



The Suffolk Neighbourhood Watch Association



Executive Committee Minutes

4th June 2025 – 7pm
Teams online

1. Introductions, apologies and welcome

Attendees: Nick King, Angela Barnetson, Mark Smith, Trevor Gibbons, Tony Spall, Graham Holmes, Paul Garner,
Apologies: Brian Sivyer

2. Review minutes and actions from Committee meeting of 2nd April

- *TS and GH to consider if/how we can monitor new registered/approved schemes in SNWA and on National NW going forward. SNWA system can get a highly granulated view of schemes across Suffolk subject to the specific data report required and clarity over how it will be used – **ongoing**.* Ideally we wish to be able to monitor growth of new schemes as a result of the Lottery project. TS explained that at present all **new** schemes are registered on OurWatch, which are then mirrored on the SNWA database. There is a legacy of approx. 120 schemes that are on the SNWA database but not on OurWatch. TS is constantly encouraging those legacy schemes to register on OurWatch so that we can use the Alert messaging for SNWA members and not use our own SNWA database for messaging. GH confirmed that he is able to create an analysis of schemes that have been created and/or deleted over any given time period. NK suggested that monthly reports, run at the end of each calendar month, would be useful. TS also noted that the committee members can access the total number of schemes on the SNWA database at any time by clicking on the "Scheme Overview" button on the SNWA database. **REPLACEMENT ACTION: GH will circulate the end of month reports from end of June onwards**
- *TS to underline the new Police control room logging of NW callers in a newsletter and encourage coordinators and their members to name-drop Neighbourhood Watch whenever contacting the Police – **ongoing***
- *NK and BS will both review the safeguarding document and circulate thoughts to the committee – **complete***
- *TS to issue a bulletin to members seeking opportunities for us to advertise SNWA at planned events in first week of June – **complete***
- *NK to chase Liz regarding next steps for PCC funding – **complete***
- *TS and GH will define the timeline required for confirmation of the constitution – **complete***
- *NK to email GA to request an update from Suffolk Police on SNWA engagement at the AGM - **complete***
- *TS to review list and re-issue the AGM actions list – **complete***
- *AB to confirm that TS has been made co-signatory – **complete**.* NK and MS are now both listed as co-signatories on the SNWA Lloyds Account, but AB still has ability to pay bills as sole signatory.

3. Police engagement

- **Review minutes of 21st May with PC Guy Ainsworth**
- *TS to create the text script explaining how to use the SNWA database for GA to use internally – **complete** and will also be added to each quarterly update to GA. **Complete and will be repeated every time TS sends GA a scheme list update.***
- *NK and TS will review what NW promotional material is available and inform GA – **complete***
- *GA agreed to check if there is a cybercrime presenter available from Suffolk Police for the AGM and let TS know – **ongoing**.* No response from GA so far.

We discussed the item in the minutes of 21st May: *“NK also suggested that when we have new SNWA scheme coordinators it would be very helpful if the relevant CPT Officer could send a welcome/introduction email to the new coordinator. In future TS will create a list of new scheme coordinators for GA when necessary, possibly monthly, for GA to facilitate the interaction”*. MS noted that following recent promotion boards within Suffolk Police there may be changes to roles in CPTs, which will make the cementing of relations between new coordinators and CPTs more difficult in the short term. NK suggested that we keep the situation under review for the next few months.

NK noted that one Housing Authority has adopted the co-branded NW poster idea. Other HAs have struggled to understand the partnership synergy suggested by jointly branded promotional material. We agreed keep this option under review going forward but no immediate action would be taken.

4. National NW

- **Safeguarding policy**

BS has been leading our work on this. We are still waiting for National NW to issue their one page guidance for scheme coordinators. As BS was unavailable for this meeting we agreed to park this issue until the next Committee Meeting.

5. PCC-funded project: update

NK has written to Liz Hollingworth at the PCC office explaining the good news of the Lottery funding for SNWA whilst also suggesting that we would still like the PCC grant but over a 3 or 4 year term instead of 2 years. NK also asked Liz if the funding could be provided in advance for SNWA to spend and report on use of the money. We are awaiting a response from PCC Office.

