

SUFFOLK NEIGHBOURHOOD WATCH ASSOCIATION

Annual General Meeting

19:30hrs Wednesday 30th April 2014

Stonham Baptist Church, Earl Stonham.

Attendance

Jim Henson – Chair SNWA ¹	Brian Sivyer - Vice Chair SNWA
Bob Gooch - Treasurer SNWA	Julie Dennis – Suffolk Police (Minutes)
Alan Osborne – Community Safety Manager, Suffolk Police	David Kane – Community Safety Officer, Suffolk Police
Diane Sivyer - Lowestoft	Peter Taber - Ipswich
Eve Cole – Ipswich	Anthea Pipe – CWLO Ipswich
Gary Gascoyne – Ipswich	Mike Coombes – Stowmarket
Tony Spall – Ipswich	Peter Newlands - Hessett
Raffe Fulcher – Stowmarket	Paul Lamb – Beccles
Claude Brand - Thorndon	Peter Wright - Barking
Laurie Stanford – Stowmarket	Shirley Woollard - Stowmarket
Susan Bennett - Stowmarket	Alan Bennett - Stowmarket
Sue Leigh – Stowmarket	Trevor Gibbons – Needham Market
Carol Thacker - Bramford	John Ellis - Ipswich

Chairman's Welcome -

JH welcomed and thanked those present for making the effort to attend and invited **AO** to address the meeting on the importance of NHW² to Suffolk Police.

AO outlined that along with a part-time CWLO³ for each district, support for Watch schemes across the county also comes from Safer Neighbourhood Teams. These personnel work closely with Crime Reduction Officers and feed into a variety of County Policing Command meetings and tasking processes. They are reliant on scheme co-ordinators and other members of the public to feedback matters of concern and what issues are affecting their community.

He reiterated that the police do not run Neighbourhood Watch, but support it. On being asked what the CWLO roles and responsibilities were **AO** explained that the CWLOs primary role is to be a link between NHW and SNTs⁴, in addition they offer advice for new and existing schemes and to feed information out to the public via e-news, Police Direct etc.

1. Apologies

None received

2. Minutes of last AGM 23 April 2013 - were read and approved

3. Matters Arising

BG queried the whereabouts of the minute book. **JD** had responded to his e-mail query stating that Inspector Ben Cook, who was the last SNWA Secretary supplied by Suffolk Police, was not aware of any such book. **AO** stated that minutes for a number of years have been stored electronically and are available on request.

4. Chairman's Report

JH had recently met with Temporary Assistant Chief Constable David Skevington who stated his commitment to NHW in Suffolk and has agreed to host the next regional NHW meeting in June. Detective Chief Superintendent Mark Burch, Head of Eastern Region Special Operations Unit will be attending to address how important NHW is to intelligence gathering.

The Neighbourhood and Home Watch Network (NHWN) have produced a crime reduction booklet entitled 'Stay Safe'. **JH** has procured seven boxes of the publication which he will distribute.

JH invited questions from the floor and the subject of meetings amongst local schemes was raised. A lengthy discussion took place and it became apparent that some areas already have regular meetings whereas others had previously but these had petered away if the CWLO post had been vacant. Whilst it is not the CWLOs responsibility to organise meetings for NHW schemes they can be approached for advice and details of other scheme co-ordinators in a particular network. All agreed on the need for the Suffolk Neighbourhood Watch constitution to be reviewed and rewritten to reflect a changing Watch movement.

JH finalised to advise that he would be standing down as the Chair and not be available for re-election due to family commitments, but appreciated the support he had had over the previous years as Chair.

5. Secretary's Report

None available as position vacant.

6. Treasurer's Report

After inspecting the accounts I noted that they had not been independently examined for over three years and neither had an auditor been appointed by the AGM.

I decided that as the treasurers were changing over it would be best for all concerned if a full audit was independently performed so I engaged the services of Gascoynes of 15 Whiting Street Bury St Edmunds. No discrepancies were found over the previous three years and I recommend that their services should be used again.

At their meeting on 15th April 2014 the executive committee agreed to close the savings account held at Scottish Widows Bank. The closing balance of £3,500.88 has been received into the HSBC account but the paperwork is still outstanding.

The grants received to provide replacement street signs are expired/unused and are being returned to their donors.

