAS	Broxtowe
Mary Penford MBE	MP	Mansfield
David Poole	DP	City
Paul Macey	PM	Newark
John Lennard	JL	Rushcliffe
George Collins	GC	Newark & Sherwood
Sam Boote	SB	Keyworth

Apologies: -

Cl Richard Stapleford	RS	Notts Police
Yvette Armstrong	YA	Notts County Council

(a) Special Executive Committee Meeting

1. Proposal to co-opt Sam Boote on to the Executive Committee – Trustees

SB joined NW as a board member last year and has proved to be a valuable member of the team. JW proposed he become a trustee. All existing trustees voted to support his proposal..

(b) Management Board Meeting

1. Welcome/apologies

2. Minutes of 12 February 2016 Management Board Meeting

Minutes agreed and remaining actions discussed. Updated Actions spreadsheet to be circulated and read in conjunction with minutes.

3. Matters arising from the minutes/Actions

Discussion re asset register. DR advised if any “Stay Safe” booklets were distributed to new schemes they should be charged as £1 each against the scheme and note against the county expenditure spreadsheet.

4. Other meetings attended on behalf of NottsWatch

JW, DR, JL & DP had cleared the NW office at central P.S on 16 February. JW attended a consultation on 1 March, lead by Paddy Tipping (PT), entitled *Making victim services better*. A new model for victim support was discussed which will be tender led. JW also attended a Nottingham Trent University conference at the invitation of RS on 23 March re *Improving Social Cohesion through Neighbourhood Watch in Nottinghamshire Communities*. Powerpoint presentation to follow. GC

attended the New Ordsall Tennants & Residents Association meeting on 14/03/2016. SB and SAS had attended their Priority Setting Meetings where the continuation of these quarterly PSMs had been discussed. Inspector Craig Berry will be attending the Keyworth & East Leake meeting on 20 April 2016 when SB will discuss the importance of the police involvement. P&CC PT will be attending the Stapleford Town Council meeting 8 April when Cllr Dave Pearson will also raise the subject. **Update re Stapleford TC meeting - PT confirmed police presence would continue.** MP met with the new Mansfield inspector – Nick Butler on 9 March.

5. Memorandum of Understanding (NottsWatch/Notts County Council)

YA has drafted and distributed a document replacing the original partnership agreement. GC suggested several amendments which were supported by the Board. **Action JW to forward these to YA.**

6. P&CC funding of NottsWatch

PT has confirmed he will issue NW with a £5000 grant to cover running costs, including our annual conference and AGM. Any unspent monies by April 2017 will be returned along with an account of monies spent. PM advised £5000 held in Newark and Sherwood reserves but not specifically required by N&S as their new schemes have been financed by Cllr GG's funding. PM proposed they transfer the funds to NW. Brief discussion re spending. **Action PM to provide costings for IT equipment to enable Board members to give PowerPoint presentations at local venues.**

7. NHWN temporary trade mark licence application

JW reported he hopes to receive our temporary licence (six months) shortly. He submitted the required documentation to NHWN on 19 March. The temporary licences will ultimately be superseded by permanent licences.

8. Conference/AGM 2016

8.1 Registered attendees – Currently disappointing compared to previous years. Potentially, distance an issue but cost of central venues had largely dictated venue. **Action taken JL sent further invitation for delegates to [register](#).**

8.2 Guest speakers – **Action JW to contact speakers and request they provide any PowerPoint presentation, led by their name, organisation and job title, on a memory stick.**

8.3 Programme design & development update – SAS distributed a mock-up of the programme and subtle changes were agreed. 100 copies required at a cost of £32.60. PM said any spare copies could be used for future promotional opportunities. **Action – order brochures once updated & proof read by all Board.**

8.4 Specific roles update – MP & DP will register delegates. PM will compere. SAS will operate the roving microphone for Q&A.

