



# The Suffolk Neighbourhood Watch Association



## Executive Committee Minutes 3<sup>rd</sup> December 2025 – 7pm *Teams online*

### 1. Introductions, apologies and welcome

Attendees: Nick King, Mark Smith, Graham Holmes, Tony Spall, Siobhan Smith, Will Woodhall, Paul Garner  
Apologies: Claude Brand, Anthea Boast, Kevin Graham, Angela Barnettson, Brian Sivyer

Siobhan and Will were welcomed to the meeting and committee members introduced themselves.

### 2. Review minutes and actions from Committee meeting of 8<sup>th</sup> October 2025

#### Ongoing Actions on 8<sup>th</sup> October

- GH will circulate the end of month reports of schemes that have been created and/or deleted - **closed**
- TS to reissue the inventory list of SNWA items – **ongoing**
- NK will contact Philip (ref Crimestoppers) to discuss options, especially in the light of out Lottery funded project - **complete**
- TS to issue the list of schemes not registered with National Alert system at end of August 2025 (*there are approx. 90 contacts still to be encouraged onto the Alert system which TS will share with the committee*) - **complete**
- TS and PG to progress plans for the South Command Area meeting - **ongoing**
- NK and AB to agree how the PCC funds will be managed – **complete**
- TS will look to see if there is option for additional voluntary admin roles to manage and promote material on the Facebook page more effectively (*specifically is it possible for others, such as MS, to post onto Facebook groups as "Suffolk NW" rather than under their own name*) – **complete**

#### New Actions from 8<sup>th</sup> October

- MS to discuss replacement Area Coordinator options with Trevor Gibbons - **ongoing**
- MS to contact Graham Walker to double check that he is OK in his Bury Rural (North) AC role – **complete**
- TS and MS to craft a message seeking new Area Coordinators for TS to issue to key areas such as Newmarket - **complete**
- NK to review his dialogue with Inspector Salmon and decide how best we can communicate the museum visit option to our members – **ongoing** (NK/TS to issue a note to members)
- TS to discuss the leaflet wording with GH - **complete**
- TS to redraft the leaflet - **complete**
- TS and/or NK to acquire quotes for leaflet printing and place an order for 10,000+ leaflets, once PCC funds have been received - **ongoing**
- AB to circulate the spreadsheet of items purchased - **complete**
- NK and TS to create and issue the mini-survey for the East Area Command meeting - **complete**
- NK and/or TS to send the PowerPoint presentations used at the meeting to the attendees - **complete**
- PG to make a provisional booking for March 2026 at the same venue - **complete**
- PG to check the funding available from national NW for Area meeting expenses - **complete**
- TS to remove the Police Connect material from the website - **complete**
- NK to circulate his Teams call with Dan Peck on 21 Oct at 11am - **complete**
- NK to contact Mark Titford of Trading Standards to agree a way forward - **complete**

### 3. Police engagement

#### • PC Guy Ainsworth conf call on 20 Nov 2025

At the last meeting with Guy MS raised the point that often in face-to-face meetings between A/Cs and local policing teams sensitive information may be disclosed. This raises the question of if/how we should ensure that our A/Cs are aware of how to handle sensitive information and to what extent A/Cs should be DBS checked. SS noted that DBS checks are only as good as the day they are completed as any subsequent offending will not be flagged. We agreed that the "informal" checks that we do as SNWA should be good

enough as NW reps have to agree to National T&Cs which include our code of ethics. SS commented that it would be appropriate to refresh the A/Cs awareness of the NW policies and T&Cs.

**ACTION:** MS to review the existing SNWA A/C role description and suggest a few lines of text to add to describe how sensitive information should be handled.

Guy has checked on the police stand plans for the 2026 Suffolk Show and whether SNWA could be incorporated into the event. PC Mark Hurrell is the officer coordinating the police stand who will be holding initial internal planning meetings in January 2026, after which it will be clearer if/how SNWA might be involved.

