



NEIGHBOURHOOD WATCH ASSOCIATION



Minutes of Suffolk NWA Executive Committee meeting

Monday 4th November 2019

Present: Tony Spall- Chairman (TS). Bob Gooch – Vice Chair (BG). Mark Lillie- Event Programme (ML) Linda Smith – NW Street Signage (LS) Graham Holmes – Data Base Manager (GH) Angie Barnetson-Treasurer (AB) John Sparks -Fundraising (JS) Sue Strutt-Secretary (SS)

1. **Apologies /Introduction** There were no apologies. John and Sue were introduced and welcomed to the committee. John will work on Fundraising, and also helping Linda with Signage. Sue agreed to be the secretary on the proviso that reports were sent to her digitally to be added to the final minutes
2. **Minutes of the previous meeting held 12th August 2019.**
Agreed
3. **Matters arising /Actions from previous meeting.**

Communication Constabulary and the PCC. **TS Still waiting to hear from the PCC**

Finance **AB** sorted the signatories on August 19th. Online banking is up and running.

Auditing **AB** advised that due to the accounts being less than £10,000, they only needed to be reviewed not audited. **AB to arrange for the accounts to be reviewed by a third party.**

Signage. **LS** reported to the meeting of the long drawn out process she has had since attempting to liaise with Suffolk County Council re the signage. **JS** and **LS** had met to discuss.

Event Programme. **TS** advised that since being out and about with the new Gazebos 16 new schemes had been formed. There are now approx. 950-1000 schemes in Suffolk.

The Cloud storage system has been shared by **TS**.

4. Chairman's report TS

Welcome to Sue Strutt, formally co-opted to the committee on 23rd August by unanimous committee decision.

Chairman attended the NWN Annual General Meeting, 26th September in Birmingham. Minutes of meeting available via our website.

Meeting arranged with Robin Newman - Head of Membership and Community Engagement, NWN on 20th November to discuss how the Association operates, and our engagement with our members.

Additional Officers introduced to the Community Engagement Team

- Ipswich East is now covered by new officer PC Hannah Creasey, (meeting on 5th Nov) whilst the existing officer PC Rachael Partridge is now covering the Felixstowe and Woodbridge SNT areas.
- Ipswich West is now solely covered by existing PC Mike Small, whilst the Hadleigh SNT is now covered by new officer PC Sarah George.
- Bury St Edmunds CEO Paul Fox retired, replaced by Andre DeJongh

Crime-stoppers meeting 24th Sept postponed - no new date as yet

5.Treasurers report AB

Date Rec'd	Type	Description	Amount	Balance	Statement date
					B/F
28/08/2018	CR	CHQ IN AT 401522	£3,185.95	£5,617.68	08/09/2018
11/09/2018	CR	CHQ IN AT 401522	£25.00	£5,642.68	11/09/2018
28/09/2018	CR	CHQ IN AT 401522	£28.15	£5,670.83	28/09/2018
30/09/2018	CHQ	100288	-£54.52	£5,616.31	10/10/2018
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02/10/2018	CHQ	100287	£3,200.00	£2,416.31	09/10/2018
10/11/2018	CHQ	100289	-£30.00	£2,386.31	27/11/2018
10/11/2018	CHQ	100290	-£19.50	£2,366.81	20/12/2018
01/03/2019	CR	NEIGHBOUR	£100.00	£2,466.81	01/03/2019
05/03/2019	CHQ	100291	-£64.25	£2,402.56	04/04/2019
08/04/2019	CHQ	100292	-£54.00	£2,348.56	24/04/2019
20/04/2019	CHQ	100293	-£140.00	£2,208.56	07/08/2019
13/05/2019	CR	CHQ IN AT 401522	£50.00	£2,258.56	13/05/2019
07/06/2019	CR	CHQ IN AT 401522	£16.50	£2,275.06	07/06/2019
05/07/2019	CR	SCCAPORS BACS	£10.00	£2,285.06	05/07/2019
		BARDWELL PC NW SIGNS			
16/07/2019	CR	SNWA001	£14.00	£2,299.06	16/07/2019
17/07/2019	CHQ	100296	-£318.96	£1,980.10	22/07/2019
17/07/2019	CHQ	100297	-£8.88	£1,971.22	10/09/2019
17/07/2019	CHQ	100298	-£82.98	£1,888.24	22/07/2019
19/07/2019	CR	CASH IN AT 401522	£3.50	£1,891.74	19/07/2019
22/07/2019	CR	CHQ IN AT 401522	£114.50	£2,006.24	22/07/2019
12/08/2019	CHQ	100299	-£27.00	£1,979.24	14/08/2019
30/08/2019	BP	G Holmes expenses	-£8.67	£1,970.57	02/09/2019
17/09/2019	BP	A Spall expenses	-£100.14	£1,870.43	23/09/2019
09/10/2019	CR	NEIGHBOUR	£15.00	£1,885.43	09/10/2019
01/11/2019	BP	A Barnetson expenses	-£29.30	£1,856.13	01/11/2019

