



# The Suffolk Neighbourhood Watch Association



## Executive Committee Minutes 3<sup>rd</sup> June 2026 – 7pm *Teams online*

### 1) Introductions, apologies and welcome

Attendees: Nick King, Angie Barnetson, Tony Spall, Mark Smith, Graham Holmes, Kev Graham, Paul Garner  
Apologies: Anthea Boast, Siobhan Smith, Bill Woodhall

### 2) Review minutes and actions from Committee meeting 1<sup>st</sup> April 2026

#### Ongoing Actions

- TS to reissue the inventory list of SNWA items – **ongoing, final list to be shared in June 2026**
- MS to discuss replacement Area Coordinator options with Trevor Gibbons – **Trevor is struggling to find a replacement. TS will send a message to Trevor's deputies asking them to consider taking on the A/C role**

#### New Actions on 1<sup>st</sup> April 2026

- TS to consider venue options in Ipswich (for the next South Area Command meeting) - **ongoing**
- TS to purchase 300 more lanyards and badge holders - **complete**
- TS/NK to agree whether a central SNWA email should be sent to all coordinators (regarding the distribution of lanyards), or whether an initial prompt is sent to A/Cs asking them to contact their coordinators – **ongoing: postage costs can be prohibitive**
- TS to create plan B options (for use in the event of tech failure at the AGM) – **ongoing (reports and elections will be made available on-line after the event)**
- TS and Anthea to run their pilot (scheme coordinator) briefing session over the summer and share their feedback – **ongoing for completion in July**

### 3) Police engagement

- **Points of note from meeting on 21st May with PC Guy Ainsworth**

All key points raised on the 21<sup>st</sup> May are dealt with later in the agenda of this meeting.

MS confirmed that in the West area police officers regularly attend parish council meetings, which MS also occasionally attends. In the South area police were not attending parish meetings and so the Police/Parish event on 10th June has been organised as a special event covering a wider geography than one Parish. KG also confirmed that police attend council meetings in Great Cornard and Sudbury areas.

- **CPT welcome emails to new schemes**

One new scheme has been created in the last 2 weeks details of which have been passed to Guy.

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

MS attended an open event on 26<sup>th</sup> of May at the Springlands Estate Sudbury with Siobhan Smith. Also present were Babergh Housing, Estates maintenance their ASB Officer and CPT Officers.

MS also visited Sudbury Police station on 27<sup>th</sup> of May and met with 4 of the CPT Officers.

Looking ahead MS has the following events planned:

- 4th June Market Hill, Sudbury. Event with Sudbury Police – subject to police availability
- 10th June Police/Parish event with Nick King and Insp Naomi Lofthouse (South)
- 15th June Red Lodge warm hub with PCSO Hannah Rogers from Newmarket Police.
- 22nd June Chief Constables stakeholders Recruitment Day in Ipswich
- 4th July Great Cornard Fete with Sudbury police
- 14th July Haverhill with Police and Trading standards for NCCZ launch

MS plans to visit Stowmarket and Bury police stations over the next few months.

- **Suffolk Connected Update**

Last week MS was put in touch with the internal police media team to post NW promotion notices as many police contacts were on half-term holiday.

Our next Teams session with A/Insp Colin Clack is on 16 July at 11:00.

**ACTION:** PG to send out a Teams invitation

#### 4) National NW

- **Safeguarding policy**

National NW have completed their 1-page guidance for scheme coordinators (tbc). This summary guidance should be available on the SNWA website.

**ACTION:** NK/PG to circulate the guidance

**ACTION:** TS to update SNWA website with the new material

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

Our planned communications materials have all been issued. A number of committee members have engagements planned with local CPTs.

#### 5) Lottery-funded project

- **Plans for next Command Area Meetings**

We plan to hold the second round of Area Command meetings in the West and East in Sept/Oct 2026 and one in the South in March 2027. NK is considering Halesworth for the East meeting. The South venue could be in Ipswich town centre.

