



**Minutes of the Annual General Meeting
held on 22 November 2019 at Dunkirk Community Centre**

1. Minutes of the Annual General Meeting held on 23 June 2018

The minutes have been available on the NottsWatch website for over a year and previously accepted as a true record by the Trustees. For the benefit of the AGM John Lennard proposed, and Paul Macey seconded the minutes and the 2019 meeting accepted them as a true record.

2. Matters arising from the minutes

There were no matters arising.

3. Annual Report – Sue Sambells, Chair of NottsWatch[®]

Sue Sambells read out her report that will form part of the report for the Charity Commission and the Office of the Police & Crime Commissioner:

I am very pleased to present to you my Annual Report as Chair of Nottinghamshire Neighbourhood Watch, trademarked and known as NottsWatch[®] (NW).

When I spoke at our previous AGM on 23 June 2018, I had just completed my first year as Chair. I am now 2 ½ years into the role and have continued to lead our team to meet our objectives, agreed with the Police & Crime Commissioner, Paddy Tipping, who has graciously continued to support NottsWatch.

2019-20 Objectives – These remain:

- To promote good citizenship and greater public awareness by increasing public participation in the prevention and detection of crime, reducing the fear of crime, improving police/community liaison and increasing community safety.
- To address loneliness, isolation, vulnerability and enhance neighbourliness in line with Nottinghamshire Police Force priorities.
- To provide effective communication to support communities, reduce crime and improve community cohesion.

2019-20 Delivery Plan – set by OPCC (Office of Police & Crime Commissioner)

- **Encouraging and supporting new/existing Neighbourhood Watch schemes in all areas**
- **Increasing the effectiveness of communication**
- **Continue recruiting effective, diverse volunteers**
- **Support elderly**

Nottinghamshire Neighbourhood Watch is a registered Charity, No.1156310



- **Support students**
- **Support Children**
- **Draft collaborative Memorandum of Understanding**
- **Encourage awareness of hate crime and its reporting.**
- **Delivery of the NottsWatch Annual Conference**

Encouraging and supporting new/existing Neighbourhood Watch schemes

With the support of our Multi Scheme Administrators, known as MSAs, we have set up 5 schemes in the city and 39 schemes in the county during 2018-19

To ensure accurate stats it is important that all MSAs report new schemes and number of houses covered to John Lennard.

Over the years we have sadly lost several MSAs but, in the recent months, have taken on four new MSAs plus a Membership Coordinator. We had a training session in October where seven of the team, including new and established MSAs, met with a representative from VISAV for training and to agree best practice for consistency and efficiency. Taking these conversations into account, I developed a plan, and this can be read on our [website](#).

Our national team, Neighbourhood Watch Network (NWN) have created toolkits and have been providing welcome packs to new schemes. Links to both are on our website. At NottsWatch (NW), through our funding, we are able to provide signs and stickers, as well as guidance.

NW have also been proactive. We contacted the people that said they would be interested in speaking to their neighbours and setting up Neighbourhood Watch (NHW) schemes in our survey. Recent research carried out by Nottingham Trent University found that 25% of people that were not involved with NHW said the reason was that no one had asked them!

Increasing the effectiveness of communication

Newsletters: Taking on a dedicated newsletter Editor, Jozef Doyle, we have issued quarterly newsletters since Autumn 2018. To evaluate feedback, we have sent surveys with two of the newsletters and taken suggestions on board. Generally, it's been very encouraging.

Website: At our last AGM I spoke about our recognition, along with NWN and colleagues at Mansfield & District NHW Association, that our digital comms needed improvement. Our national team set up a working group and this is ongoing. Sadly, the Mansfield & District NHW Association has since dissolved as they did not receive sufficient support. But Mike Douglas, John Lennard and I met



September 2018 to discuss how we could improve our own website. We agreed that it would be more effective to start again so with the substantial help of VISAV's junior web developer, Joseph Holmes, we have created a new, mobile optimised website. This had a soft launch last May and I wrote out to all members to promote this two months ago. I also sent a news release to many politicians and organisations within Nottinghamshire.

Working on all the content, and now maintaining the website, myself, www.nottswatch.co.uk offers easy to locate information about safety and neighbourhood watch plus a blog where we have been able to share many positive community stories and readers may add comments. There are also collaboration pages outlining the co-production projects we are involved with.

If you haven't already looked at our website recently, please do.

Neighbourhood Alert: This is a tool that we are all familiar with, introduced a decade ago to send out messages from a range of organisations of the alert users choosing. It also acts as a data base to map and search neighbourhood watch schemes. Unfortunately, in Nottinghamshire, unlike many other counties, the police have not fully valued Neighbourhood Alert but this is an area that we are working hard to address.

I also mentioned, at our 2018 AGM, the need to develop our social media and improve our interrogation of data analysis.

