



NEIGHBOURHOOD WATCH ASSOCIATION



Minutes of Suffolk NWA Executive Committee meeting

Monday 10:2:2020

Present: Tony Spall- Chairman (TS), Linda Smith – NW Street Signage (LS) Graham Holmes – Data Base Manager (GH) Angie Barnettson-Treasurer (AB) John Sparks -Fundraising (JS) Sue Strutt-Secretary (SS)

1. **Apologies /Introduction** There were apologies from Bob Gooch and Mark Lillie
2. **Minutes of the previous meeting held 4th November 2019 were agreed**
3. **Matters arising /Actions from previous meeting.**
Communication Constabulary and the PCC. Closed as an action

Auditing **AB** advised that due to the accounts being less than £10,000, they only needed to be reviewed not audited. **AB to arrange for accounts to be reviewed by a third party (still in process)**

4. **Chairman's Report TS**

Attended "start-up" meeting on 18th January with two residents of Long Melford. A public launch now arranged for 22nd February in Long Melford.

Meeting took place with Robin Newman - Head of Membership and Community Engagement, NWN on 20th November. Consensus was that SNWA is in relatively good shape, although since the meeting, Robin has left NWN, which might explain why we have not received any report of written feedback resulting from the meeting.

Changes to the Community Engagement Team

- Bury St Edmunds CEO is currently vacant as PC Andre DeJongh has taken up a different post. The role will be advertised this week, and depending on the number of applicants, will help decide how quickly someone will fill the post.

From a communications perspective:

SNWA have now created an Instagram Account, and increased the level of engagement on the Facebook and Twitter social media accounts, which has seen an increase in the level of engagement with our website.

Since last meeting, 4 editions of newsletters have been issued, with favourable response on the style and format. Would welcome any relevant news/stories from Exec team to include in future editions.

Area coordinator for Eye Area C - Adrian Beatty has resigned his role - due to lack of engagement from schemes.

The agreement for receiving income from the constabulary SafeKey initiative is unresolved, as despite our promotion of, and the securing of several member subscriptions, no monies were forthcoming in return. Considering this, more focus will be given to other suppliers or sponsors to establish potential benefits or revenue streams for the association and its members.

For those Exec members requiring their @suffolknwa email accounts configured, please provide TS with details of their model of mobile phone, tablet, and computers to enable the correct configurations to be provided. Where problems may occur, **TS** will make separate arrangements with individuals.

5. Treasurers report AB

The committee were given a hard copy of the accounts. AB reported that she visits the branch monthly to check on statements etc.

Financial Report 4 Nov 2019 - 8 Feb 2020

	Balance carried forward from 4 Nov. 2019		£1,856.13
Income			
05/11/2019	Deposit return - Woolpit VH	CHQ	£100.00
	NHW Sign purchases - M Grafton	CHQ	£6.50
	NHW Sign purchases - Mr & Mrs Redhead	CHQ	£13.50
11/11/2019	NHW Sign purchases - C Duncan	BACS	£17.00
28/01/2020	Donation - Shottisham PC	CHQ	£50.00
30/01/2020	Donation - East Bergholt PC	BACS	£50.00
	Income Total		£237.00

Expenses

05/11/2019	Expenses claim - J Sparks	CHQ	£31.74
26/12/2019	Expenses claim - G Holmes	BACS	£8.52
	Expenses Total		£40.26
	Profit		£196.74
	Balance B/F		£1,856.13
	Statement balance		£2,052.87

Outstanding cheques to be paid in

05/02/2020	Needham Market TC		£50.00
07/02/2020	Honiston & Sapiston PC		£50.00
07/02/2020	Thorndon PC		£50.00
	Total to be deposited		£150.00

6. Membership Data base GH.

The new SNWA database went live on Friday 10th January. The system will allow access for the executive team, selected constabulary members, and all area coordinators via a standard web browser. The different classes of user have different privileges within the system according to operational need and data protection requirements.

At this point, however, all user accounts have been disabled for security reasons, except for those of the chairman and the database administrator, who will manage the system on their own for the next couple of months. This level of privacy will allow minor upgrades and bug fixes to be implemented at agreed times without the system needing to be taken completely off-line.