6. Lottery-funded project:

- **Lottery v PCC projects items listings: see Nick's list**

NK issued a draft list of items for purchase, indicating which grant should be the funding source. This list will need to be revised once we have clarity on the response from the PCC office regarding funding. In terms of Lottery funded street signs our preference is for 300x400mm dibond signs plus vinyl overlay stickers for the existing street signs. NSP have quoted for the dibond signs with various clip arrangements. NK has also just received quotes from Multi Signs Ltd. Multi Signs have quoted £30.90 each plus vat for 200 of the 3mm dibond signs, which are more expensive than the quote from NSP. NK suggested we purchase from NSP: 200 overlay stickers plus 300 dibond with riveted channels for cable-ties using the white sign NW with the traditional logo. TG noted that cable-tie signs are much easier to fit for scheme volunteers, but can also be more easily removed by some contractors etc.

ACTION: NK will condense his purchase plan document based on the items above.

TS has circulated a draft list of SNWA inventory apart from street signs. TS will update this when the number of items held has been confirmed.

ACTION: TS to reissue the inventory list

- **Draft article announcement on the Lottery-funding for our database and Alert**

TS has issued an updated announcement based on NK's original draft. It was agreed that TS should issue this as an Alert message and via the SNWA database. At this stage the announcement will not be sent out to any other recipients until we have agreed the content of a public press release. NK will review the Lottery template press release and consider if/when to communicate this to National NW.

ACTION: TS to issue the Lottery funding announcement to members

ACTION: NK to review the Lottery press release guidance and create a draft press release

- **East, South and West Command meetings: where, when, next steps**

Having held one Command Area meeting in the West in October 2024 we plan to do one in each of the East and South Command Areas this year. NK felt that the opportunity to collect new promotional materials will be a good draw for coordinators to attend. We agreed that the week 6-10 October during the afternoon would be our target for the meetings, subject to speakers/venue availability. The West meeting mix of police/council/NW speakers would be the template for the next two meetings.

7. AGM Planning

- **Speakers and briefing plans**

Speaker arrangements are complete apart from the potential cybercrime speaker from Suffolk Police. NK has contacted GA this week to chase up direct contact from the two police speakers so that we can be clear about their AV requirements and key themes for their talks.

- **Notification to members**

Meeting notification with links to the mandatory reports have been issued. TS has set up automated weekly e-mail reminders from now until end of June. Seven people have signed up so far, four of which are on the SNWA committee. Note that TS will be on holiday 21-29th June.

- **Committee reports**

All have been completed and publicised.

- **Logistics on the day**

TS has circulated the plan for day.

ACTION: PG to circulate a draft agenda for the meeting based on last year's, keeping the AGM at the end.

ACTION: PG to check if there are first aid facilities at the venue

8. AoB

As part of his Milton Keynes NW activities NK has created an A4 crime prevention poster for use each season. Many town and Parish councils have picked up on this and used the poster in the MK area. TG has previously provided crime prevention material for In Touch to use on their web site. MS has recently been interviewed about crime prevention for Little Cornard/Great Cornard council magazine. TS has now created a Suffolk crime prevention poster for the summer season.

ACTION: NK will send the SNWA summer poster to SALC for circulation to local councils.

Philip Breckon, regional manager for Crime Stoppers in Suffolk, has contacted NK asking if there are options for us to work together. TS knows Philip from previous interactions with Crime Stoppers in Suffolk.

ACTION: NK will contact Philip to discuss options, especially in the light of our Lottery funded project.

GH has just issued a raw data summary of last 5.5 years of SNWA scheme gains and losses for the committee to review.

ACTION: GH will further refine the raw data and issue a further update to the committee

MS still has a problem with transacting Babergh Council funding for local NW activities. Babergh Council has asked if they can pay a defined sum into the SNWA account, so that MS can then purchase items for local use and reclaim the cost via an SNWA expenses claim.

ACTION: MS to email AB to ensure that the suggested transaction is compatible with our accounting practices.