



## NEIGHBOURHOOD WATCH ASSOCIATION



### Minutes of 2020 Annual General Meeting

Due to UK Government restrictions on public gatherings during the COVID19 pandemic, and the associated social distancing measures in place, the 2020 Annual General Meeting [AGM] was conducted through a series of email communications and an online voting platform.

The process consisted of three key stages.

- **FIRST STAGE** - Sent by email on 26th June 2020  
*Purpose:* circulation of documents (minutes of the previous [2019] AGM and the current Constitution) with a request for any matters arising to be raised, along with the submission of any nominations for election as an officer of the Executive Committee.
- **SECOND STAGE** - Sent by email on 31st July 2020  
*Purpose:* circulation of Chairman's Report, Treasurer's Report, and a link to an online response form containing issues or queries raised from the first stage of the process, together with all nominations for election of officers.
- **THIRD STAGE** - Sent by email on 21st August 2020  
*Purpose:* circulation of the minutes of the 2020 Annual General Meeting, including all the election of Officers results, together with voting results on constitution amendments and matters arising.

**The minutes of the meeting are now presented on the following pages, as a true record of the proceedings.**

#### **Note**

As the AGM has been held using online communication protocol, there are no attendees, therefore no requirement for notice of apologies for non attendance.



NEIGHBOURHOOD WATCH  
ASSOCIATION



## Minutes of 2020 Annual General Meeting

### 1 Minutes of AG.M. 2019

These were accepted.

### 2 Matters arising

Three issues were raised:

1. Section 2 of the 2019 Minutes was incorrectly titled "Minutes of A.G.M. 2017". This should read "Minutes of A.G.M. 2018".
2. The Constitution should be altered to take account of the expanded Executive Committee; Section 5.1 should be replaced with:  
"Shall mean Neighbourhood Watch members resident in Suffolk who have been duly elected at an Annual General Meeting to fulfil an Executive role in the Association".  
Specific role descriptors should be removed to maintain generality.
3. The Constitution should be altered to take account of extraordinary circumstances which affect the SNWA's functioning; Section 7.9 should be added:  
"In the event of unforeseen circumstances which prevent physical meetings from being held (e.g. plague, pestilence, acts of God, etc.), the Executive Committee may opt to organise meetings remotely, using online technology or any other appropriate means to fulfil the requirement."

There were no other matters arising.

All three matters arising were approved and seconded by members of the Association.\*

### 3 Chairman's Report

2019 was our fourth year operating as an independent Association, since we took full ownership following the Policing review of 2016.

Generally, our membership has been fairly stable, but we have noticed a 3% drop in scheme numbers over the last year. In most cases, the reason for closing schemes has been down to "lack of interest". Is this cause for concern? Only time will tell, but the Executive Committee will be watching this closely as we move forward. The work of the Association and the committee is always aimed towards increasing the membership, and offering support to all schemes through providing access to resources, news and information.

But ultimately, the existence and success of a scheme is in the hands of the people in the scheme. Since 2016, we no longer have the constabulary here to "hold our hand". We all have to take ownership and look out for each other in a way that helps create a safer and more secure community. This is key to the success of Neighbourhood Watch in Suffolk.

At last year's Annual General Meeting, back in July 2019, we were very pleased to accept a new nomination from the "floor" to fill the vacant role of Treasurer. This role was taken up by Angela Barnetson. In the following months we also welcomed two additional people to the executive team, making a total number of eight executive officers for the committee. Susan Strutt joined as Secretary, and John Sparks initially came on board in an "executive" support role. Since then, John has primarily undertaken the role of Funding officer for the committee.

So we continue to make great progress in building a complete team that can help support our membership across Suffolk. I would specifically like to record my thanks to all of the team for all their hard work over the last year.

In the first half of the year we continued to focus on the three key deliverables as outlined the previous year - Planning Consent for NW Signage, Membership Database, and the Event Programme.

I am happy to report that we finalised an agreement with Suffolk Highways which now enables us to process applications for new NW Street signage. We have also successfully launched our new membership database system, which at the same time provides all our coordinators the ability to login to a dedicated resource page on our website.

Our work to develop our event programme had started, aimed at attending events with, and working alongside officers from the constabulary Community Engagement team. Of course, these plans have since been affected by the unforeseen impact caused by the pandemic, and consequently all planned events had to be postponed, and the task ahead will be to re-schedule events at some future dates.

