



# NEIGHBOURHOOD WATCH ASSOCIATION



## Minutes of Suffolk NWA Executive Meeting Monday 12<sup>th</sup> August 2019

**Present:** Tony Spall - Chairman (TS), Bob Gooch - Executive (BG), Mark Lillie - Event Programme (ML), Linda Smith - NW Street Signage (LS), Graham Holmes - Database Manager (GH), Angie Barnetson - Treasurer (AB)

**1. Apologies:** John Sparks - (JS)

**2. Minutes of previous meeting held 8<sup>th</sup> April 2019:** Agreed.

**3. Matters arising/Actions from previous meeting:**

a. Communication with Constabulary and PCC

**TS awaiting PCC Office to confirm next meeting date with PCC**

**4. Chairman's Report:**

TS welcomed Angie Barnetson to the Executive Team in her role as Treasurer, following election at the AGM. The AGM on the 17th July 2019 was well attended and positive feedback had been received.

Whilst the number of members joining the executive team had increased, the chair suggested the next newsletter should continue to seek more volunteers to come forward to help take on some of the tasks of the committee. Important roles, such as Secretary, Publicity, Fundraising and Social Media managers were still vacant. Typical descriptions of the roles are found on the [website](#)

**5. Treasurer's report**

BG handed over financial paperwork/documents to AB

a. AB and BG to visit HSBC to organise change of signatories to account, and enquire about online banking.

**ACTION**

b. BG reported that as of June 2019 the bank account held funds totalling £2,285.06

c. AB to arrange for the accounts to be audited by third party. **ACTION**

**6. Membership Database Restructuring:**

GH provided an overview of his progress towards creating the new online database, having progressed to version two, following the initial draft. The executive team are encouraged to test and familiarise themselves with the system, with the key aim of providing feedback to GH on any observations, queries and/or suggestions. The url for accessing the beta version of the database is [http://suffolknwa.co.uk/dbm/user\\_login.php](http://suffolknwa.co.uk/dbm/user_login.php) and GH can be contacted direct for any database queries.

**7. Street Signage/Suffolk County Council Consent Process**

Some progress had been made since last meeting, although a response was still awaited from Suffolk County Council/Suffolk Highways.

In parallel, JS has been engaging with SCC to get approval for new signs and posts in Palgrave. LS to make contact with JS to merge the whole agreement and planning process forward with SCC. **ACTION**

LS to follow up with Peter Ingram, Head of Network Regulation, regarding agreeing documentation (Memorandum Of Understanding) and seek a timescale for implementation. **ACTION**



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### 8. Event Programme Planning

Gazebos and flags purchased through grant funding, had been used on various events across Suffolk during the course of the year. ML will be looking to build upon the event programme for the following year, working with the Community Engagement team and Safer Neighbourhood Teams.

TS advised that results from the use of the branded gazebos and flags were due to be submitted to Suffolk Community Foundation, as a condition of the grant award. **ACTION**

### 9. A.O.B.

- a. Access to cloud storage system - **ACTION: TS to send details to team.**
- b. Next newsletter to be sent out, with emphasis on requesting volunteers to come forward as Area Coordinators
- c. BG was co-opted as Vice Chair
- d. The next Crimestoppers meeting is 24th September - anyone wishing to attend as the SNWA representative to notify TS.

### 10. Date of next meeting

The following MONDAY dates were confirmed at the meeting for the next year. Unless otherwise specified, these will be held at the Elmswell Fire Station Community meeting room:

4<sup>th</sup> November 2019

10<sup>th</sup> February 2020

22<sup>nd</sup> June 2020

28<sup>th</sup> September 2020

The Meeting was completed at 12.20pm.

Tony Spall, Chairman. 12<sup>th</sup> August 2019