Social Media: We have benefitted from two dedicated Social Media Editors. They both demonstrated the difference they made to our reach and engagement statistics. NW have Facebook, Twitter, Instagram and You Tube accounts. All can be accessed from our website. We are currently advertising for a replacement.

Data Analysis: Commencing April 2018, we changed the structure of our non-executive meetings from Management Board meetings held every 4-6 weeks to scheduled Quarterly Review meetings on the first Friday afternoon of April, July, October and January, where we analyse our performance by reviewing actions and results against our objectives, described above. Additionally, we analyse our effectiveness using the Self-Assessment Tool developed by NWN to support and develop best practice.

Furthermore, we review Publicity/Comms and Website analytics/feedback.

Since Mike Douglas joined us as a trustee in 2018, we have gained valuable data/feedback by using the survey tool in Neighbourhood Alert. As registered



alert users you will have been invited in June 2018 to take part in a Public Perception Survey. The results from this were presented (copies on all tables plus available on our website) at our Connect 2 Protect Conference at which Paddy Tipping and DCC Rachel Barber attended.

Leading up to our 2019 Common Ground Conference we sent out a further survey to establish what was important to our members in their communities, their involvement plus any issues they encountered. Mike Douglas presented these results at our conference and Steve Smith, our Notts County Council (Specific Point of Contact) SPoC is reviewing responses to see how the council can improve the support they offer in the community.

We also sent a survey seeking feedback after the conference. The food received a big thumbs up. DCC Barber was the most valued speaker and the venue was considered good value, if you could find it!

Continue recruiting effective, diverse volunteers

At our 2018 AGM I explained how we had moved away from solely internal recruitment from within Neighbourhood Watch to the board. This method no longer provided the pool of volunteers that it had in the past or the diversity of skills we needed to move forward as an organisation to be relevant and effective.

Developing the individual roles was a learning curve for me and very much a case of trial and error. You will see our current volunteers on our website (under About Us) *and on the PowerPoint.*

Essentially, we have three ways in which you could support us on a regular basis.

1. As a member of the Community Team – essentially an MSA role either helping us to keep our records up to date in your area or/and proactively engaging with your community to encourage the setting up of new, and support of existing, schemes and promote Neighbourhood Alert to improve communication and awareness.
2. As a member of the Comms team.
3. As a Trustee – A greater commitment, in establishing and delivering our policy/aims and taking a lead in one particular area of our work.

Or you could simply join us at one of our Quarterly Review meetings to find out more about our projects and share your ideas.

Support elderly



Following a meeting with Notts CC Trading Standards, NW have promoted their [Nominated Neighbour Scheme](#) on our website and at opportunities arising within communications. If you are directly involved with NHW and are unaware of this simple and effective scheme, please ask me about it later or look at our website because it could substantially improve the lives of the most vulnerable in our community. We have promoted Scams & Awareness advise plus a training session that sold out.

A project that NW became involved with in 2018 was Tech & Tea. You can read the details on the Inspire page of our website. These are informal sessions where volunteers offer support (usually to older people) for specific tech issues. Whilst Inspire have taken this on (and expanded to four locations) it was through NW initially facilitating a stakeholder meeting that this happened.

Support students

At our 2018 AGM I referred to our Student Watch initiative led by Lianne Taylor. To update you, later that year Farah Khan, Student Development officer for Nottingham City Council, led a collaborative initiative. As the council's scheme had a similar ethos to Student Watch, we worked with Farah, the universities and police with its development. The planning took well over a year, but the Community Ambassador scheme was due to be launched this term at both of our universities, offering support and accreditation to the students who take on the roles.

Additionally, working directly with Billy Mawson-Harris, University of Nottingham have added NW to their [Ongoing Projects page from Volunteering Opportunities](#). But the progress we have made with Nottingham Trent University is likely to be more beneficial as they have added NW to their 2019-20 portfolio for Service Learning. I met with their Service Learning Lead last August, had a further discussion with Elliot Doornbos, BA Criminology lecturer, earlier this month and met with the 32 students yesterday to give a short overview of NW and answer their questions about their projects. There are more details on our [Universities page](#) of our website, and I plan to add their regular progress updates on our blog.

Support Children

Through our involvement with our national team and other Force Area Associations, we found out about and would like to mirror a Junior NHW scheme that runs in Crawley, usually within six one-hour sessions in primary schools (years 5-6). Our Police Partnerships Officer, Helen Ridley, also delivered a session to the Hucknall Brownies enabling them to receive their crime prevention



badge. This is an area of work that we hope to visit but currently don't have the resources – i.e. volunteers, to develop it.

What we have done is to promote other excellent schemes on our blog (and through the Alert network to around 22000 people). *Refer to the PowerPoint.*

Draft collaborative Memorandum of Understanding

Steve Smith, Notts CC, and I drafted a document, earlier this year, which demonstrates the key aims Notts County Council, Notts Police and NW share and suggests an implementation plan. However, this is currently on hold whilst Nikala Elliott-Carter, new in post as Safer Notts Board Project Manager and tasked with problem solving within neighbourhoods, makes her recommendations. Additionally, Notts Police are continuing to see further restructuring. We all agreed we want the MoU to be fully implemented, unlike previous agreements, so better to wait until there is more certainty.