**ACTION:** PG to put this item on the agenda for the next meeting with Guy

The next meeting with Guy will be 12<sup>th</sup> February 2026 as Guy will be away during the week of the 19<sup>th</sup> February.

**ACTION:** PG to issue the new meeting invitation

- **Mark's latest engagement and potential expansion across County**

MS has now met all the CPT Inspectors and sergeants in the West Command Area. The police are helping to promote NW and helping to set up new NW schemes, especially in Haverhill, Sudbury and Stowmarket. The A/Cs in the West are the primary contacts for the police. There are regular face-to-face meetings between the A/Cs and police approx. every two months. Sudbury area is looking to replace and/or add new NW street signs and police are keen to do the same in the Great Cornard area. MS is looking to establish new A/Cs in the Bury St Edmunds area where there has been one A/C resignation, but Graham Walker has agreed to continue as an A/C. In Newmarket we have no A/Cs at all despite recent SNWA messages seeking volunteers for the A/C role. MS plans to extend his activities into the South in early 2026. In the South there are many A/C roles unfilled which MS will aim to rectify. SS suggested use of local press and/or radio and use of the British Legion veterans groups who might be prepared to allow SNWA to speak at one of their get togethers.

**ACTION:** SS to share her British Legion contacts

- **Plan for CPT welcome emails to new schemes**

MS has confirmed that police are happy to support police welcome emails to new NW schemes when they are created. The positive impact of such an email on the new NW coordinators is likely to be high. NK is keen to ensure that the text of the welcome email demonstrates a level of personal support and not just a link to the Suffolk Police website. MS thought that the CPT email account is the best point of contact from which the welcome emails should be sent to coordinators as they are monitored more consistently than individual officer emails.

**ACTION:** NK to review the recent welcome email sent by PC Jack Oakley to coordinators in the Haverhill area and consider its suitability as an email template for wider use by Suffolk Police.

**ACTION:** NK to send Guy the December 1<sup>st</sup> "new NW scheme" data for comment and request that Guy makes the case for ongoing support for the welcome email plan across the CPT Inspectors in Suffolk and obtain clarification of which member of the CPT should receive the SNWA automated emails.

#### 4. National NW

- **Safeguarding policy**

National have created an 18-page safeguarding policy. NK suggested that we should put a link to the full NW policy from our SNWA website. TS agreed that we should ultimately link SNWA to the national policy but felt this would be difficult to achieve without creating a lay-man's explanation about safeguarding. We agreed to wait for the one-page coordinators guidance from National. SS suggested that the one-page guidance for coordinators should be read and (electronically) signed/ticked by every coordinator and that SNWA keep a record of those signatures, including an opt-out record for those who do not wish to sign.

- **Moving Suffolk Coordinators onto Alert**

Approx 90 NW scheme coordinators have still not signed up to the Ourwatch Alert system. Despite recent email and telephone chasing many coordinators have still not signed up. It can be a long process to educate some coordinators as to why they are not already on the National database or how to sign-up. We will continue to promote sign-up but at this time it is not a priority activity for SNWA.

#### 5. Lottery-funded project

- **Project objectives**

- i. Developing existing and new schemes by residents
- ii. Partnerships with Town/Parish Councils inc feedback from CSP

We held the East Command Area meeting in October 2025 with 24 attendees including representatives from several town councils. Anita Humphrey, East Suffolk Council Community Safety Partnership officer subsequently invited NK to present at the East Suffolk Council CSP team meeting on 2<sup>nd</sup> December. NK

presented at this meeting and now has contact with Chief Insp Dan Fiske. Crimestoppers were at the meeting and most other attendees were cabinet members and council officers. NK will Anita ask if there are equivalent meetings in the South and West and whether SNWA can attend those meetings.