8.5 Required software/hardware update - JW to contact The Towers to confirm IT requirements

8.6 Any other issues – Police cadets: Four required to meet & greet and direct to the upstairs venue. **Action JW to reply to RS email.** SAS suggested the conference was an ideal opportunity to develop a network contact list for lead coordinators of active NHW schemes. **Action SAS to provide MP & DP with instructions regarding this.**

The conference is also an opportunity to seek new Board members or active coordinators to attend as a guest and/or provide specialist help in a consultancy role. **8.7 AGM Actions – DR to produce summary of annual finances**, also to be incorporated into JW's annual report for the Charities Commission. **SB will print 100 copies of last year's minutes.**

10. Policies for Charity Commission update

DR has created the appendixes to support the basic policy statement produced by NHWN. He & YA have met and agreed NW's policy re children and vulnerable adults. The appendix re risk still needs further review.

11. Finance update & Treasurer's report

DR gave an updated report. SAS will distribute this to members, along with the draft minutes.

12. Communication & publicity report

SAS reminded the Board she had sent members a list of potential partners, with similar agendas to promote safety. Most have been uploaded to our website but the page is still a work in progress. **Action JL.** SAS had reviewed each website to see if the organisation offered a partnership page. She had previously summarised we need to **ask NNWN to contact Action Fraud and get safer Online to request they are promoted and hyperlinked to their logo.** **Action JW.**



Re Nottinghamshire County Council – Whilst they are promoting NHWN, SAS read out a comprehensive request she had emailed to YA of suggestions to improve their safety page. **Update: YA appreciative of feedback and is considering recommendations.** SAS had also contacted each of the seven districts/boroughs and was pleased to confirm five now promoted NHW with a working link to NW. **Actions CT to contact Ashfield and PM to contact Newark & Sherwood.** Re Notts Police – as previously advised, there is a direct link to a dedicated NottsWatch page when searching “NHW” or Neighbourhood Watch” Also, she had successfully requested they amend to include “join NHW” as their search engine now asks “I want to.....”. **Action c/f DR to contact City to request they add our NottsWatch logo hyperlinked to our website at <http://www.protectnottingham.co.uk/about/our-partners/>.**

SAS issued a news release to 30 local publications during February. She was aware the article “is Neighbourhood Watch Dead & Buried?” was published by Broxtowe BC, Stapleford Community Group, Bramcote Today, NG2 plus NG Magazines had promoted NW. Trowell Parish Council will be publishing later this month.

Social Media – She had liaised with the Notts Police Comms Team and they had retweeted a tweet promoting NW. They have 68.4k followers.

12.1 Website & Alert back up

JW asked JL to arrange to meet with GC, after the Conference, to train him as a deputy webmaster. **Action JL/GC.**

13. Reporting of NHW scheme numbers & Alert registrations

	2014	01.11.15	08.01.16	31.03.16	Difference to 2014
Registered in Notts	20915	29938	29912	30337	9422
Coordinators	912	861	855	841	-71
Deputies	146	164	164	165	19
Members of schemes	984	1821	1842	2085	1101
No. of Schemes	459	580	576	580	121
Total users involved in NHW	2042	2846	2861	3091	1049
	9.77%	-9.51%	-9.56%	10.19%	
No. households covered by schemes declared by scheme administrators				54421	

14. Any Other Business

- MP advised Mansfield & District's AGM was to be held on 9 April. Alerts had been issued to all registered in the area.
- JW asked if any development re an email he had received from Peter Faulkner, who produces a publication named, "Who can you trust?" which is sponsored by Checktrade. SAS confirmed she had responded by outlining the various ways we could promote his newsletter, and Checktrade, and the pros and cons of each method. She and YA had discussed these options and YA agreed to **contact Checktrade.com to ask they promote NHW. Action YA.** SAS summarised we could add these newsletters along with CiPD newsletters, on our website, but believed they were a resource more valuable to people who don't already have internet access and could access the likes of Action Fraud themselves. This is another reason to develop a network contact list. We could promote such newsletters to schemes who could pass on to their members. **Action JL to add link to "About us", contact PF and upload newsletters.**
- GC had been requested by North & South Wheatley NHW to raise at the meeting that two burglaries had occurred in the village but had not been reported through the ALERT system until the local PCSO had been told by the group. **Action - CT to take this up.**

15. Date for next meeting

Friday, 20 May 2016 1.30-4pm Dunkirk

The meeting concluded 4.10 pm.

