

Minutes of Suffolk NWA Executive Committee meeting

Monday 22:06:2020 via Virtual screening with WEBEX

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** All present

**2. Minutes of the previous meeting held 10/02/2020**

Agreed unanimously.

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

**AB** to arrange for accounts to be reviewed by a third party - ongoing

**AB** asked chair for an updated list of current executive members - complete

**ML** to add Somersham wheelie day (classic cars) to event programme - complete

**4. Chairman's Report TS**

- 1st application for NW signs completed successfully with approval on 12th March.
- 2nd Application to follow for Long Melford.
- New schemes launched thus far in 2020 = 10
- Closed schemes thus far in 2020 = 15
- Attended Essex & Suffolk Crimestoppers video conf meeting on 2nd April
- Although Rickinghall participated in a community engagement event on 29<sup>th</sup> February, COVID-19 enforced the cancellation of other planned events: Bungay (18<sup>th</sup> April), and Bacton (9th May).
- Delayed the purchase of pull up banners until events programme takes up again.
- NWN ran series of video workshops covering a range of subjects. - Chair selected to join "Exploring Diversity within Neighbourhood Watch". The next working group on offer is "Rural Crime" - on Friday, 5th June at 2.00pm - to enable NWN to understand the problems that the rural communities have surrounding crime and what Neighbourhood Watch is currently doing to assist prevention and reporting and also what we can be done in the future. These workshops are via the Zoom Video Conferencing platform. Open invitation for Exec team to participate and represent Suffolk.
- Refreshed the website to make it look and feel more like "Suffolk" through use of better imagery.
- CEO for Bury St Edmunds vacant, but a temp role (1 year posting) of Link Sergeant (Sgt Angela Puiy) is in place to supplement the vacant post.
- Scheduled progress meeting with Sergeant Steve Wright on 10th June - re: Community Engagement Team relationship etc – Date to be reviewed

- May Newsletter issued, with specific mention of NW Week 7th-13th. Difficult to measure the success without feedback/stories from schemes as to how they get involved.

## 5. Treasurers report AB

### Summary

Financial Report 9 Feb 2020 - 1 June 2020

#### Income

11/02/20	Donation - Needham Market TC	CHQ	£50.00
	Donation - Honiston & Sapiston PC	CHQ	£50.00
	Donation - Thorndon PC	CHQ	£50.00
21/02/20	Donation - Mr GE & Mrs MMD	BACS	£50.00
25/02/20	Donation - Hundon PC	CHQ	£50.00
	Donation - Brantham PC	CHQ	£50.00
05/03/20	Donation - Rushmere PC	BACS	£50.00
27/03/20	Donation - Little Thurlow PC	BACS	£25.00
31/03/20	Donation - Coddendam PC	BACS	£30.00
06/04/20	Donation - Waldringfield PC	CHQ	£50.00
	Income Total		£455.00

#### Expenses

26/02/20	Expenses claim - T Spall	BACS	£204.99
	Expenses Total		£204.99

Profit £250.01

Balance B/F	£2,0528
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Statement balance	£2,302
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Outstanding cheques to be paid  
in

01/06/20	Chelmondiston PC	£40.00
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Total to be deposited	£40.00
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## 6. **Membership Data Base restructuring GH**

Neighbourhood Watch Scheme Management Suite Both the live and sandbox systems were marked as complete at the last meeting, and were up and running. A handful of minor bug fixes have since been made (to both systems), as well as adjustments to the formatting of certain pages to better align their appearance across different browsers; however, no major work has been carried out, and none is anticipated.

The software user guide for area coordinators is progressing, and is expected to be made available for review before the next executive team meeting.

The Suffolk Neighbourhood Watch Portal This public-domain site <https://suffolknwa.co.uk/> has recently been revamped by the SNWA chairman, to which a password-protected page has been added containing material specific to primary and deputy scheme coordinators. The list of valid coordinators derived is in real time from the live Neighbourhood Watch Scheme Management System, but is otherwise separate from it. To date, 15 of the 915 registered coordinators have signed in.

## 7. **Fundraising JS**

Would like to report that for technical "on line virtual " reasons I was excluded from the meeting and had to withdraw . John has a list of 430 PC that he is writing to which could accrue the sum of £21.000 if they all reply

## 8. Street Signage and Funding LS

LS confirmed that we now have the format for the 'Neighbourhood Watch' signs as per the Council's (Suffolk Highways) agreement. Therefore in future any scheme wishing to erect/change signs should be a straightforward process.

## 9. Town and Parish Council Liaison

A newly formed sub group: Linda Smith, John Sparks, and Mark Lillie to look at ways in which to create a strong relationship with Suffolk parishes, and build upon the initial communication with the Suffolk Association of Local Councils

## 10.Events programming planning update ML.

ML said he was already to go with events but then the COVID hit . The challenge at the moment is with mass gatherings. ML queried whether we could do things on line to attract people and queried a possible virtual AGM. He will contact the Police and Fire Brigade to see the way forward.

## 11.2020 AGM

4 weeks notification is required prior to the event. Looking at options for this year due to COVID-19. Last years date was 17th July 2019.

**Action:** TS to contact NWN

## 12.AOB

- Michael Fenn - former co-ordinator has now moved - but he still wants to be involved in NW. Bob to check with him to see if he had considered setting up a new scheme for the road he lives at now. Or if not, had he considered being an Area Co-ordinator (this would help fill a vacancy for Bury St Edmunds Area E covering the Abbeygate, Eastgate, Moreton Hall, Southgate, Risbeygate and Northgate areas. (the latter two combined and now known as Tollgate)  
**Action:** BG to contact Michael Fenn
- more Area Co-ordinators needed in post. Review date for Area Coord conference when possible
- Funding: Cheque received from Chelmondiston PC (annual £40 donation) after Treasurer report submitted – to be included in next report.

**Next meeting date 28<sup>th</sup> September 2020**

Minutes were taken by Sue Strutt with added reports from members of the executive. 22:06:2020