



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 2 October 2015 1.30pm

Attending: -

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

Apologies: -

Cl Richard Stapleford	RS	Notts Police
Paul Macey	PM	Newark

1. Welcome/apologies

PM and RS were unavoidably unable to attend but emailed SAS updates/comments which she read to the board and are minuted below.

2. Protocol for new members

JW has produced guidance for the appointment of new members.

2.1 Sam Boote was voted in to join the Management Team Board, unanimously, by the Executive Committee Members.

3. Minutes of 7 August 2015 Management Meeting

Minutes agreed and outstanding actions regarding NHW signs discussed. **Action JL to order 100 plastic signs.**

4. Matters arising from the minutes

SB asked for an explanation of the stats provided at item 13. JL and other Board members explained individuals may register for alerts but may not be part of a scheme. JW advised NHWN's Chair, Jim Madden, had emailed him. He hopes to improve the accuracy of the data on the Alerts website and has appealed to all 42 regional associations to work with him and his team in this endeavour. All agreed, not an easy task.

5. Strategic Business Plan (SBP) update

5.1 Relationship with Nottingham City Council- As discussed at the last meeting under item 7, we do not enjoy the same relationship with City as County. DR emailed their Neighbourhood Development Officer on 20 August but has not received a reply.

5.2 Service Level Agreement (SLA) or Partnership Agreement - JW reported that a detailed SLA is preferred by the police. He also believes we require clearly defined points of agreement within an SLA and to be signed by a Senior Corporate Officer, i.e. ACC Simon Torr, for this action to work effectively. YA would prefer the flexibility of a partnership agreement but accepts JW's concerns and that uniformity for NCC with the police is essential. She will contact NCC's Legal Department in this respect. SB (previously a Borough councillor) explained the importance of a senior, officer of the Council to sign the SLA, rather than a Councillor.

5.3 Objective to encourage & support new NHW schemes – workshop opportunity for MSA's

GC is the lead on this and proposes to include:

1. A brief precis of what Neighbourhood Watch is all about - based on the national 5 year strategic plan. Particularly, the encouragement of developing a better community spirit - looking after the old, the young and the vulnerable.
2. The advantages to residents of being in a neighbourhood watch scheme.
3. Some security aspect - general information.
4. An open discussion to generate ideas from the floor - though some are listed below it is important to encourage the ideas from those present:-
 - how to create interest in neighbourhood watch
 - ways to get the message across:
 - a. delivering leaflets
 - b. personal contact
 - c. open meetings

YA has met with [Councillor Gilfoyle](#) (GG) and confirmed he is happy to accept the current MSAs (Multi Scheme Administrators) to be the nominated leads in the seven county districts. **Action - GC to confirm all current MSAs (outside of the current Board) are able to take on this responsibility and confirm to YA. Action YA to confirm in writing, to JW, specifically how the funding may and may not be used.** Promotion of the financial support for new schemes was discussed.

6. Other meetings attended on behalf of NottsWatch

PM attended [Collingham Village Show](#) 19 September, to promote NHW in their village. Regarding safer neighbourhood meetings: SB attended his PPSG for [Keyworth & East Leake](#), and has recently changed his affiliation (as shown in the minutes) from "councillor" to "Keyworth Neighbourhood Watch and NottsWatch". SAS (secretary for Stapleford/Bramcote PSM) hadn't considered doing this, but may now.

7. Assistance for Mansfield & District NHW Association

MP confirmed that after 13 weeks of not having an operational telephone in her new office at Mansfield Woodhouse, the engineers visited yesterday. MP had made 86 calls to the police, from her own phone, and CT said he would try to obtain an internal line for her, moving forward, also to see if he could claim the three months phone rental as expenses from Notts Police. **Action CT.** JW suggested and the Board agreed MP claim £50 towards her expenditure. SAS asked if MP still required an advertisement to recruit assistance. MP said she was now receiving help and no longer needed an advert to be issued via the Alerts.

8. Notts Police website (links to NW & NHW advice)

RS advised (via email) that Notts Police Comms Team are currently revamping the front page of the website and are willing to attach a small descriptive piece about NW, near to the link. **Action taken - SAS emailed CT with specifics re incorrect descriptions & links. Action - CT to discuss with Comms.**

9. Finance update & Treasurer's Report

DR provided an up to date report showing expenditure since the last meeting of £172, including a charitable donation in John Swanwick's memory. *Action missed - DR proposes to draft various policies (as requested by CC) and forward for review, ahead of the next meeting. – awaiting email from DR.*

10. Future funding of NottsWatch report

PM & GC have sent 150+ letters to local organisations seeking sponsorship/donations. The Board expressed their gratitude to [Lowdham Leisureworld](#) for covering the cost of postage and [John A Stevens Ltd](#) for their kind donation. PM also plans to personally visit local businesses.

11. Conference/AGM 2015-16

JW raised the subject and asked that we give the venue and theme our consideration. SAS suggested [Trent Vineyard](#) who are centrally based adjacent to Lenton Lane (close to a tram stop and offer plenty of free parking) and have an excellent reputation for hosting conferences. SB strongly supports holding the NW conference in a decent venue which will attract a good number of delegates. His preference would be for County Hall and to seek funding from Paddy Tipping. Regarding theme, SAS suggested it be Community based, to tie in with partnering other agencies, rather than solely concentrating on crime prevention. We would like to invite [Paddy Tipping](#) so need to avoid the [Purdah](#) period before the next PC & C Elections on 5 May. **Action – all to email JL (cc SAS) with any suggestions re Conference 2016.**

12. Communication & Publicity update

SAS emailed Sharon Walia at Notts TV to ask if they are interested in promoting NW but has not received a reply. YA suggested sending a press release to local, free papers and community magazines/websites. **Action – all to send details of local publications to SAS. YA to review her contacts and advise SAS.**

12.1 Update for CiPD Newsletter – RS requires copy (flexible with size) by 6 October for publication the following day. **Action taken - JW has sent email to SAS who has forwarded to RS.**

12.2 NW Newsletter – DR has sent Aug/Sept issue to JL for issue via the alerts and upload to our [website](#). He reminded members that copy is needed from all and agreed that he would send a reminder a couple of weeks ahead of drafting the newsletter. SAS suggested that we move to quarterly, seasonal issue, rather than bi-monthly, which will reduce his work load. DR agreed and will put together a winter issue following our next meeting.

13. Reporting of NHW scheme numbers & Alert registrations

JL provided current stats and these were compared to those documented a year ago. There have been two new schemes mapped since our previous meeting and an increase in all stats. SAS suggested that we celebrate new schemes, via social media and our newsletters. **Action SAS to draft an advertisement asking for details re new schemes, for JL to issue via the alerts. Permission to publish info plus photographs will be required. JW to approve.**

	2014	01.08.15	Difference
Registered in Notts	20905	29842	8937
Coordinators	912	862	-50
Deputies	146	162	16
Members of schemes	984	1795	811
No. of Schemes	459	578	119
	2042	2819	
Total users involved in NHW	9.77%	9.45%	-0.32%

14. Succession Planning (plus recruitment of Management Board members)

JL to train GC to assist with the website. PM advised his proposed guest may still attend a meeting but as he does not have a computer, he is unlikely to ask to join the Board.

15. Any Other Business

- SB has arranged an informal meeting for coordinators in the Keyworth area, to be held on 16 November.
- JW has been approached by a local victim support group asking for promotion via our website. **Action JW to email details to JW and cc SAS.**

16. Date for next meeting

Friday, 6 November 1.30-4pm Dunkirk

The meeting concluded 4.10 pm.