



# Minutes of the Executive Committee meeting held on 5<sup>th</sup> June 2024 7-8.45pm via Teams

## 1. Welcome and apologies

Attendees: Brian Sivyer Nick King, Tony Spall, Graham Holmes, Paul Garner.  
Apologies: Angela Barnetson

## 2. Actions from previous meetings

- *TS to issue an invitation to the SNWA AGM to the PCC and Chief Constable – **complete***
- *PG to issue the Steve Wright Teams mtg links for each meeting in 2024 - **complete***
- *NK to investigate the opportunity for a one-off article on SNWA with In Touch – **NK has discovered that articles are chargeable at between £30 to £50 and will therefore not be pursued***
- *NK and TS to chase their AVC's for updated data sheets - **complete***
- *PG to revise his coordinator data sheets to clarify status as either active or inactive - **complete***
- *NK to revisit the dozen or so entries he marked as "status unknown" – **now may be 40-50 status unknown, ongoing subject to later conversation in this meeting.***
- *GH to wait until end of April before uploading the completed scheme status sheets – **to be covered later in this meeting***
- *TS to generate the final email comms to removed scheme coordinators after end of April – **complete ready for dispatch at the appropriate time***
- *TS to draft a model approach to the planning of Command Area meetings - **complete***
- *TS to obtain one or more alternative quotes for the leaflet print run - **complete***
- *TS to check if Eric Sewell will be available to provide crime prevention items for sale at AGM - **complete***
- *PG check if invoice for AGM venue is due - **complete***
- *NK to progress table-cloths – **complete**. Thames Valley table cloth was shown on the call, costing approx. £80 + VAT each. NK will source 3 or 4 tablecloths but without logos at ~£20 each for the AGM. Logo based tablecloths might be sourced in future if funds allow.*

## 3. SNWA Database Updates

### a. Progress on data cleanse

GH reported that approx. 70% of the database has been reviewed and the cleansed data is ready for upload. Some 14-15 area lists are still outstanding. NK indicated that he had up to 50 schemes marked as "status unknown" which were largely due to receiving no response from coordinators in spite of multiple attempts to contact them by phone and/or email. It was agreed that these schemes, and others who fail to respond after several contact attempts, should be marked as inactive given that our focus is on the creation of a database of schemes with coordinators who will be likely to respond to any Police enquiries in future. The process for scheme removal was discussed. TS will ensure that an email will be issued to all coordinators of schemes marked for removal and this will be copied to scheme deputies where they are known. Any coordinators or deputies that respond positively to this final email will have their scheme "recovered" in the database. TS will also ensure that inactive schemes are removed from the National OurWatch system (individual members will remain on OurWatch). Once complete we will issue

revised scheme lists to Area Coordinators for their reference, but indicating that going forward they should make use of the SNWA database as the single source of up to date information on schemes.

**Action – GH to issue the outstanding area lists that are waiting for review**

**Action – All to progress any incomplete area lists ASAP**

#### **b. Other Issues**

We agreed that we should process the 70% of completed area lists ASAP and be ready to describe this update work to Suffolk Police at our next interaction, planned for 1<sup>st</sup> July. We also agreed to highlight the progress made on data cleansing at the AGM to reinforce with PCC and Suffolk Police how we have made our scheme records ready to support the expected increase in Police-to-Scheme contact.

**Action – GH to process the 70% of reviewed scheme data sheets**

**Action – TS to process the final email comms to schemes marked for removal**

#### **4. New Policing Model**

TS reported recent communications from Inspector Claire Simons from the Suffolk Police County Partnership & Prevention Hub. Internal reorganisation has continued and PC Guy Ainsworth has joined the Partnership team as SPOC on Community Speedwatch and NW, taking over that role from Sgt Steve Wright. We are not clear how long Steve Wright will continue to support NW and therefore not able to create a sensible agenda for our planned Teams call on 1<sup>st</sup> July.