During these recent months, a number of Neighbourhood Watch Schemes have been involved in various community operations in response to the COVID-19 outbreak. This truly underpins what Neighbourhood Watch is all about - engaging, helping, supporting, and looking out for one another. Thank you all for your efforts. We are sure

the experience has brought people closer together, which in turn should help communities become even stronger, safer, and more resilient.

Our financial position has been improved, as you will see in the Treasurer's report, and this is partly due to the sterling work by John Sparks, who has undertaken the task to appeal for donations from parish and town councils.

Since the previous AGM we have:

- held 4 Executive Committee meetings on Aug 12th, 4th Nov, 10th Feb, and 1st June (the latter being held online)
- attended a NWN Summer seminar in London on 9 August 2019, discussing innovative practice from across the Neighbourhood Watch movement
- attended NWN AGM in Birmingham 26th Sept AGM
- attended meeting with NWN Robin Newman, Head of Membership and Community Engagement to share how the association operates, and how our strategy aligns with the national organisation
- Attended NWN online zoom meeting "Exploring diversity" on May 12
- Partnership meeting online with Suffolk Crimestoppers (April 2nd)
- presented at Long Melford NW Launch event, alongside CEO's from the engagement team

Thank you all for your support and contribution.

Tony Spall

Chair

28th July 2020

## Notes

The following items were recorded online in response to the Chairmans report:

1. With regards the '3% drop in scheme numbers over the last year. In most cases, the reason for closing schemes has been down to "lack of interest". I would also add that as an observation some scheme coordinators while still registered are quite dormant and not pro-active. I also believe the success in social media has probably influenced modus operandi; in my rural Area Network Coordinator role there are now over 2000 residents who receive my NHW alerts, crime stats etc via social media and the pro-active contribution by residents is very healthy. As my approach to NHW is through embracing social media without having to get neighbours to 'sign up', it means that there must be thousands who are active NHW followers but of course do not show in membership numbers as they are involved by 'association' rather than 'membership'. Finally, by embracing social media to run a successful scheme, it avoids the GDPR aspects involved with the membership approach. —  
*Andrew Tucker*

**Chairman's response:**

Your observation on dormant schemes may well account for some schemes being less pro-active, but importantly they are still recognised as a participating scheme and our mailing lists show that on average, 60% of communications sent out by the Association are opened by the recipient.

Social media has gathered momentum, and the Association recognises the advantages this brings in reaching out to the wider community. We would welcome new (and existing schemes) to use these social media platforms - but also believe it important to engage in the formal way (registering as a scheme), as this enables people to benefit from information and resources from an officially recognised organisation. Your area is a great example of how a registered network of schemes can receive and share national and local information - and we hope you agree that our relationship is important and contributes to the success of your group.

2. Well done and thanks for being at the helm during these trying times. — *Claude Brand*

**Chairman's response:**

Thank you

3. Well done — John Sones

**Chairman's response:**

Thank you

4. Good report — John Sparks

**Chairman's response:**

Thank you

5. Just that I proffered a 2019 Minutes amendment. Appears to have been omitted/ ignored. — *Peter Newlands*

**Chairman's response:**

For the purpose of the viewing audience, the chairman offered a reply to Peter prior to the second stage of the AGM proceedings in relation to his two observations; which is why they were not offered as a proposal for amendment or voting approval: 1st item - concerned para 3 - where the term "More healthier" was used in the 2019 Chairman's report. Peter offered two alternatives; a) More healthy or b) Healthier. These alternative readings, Peter felt, were more grammatically correct.

***The committee noted the first observation (use of correct grammar), but agreed that it did not warrant changing the chairman's report with alternative choices of words on this occasion.***

2nd item - the observation related to the accounts. The Minutes seems as good a place as any to portray them given no separate Treasurer's Report, but I feel that they should state the source of the income rather than just cheques and other modes of receipts and also state what the money was spent on rather than just "purchases". Dare I say that at £3500 the Committee may have purchased a car to support the travel claims. If SNW have to send these accounts to NNHW and they have accepted them as presented in the Minutes, who am I to raise a query? However, normally and for good order sake, a reasonably itemised list of income and expenditure for member satisfaction, is the norm.

