

Executive Board Meeting Dunkirk & Lenton Old Community Centre NG7 2JW Monday 9 April 2018 3.30-4.30pm

| Agenda item | Topic | Presenter | Decisions/Outcomes/Action points |
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| 1. | Welcome/apologies | SAS | All five remaining trustees attended. DP will be retiring at 23.6.18 AGM. SAS thanked him, on behalf of the Board, for his contribution over the years. |
| 2. | Executive Roles & Responsibilities | SAS | SAS provided updated list. Unfortunately, GF has had to resign due to lack of childcare following an unexpected move. Action SAS to advertise the vacancy. Update: VAB agreed to publicise – also UZ's article re his volunteering experience. |
| 3 | AGM (i) Review/distribute constitution (ii) Invitation to new Trustees (iii) Content – display/distribution | GC GC SAS | SAS advised Mansfield & Ashfield NHW are reviewing their constitution imminently. Board agreed to wait until we have sight of this before issuing new draft prepared by GC and agreed by board, as alert, to all members. Current constitution: <i>The Secretary shall give at least 21 days' notice of the annual general meeting to all the members of NNW in writing or by email.</i> <i>All nominations for election to the Executive Committee as Trustees must be made by members of NNW in writing or by email and must be in the hands of the secretary of the Executive Committee at least 14 days before the annual general meeting.</i> Update: SAS discussed with SW who has shared M&A NHW's draft. Two additional matters to consider incorporating. 1. To satisfy GDPR conditions – Member must agree to be registered via neighbourhood alert. 2. Definition of membership to satisfy NWN criteria for public liability insurance claim. DP reminded board to notify charities commission re change in trustees after the AGM. GC confirmed he would take this action. Board agreed to print a small number of copies of the constitution plus accounts, to be available if required, at the AGM. |
| 4. | OPCC grant (i) 17-18 documentation (ii) 17-18 spend (iii) 18-19 documentation (iv) 18-19 spend – Welcome Packs? | SAS JL SAS All | Details in distributed reports and can be requested from admin@nottswatch.co.uk. SAS asked for confirmation of county & city schemes set up 17-18 to report to OPCC. GC & JL provided stats. Action SAS finalise report and send to OPCC. JL provided breakdown of spend. Board agreed appropriately spent. OPCC made conditional offer of £5000 for 18-19. Main condition was to submit a revised project delivery plan with more specific outputs and outcomes. SAS had met this condition and drafted 18-19 work plan based on new objectives. Board agreed a standardised welcome pack would not be beneficial but a conversation sharing best practice re resources/info provided at the MSA event on 14 May would be. |

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| 5. | NCC grant (i) Remaining monies/sustainability (ii) Expenditure – what are we charging for? (iii) Reporting to NCC | JL/GC All All | Board agreed that with sensible stewardship and continuous financial support, we are sustainable. £5046.66 remains from NCC £10500 grant. GC confirmed he shows a cost for all resources issued to new schemes against the relevant fund (city/county). Advise required from Jess Knight, NCC. |
| 6. | Any Other Business | All | GC had been asked if NW could sell shed alarms at cost to NHW schemes. Board agreed to this but a paper trail required. JL would need to raise an invoice. SAS suggested chairing the management meetings be shared between willing trustees. GC to chair the next meeting. All agreed that separating agenda items between exec & management meeting today had several advantages and to consider this in future, when relevant. |
| 7. | Next Exec meeting | | Immediately after 23 June 2018 AGM to elect Officers. |