

## **Minutes of Suffolk NWA Executive Committee meeting**

**Monday 2 August via Zoom**

- 1. Present:** Mark Lillie - Chair & Events (ML), Graham Holmes – Data Base Manager (GH) Angie Barnetson-Treasurer (AB) John Sparks -Fundraising (JS)Bob Gooch – Vice Chair (BG) and Tony Spall- Comms & Membership (TS) **Attendance of Tony welcomed by all.**

**Apologies:** Sue Strutt – Secretary (SS)

### **2. Minutes of the AGM.**

Mark took the lead as the newly appointed Chair and explained that his move to CO11 area wouldn't affect his role on the committee. He apologised in advance that he had a bit of correspondence/emails to catch up on and hopes to be on top of things by the next meeting.

The minutes were accepted as a true record of the AGM which had been co-ordinated by **GH**, everyone gave thanks to Graham for organising it.

### **3. Matters Arising/Actions from previous meeting**

ML suggested that we replace this with updates from all committee members as we didn't have any minutes from the previous meeting.

ML sees the NHW having a more urban approach and has contacts in Maple Park, Ipswich which has a mixed demographic, there are 8 different languages spoken there and ML feels that it is an area where NHW would be welcomed and can be promoted.

TS for communications talked about promoting schemes, keeping the public informed but not to necessarily tow the National line.

### **4. Treasurers Report AB**

AB explained that she would be referring to the AGM Treasurer's Report as there hadn't been any changes to the account since then. The only difference being that the £75.00 from Barking PC had been paid in and the closing balance was now **£2327.68**

The grant awarded for the purchase of the 9 banners, was given on the condition that we report back info on the purchase and use of the items.

JS mentioned that there was some confusion as to the travel allowance for expense claims. AB clarified that we pay 30pence per mile and not the 45pence per mile that HMRC recommends, as this would rapidly deplete our funds. Majority of exec committee members don't claim for mileage and those that do are paid at the 30pence per mile rate.

JS asked that all members send in any future costings to AB so she can get an idea of what budget we need to set for the coming year. This has been requested by Parish Councils prior to them offering a donation.

## **5. Membership Data Base GH**

GH gave us the final results from the AGM which this year had a response of just over 4% - a slight improvement on last year.

All current Executive Committee members were re-elected, no other volunteers came forward to stand. Linda Smith who was responsible for Street Signage stood down prior to the AGM.

GH advised that "a 'notes' field has been added to the area coordinators' dataset to accommodate issues such as the nomination of deputies".

AB wanted to know what was involved in being an Area Co-ordinator and how many are there currently? TS replied that there are 52 places available, however, GH confirmed that there are only 22 currently in post and every one of those has a (CEO)Community Engagement Officer supporting them.

## **6. Street signage & Funding JS**

Street Signage now stable with no issues and as info on this can be accessed via the website, this will not be an agenda item in future.

JS spoke about stocks of leaflets he has – most are out of date but it was suggested they could be used as a general guide. Any that are not suitable should be recycled.

JS had received requests for leaflets and stickers. TS suggested that stickers should only be given out in exchange for email addresses and by the **scheme co-ordinators only** who know the residents in their parish. Stickers, in particular, can be taken and used inappropriately for criminal activity.

ML suggested that anyone running an event and using our banners and or gazebos should print off any leaflets from the website, themselves. Which would help to reduce our costs.

**JS** reported that after the poor response by SALC members to our survey he had emailed Sally Longmate (CEO) both in June & July asking for her comments and if she had any helpful suggestions. Having not had any reply from her, he telephoned her office and spoke to her secretary who promised to pass on my message to her on her holiday return w/c 16/08"

**What happens to NHW signs when a scheme closes?** TS said they should be removed, but as that is quite difficult they are most likely to be left in place. The signs can act as a deterrent even if a scheme is no longer active.

ML requested that Parish Council Liaison be a separate agenda item in future and that it should be discussed at the face to face meeting in October.

## **7. Events planning update ML**

ML suggested that he would like, at some stage, to arrange a brain storming session when we all eventually meet up again, face to face. Everyone agreed that this would be a good idea, October was suggested as the earliest date.

**TS agreed to send round a list of possible hosting venues.**

Needham market has an event coming up and will need a gazebo, ML will supply one for this event.

AB asked how many gazebos and flags do we have? ML,JS and TS all have one and associated flags. AB has 9 banners. AB asked for an inventory to be done and some sort of control to be applied when lending out equipment so that it doesn't get mislaid or damaged.

**ML** to send out list of equipment, who has it and where it is currently stored.

**8. AOB.** There was none

**9. Next meeting date: Wed 8 September 2021 @10:00 on ZOOM**

*Minutes were taken by AB with contributions from ML and GH*