



Executive Board Meeting Minutes - Dunkirk & Lenton Old Community Centre NG7 2JW -7.1.19 4.30-5.30pm
Attending: Sue Sambells (SAS), Paul Macey (PM), John Lennard (JCL), Mike Douglas (MD), Jan Goold (JG), Steve Smith (SSS)
Apologies: Lianne Taylor (LT)

<u>Agenda item</u>	<u>Topic</u>	<u>Presenter</u>	<u>Decisions/Outcomes/Action points</u>
1.	Update re Actions from minutes of 1.10.18	SAS	<p>Charities Commission</p> <p>LT – update re trustees appointed 23.6.18 LT – Consent for constitution proposed at AGM 23.6.18. SAS Document updated with date of 23.6.18 AGM, ready for upload. LT - Work undertaken to trace password and codes for Charity Commission. SAS has provided the minutes from the Board meeting where NottsWatch adopted the new constitution. Work now in hand to update the actual site. This has been significantly delayed due to personal circumstances. (A very difficult year for our Secretary.) Remaining outstanding actions relate to police and are noted in the Actions spreadsheet.</p>
2.	Conference/AGM 2019	SAS	MD & SSS to take lead on organising a conference. PM & JCL to support. Initial planning meeting 18.1.19.
3.	MoU update	SSS/SAS	<p>Joint Vision Statement – these are shared visions from each organisations’ own policy grouped into three basic groups – protecting the public, making Nottingham and Nottinghamshire a great place to live/work and enabling community cohesion.</p> <p>Second part - Again, taken directly from each organisation. See the attachments. The policing documents were shared by Notts CC – a big concern that they weren’t shared directly with NottsWatch or CiPD. Also, update of police website. Important info not being shared with NW/CiPD by relevant police departments.</p> <p>Third part – still needs work. Our current thinking is to concentrate on three main areas – 1. Communication, 2. Support (meetings – to get some form of commitment that is adhered to) 3. Implementation strategy – we’ve had contracts before but clearly not implemented. The difference between policy and culture.</p> <p>Draft MoU & supporting Documents shared with trustees prior to meeting.</p>

4.1	Proposal – to commission the paid services of a Project Coordinator	SSS	<p>Discussion – Steve Smith from NCC asked the board to consider a motion to employ the services of someone to carry out specific work identified as needing to be done for the organisation to achieve their new ambitious goals. The tasks related to:</p> <ol style="list-style-type: none"> 1. Volunteer recruitment and management. 2. Being the Point of Contact for the organisation. 3. Develop new Partnerships and strengthen existing partnerships to be effective with our new model of collaborative working. 4. Oversee the NottsWatch Comms strategy including updating the website, newsletter, social media and sharing updates with other organisations. 5. Identify and apply for funding, as required. 6. Develop collaborative partnership agreements. <p>Steve read extracts from an Our Watch project coordinator Job description which highlighted that other NHW groups were paying for these tasks to be carried out in other areas.</p> <p>Resolution - Following a lengthy conversation looking at the pros and cons the board unanimously voted in favour of contracting the services of someone to carry out the task. The post would be for a trial of one year and the contract amount would be £3000 with the post holder carrying out approximately 7 hours per week at a rate of £10/hour. This may vary depending on work load and post holder’s availability.</p> <p>The post would be offered on a self-employed basis.</p>
4.2	Commissioning the services of a trustee to carry out project coordination task	SSS	<p>Discussion - Sue Sambells declared that she would like to be considered for the post and read out a letter in support of this to the board. At this stage SAS left the meeting so that the remaining trustees could have a discussion without her being present.</p> <p>The board discussed the Charities Commissions guidance on the conditions that must be met before paying a trustee for services (see supporting guidance notes). As the charities governing document does not allow for payment this should be amended or should seek approval from the Charities Commission. (Refer to supporting guidance notes.)</p> <p>The board agreed to amend NottsWatch constitution: D (4) Remove reference to trustees. I (1) Add reference to Charities Commission criteria described in the supporting guidance provided by SSS.</p> <p>Action: SAS amend constitution. LT to update with Charities Commission.</p>

			<p>Resolution - Following lengthy discussions around the role and its complexity the board agreed that the SAS was best placed to carry out the work needed to be done and the board recognised that they could not achieve this value for money from offering the role to the general public. SAS offered to step down as a trustee to avoid any conflicts of interest, but the board preferred to commission SAS whilst SAS also remained as Chairperson.</p> <p>Action SSS to support the board in developing:</p> <ol style="list-style-type: none"> 1. A statement of commissioning setting out why the board have agreed to commission the services of a trustee and 2. A commissioning letter from the charity to the trustee concerned. (Refer to supporting guidance notes)
5	18-19 Spending	ALL	<p>Board agreed to commence payments WEF January 2019 to SAS for a trail period of 12 months.</p> <p>JCL to purchase more signs and personal alarms. Action JCL Update: SAS suggested discussion following discussions – add www.nottswatch.co.uk and review size/cost.</p>
6	19-20 OPCC Bid	SAS	<p>Proposed application form circulated to Board. Agreed to increase bid to £7000 to allow for additional expenditure for 19-20. SSS & MD supported SAS with application. Update: SAS submitted application and Claire Good acknowledged receipt.</p>
7	AGM/Conference 19-20	SAS	<p>Conference/AGM discussed. SSS and MD to lead on Conference. Separate, low key, AGM to be planned for April/May.</p>
8	Any Other Business	ALL	<p>Board agreed to remove the 2012 Queen’s award from our letter heading. Update: SAS distributed new letterheading document to all board members 16.1.19.</p>