Credits in Black

Debits in Red

<p>Outstanding payments:</p> <p>J Sparks expenses claim £31.74</p>	<p>Outstanding receipts:</p> <p>Woolpit Village Hall (return of deposit) £100.00</p> <p>J redhead (3 signs and postage) £13.50</p> <p>M Grafton (1 sign and postage) £6.50</p>
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6. Membership Data base GH.

The menu page of the new SNWA database system is available for Executive members. Log in with the email address used in this mail. Until the system goes live, please also use your email address as your password. It can be changed, but there are still some things needed to be tested on the system, particularly around authorisation of area coordinators and executive members, and the easiest way to reset the system back to a known state is to refresh the entire database – this will undo any changes that have been made, including passwords.

Whilst Exec members may be experimenting on the system, and changes suddenly disappear – or the system crashes because data just entered can't be found, it's probably coding work by GH - working in the background. If this happens, Exec members should send GH an email with a screen capture just in case it's a real bug.

The system is intuitive, but a guide will be issued (mainly for area coordinators in due course). Exec members are asked to "muddle through" as you go for the time being. However, if any Exec members have any burning issues, send an email to GH.

Two extra accounts have also been created – nosey@parker.com is an area coordinator for Woodbridge Area E (currently – executives can change this), and plod@plod.com is a constabulary member, just so that Exec members can have a play with the system as non-executive users would see it. Again, the passwords for these accounts are the same as the email addresses.

7. Street Signage and Funding LS.

TS thanked **LS** for all the work she had done with this task. **LS** said she felt she now had names that she could engage with. The review with Suffolk Highways requires SNWA to amend some documentation, and submit for what is hoped to be final approval. **TS to amend documents and submit to Suffolk Highways**

8. Events programming planning update ML.

The aim is to encourage NW coordinators to attend meetings engage alongside CEOs, to present a united front. All events can use our branded Gazebos/flags (when available) by request to ML

A.O.B

TS Would like to arrange a meeting for Area Co-ordinators - plus need to recruit more - as critical for the relationship with CEOs. Suggested ideas for meeting include a guest speaker, introduction to the online database, and some examples of good working practices (such as the “comms model” created by Andrew Tucker - Area Co-ordinator Bury St Ed B) – all to make the event attractive to attend and worthwhile.

Area coordinator for Eye Area B - Richard Keeble resigned - due to lack of engagement from schemes.

John Sones (Elmswell and Aldham Co-ordinator) has provided contact details for Phil Geeson, who has a responsibility for Prevention in his role as a Station Commander with the Fire Service. SNWA to explore opportunities to work together, e.g. events, handing out information leaflets etc.

TS suggested **ML could make initial contact from an event perspective.**

AB With the obvious lack of police on our streets and the force relying on NW doing their job could we ask for funding from the Force? **TS** said this we have previously approached the PCC for funding, but they cannot guarantee financial support. We do however need to work closer with our Parish Councils and Suffolk Association Local Councils and this will be addressed via the Fundraising project task.

It was agreed unanimously that the Executive would accept the 30p mileage rate and any previous paid claims at the 45p per mile rate would be written off. All future expenses claims must be at the 30p per mile rate when submitting to the Treasurer for payment.

Lanyards were distributed to the committee and all were asked to send a photograph for their cards

With no further business the meeting closed at 12;40

Date of future Meetings 10th February 2020

22nd June 2020

28th September 2020