



The Suffolk Neighbourhood Watch Association



Executive Committee Minutes 1st April 2026 – 7pm Teams online

1) Introductions, apologies and welcome

Attendees: Nick King (from 7.30pm), Angie Barnetson, Tony Spall, Jane Cody, Anthea Boast, Paul Garner
Apologies: Mark Smith, Bill Woodhall

2) Review minutes and actions from Committee meeting of 4th February 2026

Ongoing Actions

- TS to reissue the inventory list of SNWA items – **ongoing, once all purchases have been completed the list will be issued**
- MS to discuss replacement Area Coordinator options with Trevor Gibbons – **Trevor is attempting to find a replacement and is happy to continue in the meantime**
- TS to look at conferencing options and potential costs to support an audio event and recording for the AGM – **complete; we will use Teams**

New Actions on 4th Feb 2026

- NK to arrange another Teams call with Acting Insp Dan Peck to discuss the latest progress and issues with Suffolk Connected - **ongoing. A/Insp Colin Clack is now point of reference**
- TS to speak to the contacts at IBC again to try to secure their attendance at the event - **complete**
- MS and NK to discuss how much budget is available and find the best offer we can get from Smart Water - **on agenda**
- TS to re-issue the message about signs and leaflets - **complete**
- NK to circulate the final shopping list of items prior to making the purchase - **complete**
- NK to talk to Crimestoppers or Trading Standards to speak at our AGM - **on agenda. Crimestoppers Philip Breckon has agreed to speak. (Trading Standards spoke at our south command meeting so nothing further at the moment)**
- MS to speak to police contacts to secure a speaker from the police - **on agenda**
- All to review the new draft area coordinator role description and send any comments to MS - **ongoing – All to feedback comments to Mark by 17th April latest.**
- We should plan to hold a 1-hour Teams session for SNWA coordinators across the county to brief them on the new materials that we now have and to advise them on how they might increase NW activity/profile in their schemes - **on agenda**
- PG to put support for National NW week along with the Police on agenda for GA call - **complete/on agenda**
- NK to discuss with AB and arrange the payment – **complete, £40 donation to Suffolk Police Museum actioned.**

3) Police engagement

• CPT welcome emails to new schemes

Two new schemes have been created this month which NK will pass on to Guy to deal with. Also one scheme was created in Dennington in Feb 26, but the coordinator has still not received the welcome email.

ACTION: NK to flag the two new schemes to Guy and ask him to chase up the Dennington welcome email.

• Mark's latest engagement and potential expansion across County

MS has continued to make contacts in the South Command Area. He has made contact with three Inspectors already and is awaiting response from two more Inspectors.

• Suffolk Connected

4500 SNWA members have now signed up to Suffolk Connected.

JC asked if anyone has taken up Sgt Rocky Hussain's offer to join a police patrol (mentioned at the last South Command Area Meeting). Rocky covers the East area and so we are waiting for wider agreement across the force before we proactively suggest this to our coordinators.

- **Other Events**

NK has emailed contacts in the police East area to see if we can join them at Heveningham Hall Country Fair (27 & 28 June) and Henham Steam and Country Show (19-20 September).

Suffolk Police have confirmed that there is not enough space on their Suffolk Show stand for NW to take part. **ACTION:** NK to contact PCC and Trading Standards to see if NW could join their stands at the show.

4) National NW

- **Safeguarding policy**

Still no update on the coordinator briefing from NWN.

- **National NW Week 1-7 June**

We are still looking for opportunities to join police led events. MS is planning to join events in the West Area. NK has agreed to do two-hour events with The Coop in Debenham, Halesworth and Woodbridge on 4th, 5th and 6th June.

JC suggested that we engage with The Rural Coffee Caravan and join some of their planned events or at least provide the caravan with our NW leaflets. We agreed to check their June schedule and decide if/how we can join in (there are multiple events across Suffolk during the first week of June: <https://ruralcoffeecaravan.org.uk/events/list/page/4/>).

NK suggested that we contact our coordinators asking them to check their local CPT "meetings and events" tab on their police CPT website. We can provide leaflets etc to any of our coordinators attending an event. Where possible we would like to capture photos of our NW coordinators at events so that we can feedback to the Lottery project funders as evidence of public engagement.

ACTION: TS will create two separate Alert messages, one which goes to A/Cs and one to individual coordinators where we don't have A/Cs. The messages will prompt coordinators to check their CPT websites.

5) Lottery-funded project

- **South Command Area Meeting**

The South meeting was a successful event held on 10 March 26. TS has issued a survey to attendees which closed on 31st March, with a 50% response rate. Once the results have been compiled, we will create a written summary for the Lottery project funders.

- **Our next Area Command Meeting**

Our lottery funding runs until April 2027. We have completed 3 Command Area meetings during the first year of the project. The next step is to consider another meeting in the West and East in Sept/Oct 2026 and aim for a meeting in the South in March 2027. NK is considering Lowestoft for the East meeting in late September, alternative venues could be Halesworth or Corton. Woolpit is a possible central venue for the West area. The South venue could be in Ipswich town centre.