Encourage awareness of hate crime & improve Social Cohesion

Traditionally, NottsWatch has had limited success in the city. But a couple of years ago we teamed up with Nottingham Together who developed a programme of activities specially designed to connect communities, bring people together and make Nottingham a great place to live. Working with our Nottingham Together contact, Paul Smithurst, we commenced planning a Dragons Den type event to support smaller, groups doing valuable work in the city.

However, outcomes were dictated by the uncertain and inconsistent future of the Nottingham Together project. Unfortunately, despite running many excellent activities (NW members supported some of these) their funding and ultimate closure became the overriding factor in preventing the fruition of Dragon's Den. However, the NTU students plan to revisit this.

Spring 2019 NottsWatch contacted Tim Spinks, Head of Community Safety, Nottingham City Council, to propose that the City Council actively participate in growth and communication via the Nottinghamshire Alert database alongside partners like Notts Police, NottsWatch and other partners we are in discussion with. We received a response from Amy Goulden, Community Cohesion Senior Manager stating NCC believe they have the resources they require. Following this set back, our Nottingham Together contact, Paul Smithurst, suggested we contact Cllr Rebecca Langton as portfolio holder for communities & Cllr Mellon as a contact for safety. I have recently made contact with Cllrs Langton and Mellon plus several other city councillors and Mike and I met with MP for Nottingham North, Alex Norris.

Nottinghamshire Neighbourhood Watch is a registered Charity, No.1156310



The P&CC has recently received a grant from Government to tackle violent crimes and the Violence Reduction Unit has now been set up in Nottinghamshire. This is based on the successful Scottish version. See *PowerPoint*. Vicky Cropley, part of the Communities Team at Notts County Council, is Project Manager for the Violence Reduction Unit.

Delivery of the NottsWatch Annual Conference

Arranging a conference is a huge amount of work and remember, we are volunteers giving our own time. This year, Steve Smith, Notts County Council and Mike Douglas, VISAV and NW Trustee took the lead to plan our most ambitious conference to date – Common Ground. For full details of the day please see our [website](#).

This year we decided that we wanted to acknowledge people in our communities, whether or not associated with NHW, for the great work they do to make life better for others in their community. We opened this up for applications and, on the day, awarded seven people with Active Citizens awards. Their individual stories can be read on our blog.

We invited all organisations and individuals attending to sign our pledge to commit to proactively working together to make Nottinghamshire a great place to live. You can see the pictures on our website and the PowerPoint.

We also gave eight representatives the opportunity of a 30 second pitch before delegates selected which organisations they wanted to know more about.

Summary

I hope that I have demonstrated that, for a small number of volunteers, we have made good progress in achieving our aims that I described at the start of my report and that some of you are encouraged to want to support us to do even more.

4. Treasurer's Report - John Lennard, Treasurer of NottsWatch®

The accounts for 2018-19 were displayed via PowerPoint/projector/screen. The slides can be viewed [here](#) (slides 13-15).

5. Election of Trustees

Following due notice of the AGM, invitations for nominations by members resulted in one new nomination, the meeting was invited to elect the following who take over from the current Board which stands down as required by the Constitution: Sue Sambells (until 3 April 2020), John Lennard, Paul Macey, Mike Douglas, Jan Goold

Nottinghamshire Neighbourhood Watch is a registered Charity, No.1156310



and Pete Holland, who was co-opted during the year, plus new to the Board, professor Richard Wilson. A statement regarding the credibility of the new nomination was read out prior to the election.

Lianne Taylor will not be standing as trustee for 19-20. Mike Douglas thanked Lianne Taylor for her invaluable contribution. Unfortunately, Lianne was not able to attend because of illness but the Chair will present her with a gift from the Board at her earliest opportunity.

Mary Penford MBE proposed, and Jonathan Marston seconded, all seven trustees. The Board will agree roles at its first executive meeting.

6. Closing remarks and thanks

SAS reminded delegates to encourage their members to 1. Sign up to Neighbourhood Alert. 2. Review and update their scheme details, via scheme admin tools on the Alert database. 3. Message their members, via the scheme admin tools, to be compliant with current data protection legislation. 4. Follow NW via social media. 5. Visit NW's website for useful information and read blog stories and, most importantly, contribute by sending their own community stories.

SAS thanked Co-Trustees for their continued support as NW have continued to implement best practice and grow, as a safety community charity. NW Comms and Communities Teams for bringing their experience, new skills and fresh ideas. Delegates for taking the time to support the AGM. All members of neighbourhood Watch who are the grass roots of NW for all they do in their neighbourhoods. The professionals who have worked alongside NW. Particularly those who have embraced the changes we have implemented.

Let's all continue to try and make Nottinghamshire a great place to live!