**ACTION:** NK/MS to consider area meeting venues in East and West

**ACTION:** TS to consider area meeting venue options in Ipswich

#### 6. Trading Standards – Suffolk Against Fraud

- **SAF launch event 17<sup>th</sup> June 2026**

NK is attending the SAF launch event on 17<sup>th</sup> June in Framlingham. SNWA are invited to attend bi-monthly Teams sessions with SAF. NK will report back after the launch event.

- **350<sup>th</sup> NCC event at Kirton Village Green 15<sup>th</sup> June 2026**

PG attending the event in Kirton to promote NW.

#### 7. Engaging with the Rural Coffee caravan

The Babergh ASB officer suggested that SNWA might want to attend these events. There may be multiple vans across the county which are well organised and often attended by the local PCSO. They used to carry NW leaflets.

**ACTION:** NK to speak to the leadership team at Coffee Caravan to agree the best engagement strategy which could include provision of leaflets, physical attendance or even some modest funding from SNWA.

#### 8. AGM Wednesday 1<sup>st</sup> July 2026

- **Briefing the presenters**

Insp Tim Scott has provided two PowerPoint presentations which have been sent to TS.

Phil Breckon from Crimestoppers will be presenting, but no details have been provided yet.

**ACTION:** NK to ask Phil again for presentation title/details.

- **Online event management including invitation/registration etc.**

Invitations and registration messages were discussed in detail. We agreed that attendee registration would be useful so that we have a validated list of potential attendees that we can survey after the event.

We agreed that we would send invitations to all scheme coordinators inviting them and/or a representative from their scheme. Each scheme has one voting right at the AGM. Registered attendees will then be sent the link to the Teams meeting. We will issue regular reminder messages in the weeks approaching the AGM.

**ACTION:** TS to issue the invitation to coordinators

- **Back-up plan in case of technology failure**

Reports and elections will be made available on-line after the event if there is a major technical problem during the AGM.

- **Agenda**

After checking the wording of the existing SNWA constitution it was agreed that any member can propose a change, in writing to the secretary, up to 21 days before the AGM. There is no requirement for the committee to actively seek changes to the constitution from the membership. The constitution is a public document and therefore the AGM invitation will simply remind members of the existence of the constitution and no more than that.

The Election of Officers will be limited to: Chair, Secretary and Treasurer. Committee membership will be promoted, and various roles will be highlighted at the AGM.

**ACTION:** PG to revise the AGM agenda

- **Exec reports preparation**

NK has issued a draft committee report.

**ACTION:** All to review Nick's report and comment by 10 June

**ACTION:** AB to issue the Treasurer report by 10 June

**ACTION:** TS to load the reports on the SNWA website when available

## 9. Area Coordinators Update

- **A/C Recruitment Plan**

MS has proposed an advert aimed at scheme coordinators asking them to step up to the role of A/C. We need to ensure that the advert makes it clear that the role is voluntary. KB suggested that A/C roles might require 4 to 6 hours a month. Out of pocket expenses are payable.

**ACTION:** NK to add comments to the draft advert and circulate

## 10. Accounts update

Overall balance stands at £9417.31 on 04/06/26 with no major expenses outstanding.

## 11. AOB

- £975 has been spent with In Touch magazine for an advert in 52000 magazines in June from the PCC funding. The distribution will be across areas 1-7 (see <https://www.intouchnews.co.uk/advertising-rates/>) We agreed that we should support coordinators to be more proactive in promoting NW within local media/newsletters.

**ACTION:** PG to add this topic to a committee meeting for further discussion

- NK has continued to pursue the option of having SNWA registered for local donations via Waitrose, but this has proved difficult due to confusion over SNWA v National NW charity.
- NK has been sent the latest version of the "message in a bottle" emergency health information. We agreed that SNWA has no direct interest in the message system, but there may be potential to link with Lyons club meetings to promote NW.

### Future Committee Meetings:

- 5<sup>th</sup> August 2026 @ 19:00
- 7<sup>th</sup> October 2026 @ 19:00
- 2<sup>nd</sup> December 2026 @ 19:00