ACTION: TS to consider venue options in Ipswich

- **Next steps ordering personal alarms, pens, lanyards, trolley tokens, etc.**

Items ordered have all now been received. We have a stock of 300 lanyards and badge holders. TS suggested that we purchase another 300 lanyards and badge holders to enable us to provide one to all of our coordinators and deputies, which would leave us with approx. 100 spare to cover future scheme growth.

We discussed the logistics of posting the lanyards out to coordinators and the potential risk of sending lanyards to addresses which have been vacated by scheme coordinators who have not updated their details on our database. TS made the point that we have recently reviewed our database of coordinators and checked who is active and so the risk of sending lanyards to incorrect addresses is quite low. We agreed that deputy coordinators on our database will also receive a lanyard. We discussed other options for distribution e.g. at NW pop-up events etc. but agreed that sending by post is the best option. Coordinators and deputies will be emailed, either from SNWA centrally or by their Area Coordinator, alerting them to the fact that a lanyard will be posted to them soon, unless they have a reason to not wish to receive it. We expect to have sent the lanyards out before NW week (1-7 June).

ACTION: TS to purchase 300 more lanyards and badge holders

ACTION: TS/NK to agree whether a central SNWA email should be sent to all coordinators, or whether an initial prompt is sent to A/Cs asking them to contact their coordinators.

- **PCC funding: update and plan**

- **New leaflets and other comms materials**

Bulk purchase of leaflets has been completed and we have good stock levels of all relevant items.

- **Decision on Smartwater**

There has been significant email discussion between committee members regarding the costs and benefits of Smartwater. Even if we could procure kits at a highly discounted price of £15 per kit, we would only be able to afford approx. 60 kits. How we would distribute only 60 kits was not clear and we agreed that this would be a low impact outcome for SNWA. We agreed that bulk purchase of UV pens would be a more cost-effective option (£1 each), particularly given the risk that people may take a smartwater kit but not actually use it to mark their belongings. We agreed to defer any decision on this until the next committee meeting.

- **AGM plans (1st July 2026)**

Crimestoppers (Phil Breckon) have agreed to provide a speaker, but we have not had an update from Guy regarding a police speaker. TS noted that we have a new regional cyberhood watch ambassador who is a NW member in Suffolk. We agreed that cyberhood watch could be a back-up speaker plan for the AGM, otherwise we may use him at our future Command Area meetings.

We agreed that we would not have a trial AGM for all potential attendees, but we would have a test call for the committee for ~15mins to check recording capability and screensharing etc.

TS noted that we need to have a plan B to cover the constitutional issues in the event of a technology failure. We agreed that this would be based on an email distribution to our membership covering the key points that need to be approved according to our constitution.

ACTION: PG to chase Guy for a speaker at the AGM.

ACTION: TS to create plan B options.

- **Area Coordinators Update**

- **A/C role description**

MS created a one-page role description for A/Cs. We are awaiting responses as per the action point recorded in item 2 above.

ACTION: PG to send out the A/C role description with the minutes of this meeting.

ACTION: All to review the new draft and send any comments to MS by 17 April.

- **Teams 'training' session for A/Cs**

We agreed that the "training session" needs to be for all coordinators, not just A/Cs, to brief them on the new materials that we now have and to advise them on how they might increase NW activity/profile in their schemes including use of national on-line tools.

TS and Anthea are planning a session to brief coordinators on the NW tools etc in their area. We agreed that this should be regarded as a pilot "training session" and that if successful we would look to copy the approach across the county.

ACTION: TS and Anthea to run their pilot briefing session over the summer and share their feedback.

- **Update on any key issues/concerns from A/Cs**

JC agreed that the South mtg was very good.

- **Accounts update**

Balance in general fund: £2834.88

Balance in Lottery fund: £5314.33

Balance in PCC fund: £2550.03

NK has an outstanding £276.00 invoice for trolley tokens which needs to be paid from the lottery fund.

The PCC agreed to pay us for 3 years: £4500 in 25/26 FY after which we would seek appropriate level of funding for 26/27 and 27/28. We agreed that we will wait for our PCC balance to reduce to ~£1k before requesting the next tranche of funding, likely to be mid- 26/27 FY.

We need to agree what to do with the remaining ~£2500 of PCC budget. New street signs are the most likely item for us to purchase and promote. Our key challenge is to get coordinators to engage with us and request the signs. We agreed to have a focus on this at our AGM.

Anthea asked if we have a policy regarding removal of closed scheme street signs. Currently we do not have resources to remove redundant signs.

ACTION: AB to circulate the latest finance spreadsheet.

- **AOB**

1. NK has had a phone call from Cheryl at National NW today. National would like to have a spotlight session on the Suffolk Association at NW leads call in April, our history, new funding and the launch of Suffolk Connected. The next leads meeting is April 27 and 30th. We agreed that TS and NK would do this presentation between them.
2. NK has been emailed by Lauren Spiers, the police officer who attended with Trading Standards at the recent South Command Area Meeting. Lauren has said that they are now developing "Suffolk against Fraud" a new initiative on fraud prevention for which they would like to have NW support. NK will respond positively to this and try to understand what the future requirements on NW might be, including if/how they make use of the Alert system. NK will suggest that we have a Teams session with Lauren.

Future Committee Meetings:

- 3rd June 2026 @ 19:00
- 5th August 2026 @ 19:00
- 7th October 2026 @ 19:00
- 2nd December 2026 @ 19:00