**Action – TS to share the recent comms from Suffolk Police.**

**Action – PG to email Suffolk Police to clarify who, if anyone, will be available for the planned call on 1<sup>st</sup> July, and to suggest that Guy and/or Steve would be welcome to attend our AGM on 2<sup>nd</sup> July.**

**Action – PG to suggest that Guy, possibly with Steve, might benefit from a face to face meeting with 2 or 3 members of the SNWA Exec in near future to establish a rapport.**

#### **5. Local Engagement Plan**

##### **a. Teams calls with Area Coordinators**

We discussed the possibility of holding follow-up Teams calls with Area Coordinators similar to those held in February 2024. Given that it is only four weeks until we hold our AGM we agreed that the preferred approach would be to contact the A/Cs individually and seek their attendance at the AGM.

**Action – NK and TS to email their A/C contacts to seek their attendance at the AGM**

##### **b. Plans for Command Area meetings**

TS has circulated a draft plan for Command Area meetings. We agreed that we should aim for only one session in each Command area, and that local A/Cs should be actively involved in the meetings. BS suggested that we extend invitations to relevant Parish Councillors and/or Council Clerks.

**Action – All to review TS draft plan and comment by email no later than 14 June 24.**

#### **6. Communications**

##### **a. A New SNWA leaflet**

TS has had 10,000 copies of the new A5 leaflet printed and will collect them once confirmation of payment has been received from AB.

##### **b. Plans for Distribution**

The leaflets will be available at the AGM. TS suggested that we provide physical copies to the CPTs for them to use at public engagement events etc. we will discuss this with

our Police SPOC at the next opportunity. NK highlighted that the leaflet is very applicable to setting up new schemes and we hope also all existing scheme coordinators will adopt it to build online membership which helps them/us with succession. Some old-style leaflets are on our website and need to be reviewed.

**Action - TS will arrange for a copy of the new leaflet to go onto the SNWA website and will feature this in the next newsletter.**

## **7. Planning for the Annual Members Meeting/AGM on Tuesday 2<sup>nd</sup> July: 7pm start.**

The Coddendam Community Centre venue hire fee has been paid. Speakers are confirmed as PCC and Inspector Ben Richards from Suffolk Police. Eric Sewell has confirmed his attendance. TS and GH will issue formal notice of the AGM this week. We agreed to solicit questions for the speakers from members of SNWA. TS and GH will work together to create a web-form based option for members to propose questions. Questions need to be collated and provided to the speakers 2 weeks in advance of the AGM (i.e. by 19 June). Minutes of the 2023 AGM have been produced and will need to be formally accepted at the AGM. NK agreed to draft a committee report. AB will produce a treasurer's report. TS will provide a back-up projector for the event along with Coffee/hot water flasks and display banners etc. We discussed provision of National NW lanyards for A/Cs to wear at the event as well as Exec members. We agreed that we must ensure that during the meeting we capture the names of any proposers/seconders or other key speakers from the floor.

**Action – TS and GH to issue formal notice of the AGM including an option for members to pose questions to the speakers**

**Action – NK to draft committee report**

**Action – AB to draft Treasurer's report**

**Action – TS to provide projector, flasks, banners etc. for the AGM**

**Action – PG/AB to discuss provision of refreshments**

**Action – NK to source National lanyards and liaise with TS to print name cards etc.**

## **8. AoB**

- BS noted that unfortunately he cannot attend the AGM due to other unforeseen commitments.
- TS noted that the Neighbourhood Watch National Crime and Community Conference will be taking place on Monday 23<sup>rd</sup> September, at the Mercure Manchester Piccadilly Hotel. Invitations and more details will be issued later by the National team.
- PG noted that the sequence of Exec meetings had now finished. It was agreed to continue to hold these for another 12 months on the first Wednesday evening of every second month.  
**Action – PG to issue new Exec mtg Teams invitations**
- NK has drafted some text about NW that could be used by Suffolk Police as part of their "First Principles" web page. We agreed to review the text and to discuss with our Police SPOC when possible.  
**Action – NK to circulate the draft First Principles text**
- NK noted that SALC have recently completed a web based member survey and published a list of key issues. Community safety was third in the list of issues and it was felt that this could provide some common ground for us to work with SALC and its members in future.