



Nottinghamshire Neighbourhood Watch
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Minutes of NottsWatch Management Board Meeting 13 January 2017 1.30pm

Attending: -

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

Apologies: -

Cl Shaun Ostle	SO	Notts Police
David Rhodes	DR	City

1. Welcome/introductions/Apologies for absence JW was hoping to introduce SO to the Board but, once again, the latter was unable attend. YA requested that we book room 4 (closest to entrance) for future meetings as it provides a stronger Wi-Fi signal. **Action DR**. DR was unable to attend the meeting but had provided an up to date financial summary.

2. Minutes of 18 November 2016 Management Board Meeting – formally agreed and will be uploaded to NW website. SAS reviewed and updated the actions with the Board. Actions spreadsheet to be read in conjunction with minutes.

3. Matters arising from the minutes/Actions

(i) NottsWatch Review YA will review documents already in place and structure recommendations from the 2015 [Review](#) into an Action Plan, breaking down into short, medium and long term goals. Additionally, she offered SAS support in drafting a Comms Strategy covering work she had already undertaken, plus any remaining actions. JW thanked YA for her offer of support in this task. **Action YA**.

(ii) No uninvited caller stickers Further discussion regarding the design led to the Board agreeing to pay the modest additional amount to incorporate the red warning circle. SAS advised the Board details of the cheapest quote but that the printer considered the stickers did not qualify for zero VAT. As a registered Charity, we believe NottsWatch is entitled to benefit as the stickers can be classed as “advertising”. They promote NottsWatch plus safety. Action taken SAS has provided JW with details of the [legislation](#) and [form of declaration](#) required by the printer. **Action JW to pursue**. In any event, SAS is required to place an order for 5000 stickers at a cost of £1050 (excl VAT). **Action SAS**.

(iii) Mansfield & District NHW MP advised of a workshop event to be held at the Civic Centre on 10 March to discuss the future of NHW in both Mansfield & Ashfield. The committee putting on the event includes representation from the police and NHW plus Speed Watch. MP has sent an alert to promote the event and will also promote via social media. Additionally, she has contacted coordinators in the area to see if they are still active. The Youth Mayor and Phil Gilbert (PCC office) will be attending. JW will act as Overview Facilitator and YA will act as a Workshop Facilitator which seeks 75% NHW and 25% agency involvement. Places are limited and require registration.

4. Other meetings attended on behalf of NottsWatch

JW, JL & SB attended NHWN's London presentation/workshops event on 28.11.16.

JW attended a P&CC Stakeholder meeting on 15.12.16.

SAS will be attending the first joint South Broxtowe PSM on 17.01.17.

The Board discussed the relevance of setting priorities at community safety meetings. SB confirmed Keyworth & Leake no longer set priorities. The Board acknowledge the need for the police to be aware of public concerns but, given the neighbourhood's priorities remain largely the same and no surveys have been submitted for the last two quarters (in the case of Stapleford), believe the time discussing priorities is wasted. SAS suggested more use of the Police's [neighbourhood page](#) on their website to encourage any public concerns be raised via direct email to the neighbourhood email address already provided, rather than the time consuming and little used [surveys](#). YA advised we should think wider than the regular priorities. Whilst "traditional" crimes, such as burglaries, are at an all-time low the Police see "newer" crimes on the increase such as cybercrime and, with growing immigration issues, hate crime.

5. Finance update & Treasurer's report

DR provided an up to date report. SAS will distribute to Board along with the minutes.

6. City Schemes – review audit process and develop a plan to encourage new schemes and support existing schemes

PM has contacted 256 coordinators from the data JL provided and received 46 replies, many seeking support. The Board felt encouraged by this 18% success rate. YA proposed she liaise with PM, CT and DP to create a process chart detailing their next steps. The basis of this project is to be used to support NW's application for a 2017-18 grant from P&CC. Deadline for P&CC application is 31.1.17. SAS suggested considering promotion of schemes via neighbourhood forums such as [Facebook pages](#), set up by Nottingham City Council. **Actions YA to submit an Action Plan to JW. SAS to provide contact details of the city Neighbourhood Development Officers to the subcommittee. PM to send a report detailing actions/results to JW.** DP thanked PM for his great contribution to this project.

7. Conference/AGM – To agree/finalise a venue, date and theme and to discuss speakers and allocate roles to the Board

Four reasonably priced venues had been proposed and were compared. On the basis of location and easy access to public transport, including the tram, the Board agreed [DoubleTree by Hilton](#) for Saturday 13 May 2017. Theme - *The Changing Face of Crime*. Potential speakers discussed. **Actions SAS to book the venue plus send a "Save the Date" to JL for promotion via the alert system plus social media. Also to exhibitors. YA to send details of Notts Police's seminar on Cyber Crime to JW, PM & CT.**

8. Nottswatch Policies

JW had previously distributed NW's amended document to the Trustees and proposed the document be accepted as an official statement of our policies. The trustees voted unanimously in

favour and offered thanks to YA, DR and JW for their considerable time drafting and reviewing the policies in line with NHWN's policies.

9. PCC 2017-18 Community Safety Fund application

JW is preparing an application to request further funding to cover running costs, including our annual Conference/AGM and promotional tools such as the stickers. PM suggested we update our business cards. **Action SAS to obtain a quote for 1000.**

Additionally, this year, we are investing resource into promoting and encouraging NHW throughout the city. Refer to item 6 above. Deadline for the application is 31 January 2017.

10. Any other business

GC requested a unit price for Cremark to note against the asset Register. PM advised £11, using the Crime Prevention Team's product order form dated October 2016.

11. Date for next meeting

Friday 24 February.

Action SAS to invite Boguslawa Motylska, (Baxi) from Nottinghamshire Police's Crime Prevention Team.