A detailed inspection of the accounts reveals that no cash has been received from Suffolk Safe Key since February 2009.

Now that the savings account is closed the association will have no regular source of income.

The current available balance in the account is £3,784.80

Bob Gooch - Treasurer SNWA 30/4/14

A breakdown of the accounts can be found on at appendix A.

BG stated that some late expenses claims have been submitted therefore the figures shown on the report are not a true reflection of the balance. It was therefore decided by those present not to sign off the accounts at this meeting but to refer it to the new committee for approval.

Stand down of current Officers and Election of Officer Posts:

James Henson - Chair, Brian Sivyer – Vice Chair and Bob Gooch -Treasurer all stood down

7. Election of officers for 2013/14:

Chair – Gary Gascoyne offered himself up for the post. This was proposed by Tony Spall and seconded by Jim Henson. The members then unanimously elected Mr Gascoyne to the post of Chair for Suffolk Neighbourhood Watch Association.

Vice Chair – Trevor Gibbons was proposed, however he declined due to his local NHW commitments. Jim Henson proposed **Brian Sivyer**, seconded by Claude Brand, Brian was unanimously elected.

Treasurer – As no one was proposed for the position **Bob Gooch** volunteered to fulfil the role as treasurer. No objections were received, therefore **Bob Gooch** will continue as treasurer.

Secretary – Sue Leigh was proposed by Tony Spall, seconded by Brian Sivyer and was unanimously elected.

Webmaster – Peter Taber was proposed by Jim Henson, seconded by John Ellis and was unanimously elected.

Eve Cole proposed a toast to Jim Henson as the out-going Chair which was backed by Gary Gascoyne who expressed gratitude on behalf of all members for Jim's support and hard work.

8. Resolution for the dissolving of the Association

Item no longer applicable as new committee elected

9. Disposal of assets

Item no longer applicable as new committee elected

10. Any other business

JH requested that the £2,000 earmarked by **BG** to be returned to the Suffolk Foundation be put on hold as **JH** stated that it was not discussed by the committee (see minutes 15 April 2014) but was a decision arrived at by **BG** alone. This was agreed until the new Chair has had the opportunity for this to be discussed with the new committee members.

The AGM⁵ then concluded at 20:45hrs, with all new Officers assuming their roles

Date of next meeting – TBN

¹ SNWA – Suffolk Neighbourhood Watch Association

² NHW – Neighbourhood Watch

³ CWLO – Community Watch Liaison Officer

⁴ SNT – Safer Neighbourhood Team

⁵ AGM – Annual General meeting

Suffolk Neighbourhood Watch Association

Balance Sheet 30th April 2014

Assets

HSBC -Current Account	£6,235.49
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Liabilities

Uncleared Cheques

100236	Suffolk Foundation #1122155	30/04/14	£2,000.00
100235	Combs Locality Budget	30/04/14	£300.00
100233	Chair	30/04/14	£82.35
100234	Treasurer	30/04/14	£68.34

Total	£2,450.69
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Available Balance 30th April 2014	£3,784.80
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Suffolk Neighbourhood Watch Association

Income and Expenditure for period 1 st May 2013 – 30 April 2014

Balance from previous Year		-£25.92	
Add Income	Date		
Suffolk Safe Key		£0.00	
Grant 10/4/13	23/04/13	£2,000.00	Suffolk Foundation
Grant 11/6/13	08/07/14	£300.00	Combs Locality Budget
Scottish Widows	08/05/13	£1,500.00	Transfer
Scottish Widows	28/04/14	£3,500.82	Transfer
Interest from Scottish Widows			
	01/07/13	£2.06	
	01/10/13	£1.76	
	02/01/14	£1.76	
Total Income		£7,280.48	
Expenditure			Cheque #
Meeting Newmarket	06/08/13	£30.00	100225
Chair	01/05/13	£443.19	100224
	28/09/12	£123.93	100229
	28/05/13	£243.90	100230
	26/02/14	£223.88	100231
	30/04/14	£82.35	100233
Deputy Chair	25/02/14	£229.50	100228
Treasurer	22/10/13	£61.75	100226
	19/12/13	£68.97	100227
	26/03/14	£67.50	100232
	30/04/14	£68.34	100234
Returning Grants			
	30/04/14	£300.00	100235
	30/04/14	£2,000.00	100236
Total Expenditure		£3,943.31	