**The second observation was agreed by the committee, as Peter was absolutely correct in that the sources of income and expenditure should be itemised in at least summary format. The report for 2020 now allows for this, and therefore was not something that needed a vote for agreement. You will have seen that the treasurer's report does now provide that level of breakdown. It is worth mentioning that the accounts have always had the detailed breakdown information, but only the summary sheet provided for AGM purpose. SNWA do not have to send these accounts to the NWN organisation.**

## 4 Treasurers Report

Angela Barnetson provided the following report:

### Suffolk Neighbourhood Watch Association

#### Annual Financial Report - 1 April 2019 - 31 March 2020 for AGM

##### Notes

We are now in the process of setting up a donation link from our website (hence the reference to Paypal). Due to the account being less than £10,000, the account only needs reviewing, rather than be audited. The account is now enabled for online banking.

Income		Expenses	
NHW signs	£71.00	Folding tables (three)	£112.62
Parish Council Donations	£679.50	ID Cards, holders, lanyards	£72.53
Woolpit Hall Deposit return	£100.00	Mileage	£378.51
Patlock sales	£15.00	Self-adhesive signs incl. delivery	£193.52
		Stationery	£61.16
		Website, email, database	£112.64
		Woolpit Village hall hire	£140.00
		Sundries	£8.45
			<b>£1,079.43</b>
		<b>Deficit</b>	<b>£213.93</b>
	<b>£865.50</b>		<b>£865.50</b>
		Opening balance	£2,466.81
		<b>Deficit</b>	<b>£213.93</b>
<b>Statement balance as at 31 March 2020</b>	<b>£2,252.88</b>	<b>Closing balance at 31 March 2020</b>	<b>£2,252.88</b>
<b>Cleared items c/f</b>			
Parish Council donations	£140.00		
Paypal	£0.01		
<b>Total</b>	<b>£140.01</b>	<b>Balance total at 16 July 2020</b>	<b>£2,392.89</b>

## **Note**

The following item was recorded online in response to the Treasurer's report:

1. What was the strategy to persuade Parish Councils to donate? Do those Parish Councils rely on Neighbourhood Watch for much of their Community spirit? — *Peter Newlands*

### ***Treasurer's response:***

The decision to invite Parish Councils (PCs) to offer a donation was in response to part of our strategic plan, whereby we are aiming to engage in a "partnership" for the purpose of engaging with local communities, and especially with those parishes that do not have any existing link to Neighbourhood Watch. The donation could be seen as recognition for the role we play in the community.

We believe this approach enables our association an opportunity to work alongside PC's to help reduce crime and the fear of crime, as well as developing community spirit..

## **5 Election of Officers**

No new nominations were received from the membership. The outgoing committee offered to stand for re-election. The following officers were re-elected (approved and seconded by voting members).\*

<b>Chair</b>	Tony Spall
<b>Vice Chair</b>	Bob Gooch
<b>Secretary</b>	Sue Strutt
<b>Treasurer</b>	Angie Barnetson
<b>Communications</b>	Covered by Tony Spall
<b>Signage</b>	Linda Smith
<b>Events</b>	Mark Lillie
<b>Database</b>	Graham Holmes
<b>Funding</b>	John Sparks

## 6 Any Other Business.

The following comments were recorded online under A.O.B:

1. Congratulations on setting up a very efficient and easy to operate voting system for this year's AGM — *Adrian Beatty*
2. Maybe not AGM business but I have shared my frustrations again with regards Police communications including:
  1. Police twitter accounts combine messages ranging from very serious crime alerts to a PC having to buy cakes for arriving at work late due to his alarm clock not going off.
  2. It can sometimes take ages after an incident(s) for the Police to issue a formal statement of sorts and in the meantime the public can sometimes be spreading accusations and misinformation.
  3. I appreciate resources are stretched/shared but as an Area Network Coord I still sometimes struggle to get a timely CEO or SNT response to an enquiry, not that I submit that many.On a separate subject - thank you for the much improved revamped SNWA website - it is great! — *Andrew Tucker*
3. I would like to thank the members of the committee for all their efforts and work on a voluntary basis. The work they do to keep alive (and active) the county association is extensive, detailed and demanding on skills. The diverse nature of the schemes within the county may mean that appreciation for each part of their activities may not be universally expressed at any one time, but we all appreciate that without their efforts across the whole range of activities, our own, more local, schemes would not be able to enjoy the standing they have or to deliver the benefits that we value locally. Thank you. — *Bob Steel*
4. Many Thanks from Dales Road for your efforts on our behalf - *David Grant*
5. Thanks to the Committee for their hard work. — *John Maxwell*
6. Please keep up the good work! — *Thora and Kevin Pull*
7. Many thanks are due to all our office-bearers, particularly those whose functions required them to travel for meetings. — *Derrick Caley*

\* A report of the AGM voting undertaken by members of the Association is available upon request.