However, it's acknowledged that other users must eventually be able to access the system ... this is the whole point of its creation! A duplicate "sandbox" system has

therefore been made available to allow registered users to practice manipulating data without fear of irretrievably destroying anything important. Training material is currently being produced to work alongside this practical user experience, and will be supplemented as deemed necessary by live tutorials. Once users have become confident on the sandbox, their login credentials will be activated on the live system. A "contact-us" style email address has also been implemented on the server. It will serve as a central contact point for any of the 1000-odd scheme coordinators to contact the SNWA, and will bounce any incoming queries to selected executive members for resolution. **GH** encourages the committee to enter the "Sandbox". **TS** thanked **GH** for his hard work in the restructuring of the system.

7. **Street Signage LS.**

Following up on an email sent to David Chenery / Suffolk Highways confirm they are happy with the proposed paperwork and process, and that future applications should be sent via a specific NW created email address. It is anticipated that applications would be agreed quickly.

Currently an application submitted by **JS** for Pulgrave village has been submitted, and because it is a first for the 'new Team' at Highways it is hoped it will be a speedy response - as no site visit should be necessary and they will work using the Google Street view app.

8. **Funding JS**

In order make a start on my fund- raising responsibilities, members may recall chairman asking me to follow up on his letters sent out digitally in 2018 to 438 Suffolk Town and Parish Councils requesting donations from them. Consequently, I have now completed writing (again digitally) with follow up letters, to 330 of those councils that didn't reply or respond. As I only completed the exercise in the middle of January it is early days yet, but so far the response has been encouraging with *positive results from Chelmondiston £40, East Bergholt £50, and Shottisham £50. Many councils have not held meetings so far this year but have promised to raise our request at their next meeting. This of course is an "on-going" exercise, as a variety of councils that did reply, mainly requested information such as **"what can the NWA do for our village" etc. and some attached specific sets of instructions and forms that will take time to research answers for and complete esp. for the larger town councils. (agreed with **TS** to "park" these for the time being). So whilst this exercise continues, I will research other possible fund raising opportunities, such as Suffolk security firms, and any potential sources I may discover "on line". However, I would appreciate any likely areas of funding that members of the committee may suggest as well as any item they consider we should provide funding for.

*At the meeting subsequently learned from the Financial Report that we had received donations from Needham Market TC (£50), Honiston and Sapiston PC (£50) and Thornden PC (£50).

** This is an ongoing problem that we intend to address where TC and PC's are not always aware of NW activities in their area.

It is hoped that some news will be forthcoming by the end of February 2020.

We currently need funding for

* Roller Banners x3

* New Projector

* Pull up screen

* Mugs with NHW logo these are all promotional materials.

A business plan is proposed to help engage the councils.

9. **Events programming planning update ML.**

Earlier this month Steve Wright confirmed that he would be happy to work with me on events. He has asked the Community Engagement Officers (CEO's) if they can provide me with a list of events that would be suitable and send that once collated. In the meantime, several CEO's have replied to Tony Spall and he has put in copy for future replies. I will follow up further with Steve Wright and ensure that all CEO's are consulted by the end of February.

I am awaiting a reply from Julie Richer at Suffolk Fire and Rescue Prevention Team to see where we can work with them on events. I will follow up this week.

10. **A.O.B**

- Organise Area Co-ordinator Workshop - dated opted for: **Saturday 10th October.**
- Sudbury and Long Melford Streetwatch teams have signed up to become Police Support Volunteers. with the idea being for them to be able to access the police station, and the potential access to more information enabling them to equally gather intelligence to feed back to the police whilst on their patrols around the towns. This is all subject to people going through the police vetting process and will be at least a couple of months before this happens. Once they're running properly, I have asked for the police to put them in touch with the NW teams for those areas.

JS reported that he was going to be delivering letters to 24 new properties in his area . **TS** said he would send the link for the coordinator pack from the website .

GH reported that the Hadleigh Community choir were going to sing at Somersham wheelie day (classic cars) .**GS** asked if this was a good place to have a NHW presence. **TS** said definitely.

ML to add details to event programme

AB asked for an updated list of current members . **TS** would send one out

TS advised that 10th October would be the launch day for the Area Coordinators on the data base, to coincide with the planned Area Co-ordinators workshop.

The meeting closed at 12;15. Dates for future meetings are

22nd June 2020

28th September 2020