



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 1 July 2016 1.30pm

Attending: -

Cl Richard Stapleford	RS	Notts Police
Chris Thompson	CT	Partnership Office
John Wood	JW	Gedling
Paul Macey	PM	Newark
Sue Sambells	SAS	Broxtowe
David Rhodes	DR	City
David Poole	DP	City
John Lennard	JL	Rushcliffe
Sam Boote	SB	Keyworth

Apologies: -

Yvette Armstrong	YA	Notts County Council
Mary Penford MBE	MP	Mansfield
George Collins	GC	Newark & Sherwood

Management Board Meeting

1. Welcome/apologies

2. Minutes 20 May 2016 Executive Committee meeting – formally agreed.

3. Minutes of 20 May 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.

4. Matters arising from the minutes/Actions

- (i) IT equipment – previously discussed (20 May 2016, item 10). Committee agreed to PM purchasing Wifi enabled laptop, projector and screen (manageable size for easy transportation) to be charged against the P&CC fund.
- (ii) Discussed comms – social media & alerts. JL advised Action Fraud alerts no longer allow sharing via social media using the icons. Some members perceived fewer community police alerts lately. **Action CT to investigate.**

5. Victim Support presentation

Jacqueline Ferguson-Lee, Operations Manager for [Victim Support](#), gave a [presentation](#) explaining the services they can offer to adults and children and answered the Board's queries. JW hoped Coordinators could encourage any victims of crime to contact them, where relevant.

6. Other meetings attended on behalf of NottsWatch

(i) **EM Forum attended by JW & JL , 8 June 2016** – Due to cutbacks, [NHWN](#) are moving issues re policy away from regions to force areas. This will be voted on at their AGM on 3 July. However, East Midlands voted unanimously to continue meeting three times per year to support each other's association. They will share hosting the meetings. NottsWatch will host the next meeting on 12 October.

Trademark licence – There have been legal issues delaying the issue. NW have temporary licence and hope to have a permanent licence by end of 2016.

(ii) **Informal meeting between SB & Insp. Craig Berry, Rushcliffe regarding future structure of PPSG meetings.** CB is happy for these to continue in their current format, if working well.

(iii) **Stapleford PSM, 16 June** – SAS received unanimous agreement from the Stapleford cluster's members, providing venue varied to assist with travel, to her recommendation South Broxtowe's clusters merge.

7. CC grant & recording of new schemes

DR provided an updated spreadsheet detailing new schemes. He proposes to add a column to indicate costings for promotional shows/carnivals. Board to receive agreement from DR prior to committing funds. Any shed/personal alarms etc. given away to encourage setting up of new schemes be set against expenditure of this fund. PM suggested the items to interest the public in crime prevention/NHW are shed alarms, personal alarms and "No uninvited traders" door stickers.

Action taken SAS requested quote for stickers from [Normanton Screenprint](#), licenced for new NHW logo.

New Members' Guide discussed. Board agreed a good source of information. JL distributed boxes of guides to the Board for NHW members' use.

8. Police attendance at NHW meetings

RS will be meeting with P&CC's office shortly to discuss *Citizens Engagement* plus crime statistics for NHW.

NW Scoping exercise to examine:

(i) Defining approximately 20 areas throughout city/county at which police will attend quarterly meetings.

(ii) Provision of crime stats to NHW schemes – produce a template to ensure consistency.

(iii) Police regional promotional days – RS advised they could pass on details from public requests for police to attend events.

Action JW, SAS, SB & JL to arrange meeting to discuss.

9. SLA (NW/Police) MoU (Notts.CC) joint signing & publicity opportunity

YA unavailable for several weeks. RS advised ACC Torr now promoted to DCC and diary full for a few months. Documents signed several weeks ago. RS recommends we don't pursue a joint signing but simply implement the agreements and produce a news release ourselves. **Action JW/SAS.**

10. NHW/Police Identity Cards

(i) **Police Volunteers** – RS advised if a volunteer has been police vetted, they are entitled to a police ID card. **Action RS to obtain appropriate key card incorporating PM's photo/details.**

(ii) **NHW Coordinator ID cards** – Raised following a question at our recent conference. These used to be supplied but modern technology allows for easy replication, so no longer credible.

11. Finance update & Treasurer's Report

DR distributed an updated report.

12. 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.

SAS incorporated *If you are interested in becoming a Partner or Supporter of NottsWatch, please email sponsorship@nottswatch.co.uk* in the front page under links/partners. **Action JL to set up email address and send password to PM & GC.**

13. Communication & publicity report

Communication:

(i) **CiPD newsletters** – SAS wrote an article about the PCSO/NHW evening with the Bramcote beavers for last month's newsletter. This month, JW has written about the value of volunteers in NHW to coincide with Volunteers Week. SAS invited contributions for future editions.

(ii) **County contacts from Conference** – Bingham website added to Rushcliffe's useful links and SAS suggested she could write out to Coordinators distribution list to ask if they would like their websites/contact details publicised. **Action SAS.**

Publicity:

(i) **P&CC website** now promotes NottsWatch, amongst its partners.

(ii) SAS has written to Ashfield CC, via contact CT provided, to ask if they can include:

Have you considered joining an existing or setting up a new Neighbourhood Watch Scheme?

Neighbourhood Watch is all about people getting together, with their neighbours, to take action to cut crime and protect vulnerable members of the group. For further details, see the [Nottinghamshire Neighbourhood Watch website](#) on their [Community Safety page](#).

(iii) Discussion with CT re parishes. **Action SAS to email news release for CT to issue to his distribution list.**

Website:

SAS and JL had meeting 29 June to discuss JL outstanding matters. Updates:

(i) [About us page](#) Hyperlinks to dedicated CiPD and P&CC pages, also [Who can you trust?](#) for access to Newsletters.

(ii) "[Setting up a Scheme](#)" PowerPoint available under [Resource Centre](#) plus [How to – start a scheme](#).

(iii) [Partners/Links page](#) – complete redesign now implemented. Still needs some technical work, but Board agreed this approach and design was a marked improvement.

14. Developing policies relating to recent emails

(i) **Charities Commission** – DR & YA have produced a draft policy re Safeguarding vulnerable adults. Other policies to finalise – managing volunteers, risk management, conflict of interest, handling complaints and financial controls. JW stated NW can offer advice/mediation to NHW schemes but do not have control of them as they are self-governing and do not report to NW.

(ii) **Reserved fund** – Establish a policy for a two year experiment to invest in neighbourhood events, from this fund, to try to generate interest in NHW. **Action DR, PM & JW to finalise policies, at items (i) and (ii).**

(iii) **Shed alarms etc., raised by GC** – refer to item 7.

(iv) **Governing of local schemes**, raised by SB – as above, JW happy to offer mediation where this is dispute over leadership.

15. Any Other Business

(i) SB requested the Keyworth show be promoted. **Action taken - SB passed info to SAS who emailed Police Comms team to request publicity, via social media.**

(ii) DP is sharing a community meeting with Dunkirk's Development Officer on 6 July, to promote NHW. **Action taken – SAS emailed poster to Police Comms team to request they tweet.**

Action DP to request list of Neighbourhood Development Officers for the 27 electoral wards throughout the city, so that we may write to them to suggest a similar partnership.

13. Date for next meeting

Friday, 19 August, 2016 1.30-4pm Dunkirk