**ACTION:** NK to circulate his notes from the meeting and his presentation slides.

**ACTION:** NK to ask Anita about CSP events in the South and West.

On the Lottery grant we have spent most of what we planned on signs, leaflets, stands etc with approx. £6000 remaining unspent. We have not yet spent any money on personal safety items to be given away at public events. NK has a selection of sample items that we could purchase to give away.

**ACTION:** NK to circulate photos of the sample items he has so that we can agree which and how many to buy.

- **South Command Area Meeting plan**

The event hall has been booked for 10<sup>th</sup> March 2026. We expect to invite Inspector Colin Clack and other Area Inspectors to represent the police. The key issue will be to attract speakers from the three local councils (Ipswich BC, East Suffolk Council and Babergh Council).

**ACTION:** TS to recirculate the contacts at IBC

**ACTION:** TS to contact Insp Coilin Clack and seek his attendance on 10 March 2026 and ask for his support to secure other Area Inspectors.

## **6. PCC funding: update and plan**

PCC funds have been received. We have drafted a press release which has now been agreed by the PCC.

- New leaflets and other comms materials

The A5 leaflet is subject to proposed changes to the wording from the PCC office and so the print run has not been initiated.

**ACTION:** NK to review the proposed changes to the leaflet and agree the way forward with TS.

## **7. On-line event plans with Crimestoppers and Trading Standards**

We need to plan for an on-line event for each organisation. TS is concerned about our ability to secure enough SNWA attendees and suggested that we might use an audio event rather than a video event. SS agreed that an on-line audio event that can listened to by coordinators at their convenience would be very useful. We agreed that we should record the event and make it available on our website. We will agree an event date with each institution first and then decide the best format and recording technology to use.

**ACTION:** NK to talk to Crimestoppers and Trading Standards to agree event dates with each institution.

**ACTION:** TS to look at conferencing options and potential costs to support an audio event and recording

## **8. AGM plans**

- Agree date and on-line v face to face

PG has circulated a graphic that shows which days of the week in mid-2026 that the committee members are available. The best day of the week was agreed as Wednesdays, we agreed to go with Wed 1<sup>st</sup> July 2026. We discussed the pros and cons of face of face meetings and on-line meetings. We agreed to use an on-line meeting in 2026, particularly now that we have stocks of SNWA support materials are available in each of the three Command Areas.

- Presenters to invite

SS suggested local police officers to talk about issues such as cuckooing, youth crime etc. MS suggested domestic abuse charities. We agreed to discuss this further at our February 2026 committee meeting.

- Event management including invitation/registration etc.

We agreed to discuss this further at our February 2026 committee meeting.

## **9. Accounts update**

PCC budget now available for us to use with the leaflet printers.

**ACTION:** TS to check that print quote is still valid.

## **10.AOB**

1. TS raised the plans to print SNWA business cards, NW calling cards for police to use and the older people scam caller cards.

**ACTION:** NK to review the drafts sent by TS

**ACTION:** PG to circulate his new No Cold Calling sign from Trading Standards

2. SS suggested various agencies that we could approach for support including health and wellbeing boards, libraries etc.
3. GH: Having looked at the SNWA database we don't have links between the police sergeants or Inspectors "patch" and the CPAs in our database.

**ACTION:** TS and GH to discuss the database structure and agree any necessary updates

4. NK: National NW week. 1-7 June 2026. We need to be visible at more events now that we have exhibition materials such as at community events, supermarkets etc. We agreed to discuss this in more detail at our next committee meeting in February 2026.

5. TS: Now that we have more A/Cs attending the committee meetings should we add an A/C update item to our agendas from now on?

**ACTION:** PG to ensure the inclusion of A/C update on future committee agendas

**Future Committee Meetings:**

- 4<sup>th</sup> February 2026 @ 19:00
- 1<sup>st</sup> April 2026 @ 19:00
- 3<sup>rd</sup> June 2026 @ 19:00
- 5<sup>th</sup> August 2026 @ 19:00
- 7<sup>th</sup> October 2026 @ 19:00
- 2<sup>nd</sup> December 2026 @ 19:00