



## **NottsWatch Executive Meeting 25 March 2015 Minutes**

### **Attending**

David Rhodes	DR	Chair (2014-15) Treasurer (2015-16)
John Wood	JW	Chair (2015-16)
Sue Sambells	SAS	Secretary
John Lennard	JL	Rushcliffe
David Poole	DP	City
George Collins	GC	Newark

### **Apologies**

Paul Macey	PM	Deputy-Chair
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- 1. Welcome and Apologies for absence** – As above named. CM has resigned as a trustee and the board welcomed GC.
- 2. Minutes** - Executive meeting of 6 October 2014 were agreed at 10 January 2015 Management Team Meeting.
- 3. Election of Officers** – Our AGM on 21 March 2015 endorsed the nominations for Trustees and the Board, today, endorsed previously informal agreement for JW, PM, SAS and DR to be Chairman, Deputy Chairman, Secretary and Treasurer, respectively.  
DR handed chairing the meeting over to JW who thanked him, on behalf of the board, for excellent stewardship of NW in a challenging year of transition.  
The purpose of the Executive committee is to set the policy/action plan and the purpose of the management committee is to implement the policy/action plan.  
Since a number of resignations from NW over the last year, the only additional members of NW (i.e. not Trustees) are Mary Penford and John Swanwick.
- 4. Review and redistribute Operations Manager's roles** – As advised at the AGM we are no longer able to finance a paid member of staff. AP will finish in her role on 31 March and the board thanked her for a job well done.
  1. Running the CPS office – DR/JL
  2. Responding to emails - JL
  3. Responding to telephone calls into Central Police Station (remote) – JL
  4. Dealing with VISAV - JL
  5. Maintaining contacts with partners such as AGE UK, Street Pastors, Council Agencies – maybe via actions stemming from NottsWatch Review - SAS

6. Liaising with NHWN – EMF representatives – JW/JL
  7. Signs and stickers, City stock/NHWN supplies/sign erection company – as 1. Storage space was discussed. The City Police Station will soon be relocated to temporary accommodation at Byron House. JL advised space available at West Bridgford Police Station.
  8. City contact for all City schemes (ie as JW, PM, GC, JL, SAS, JW and others do across the County) – recruitment needed, also MSAs.
  9. PCC project – DR has completed this.
  10. Bi-monthly newsletter – DR/SAS March/April – **Action SAS to send write up of conference to DR and Catherine Dunn, NHWN.**
  11. Organise annual conference – JL to retain organising trade stands. Further member required to organise speakers etc. Consider running a raffle.
  12. Provide continuity, a single point of contact (SPOC) – to discuss with RS at next Executive meeting.
- 5. Future funding of NottsWatch** – JW suggested we contact appropriate Nottingham companies for sponsorship, such as the Nottingham Building Society. SAS commented that promotion of NHW, in their Estate Agency offices, could be mutually beneficial. All agreed that a subcommittee was perhaps not required as there are only 7 trustees and therefore everyone could become involved. However, it was agreed that a lead should be nominated to steer the group to achieve the objective. It was felt that PM would make an excellent lead. GC happy to assist, if required. **Action GC to raise with PM.**
- 6. Action Plan**
- (i) **Review 2014-15** – DR reported the majority of objectives achieved: Charitable status obtained, training sessions delivered across the county in areas that expressed an interest, Bramcote, Mansfield, Radcliffe/Bingham and Arnold, Alan Booth delivered training to PCSOs (continuity of this training to be included in SLA - Service Level Agreement) and the PCC plan was followed through (but with only limited success, even though a great deal of effort was put into its execution).
  - (ii) **Discuss 2015-16** – The Police-commissioned Review (via the Advisory Group) is due to be published shortly after they next meet on 1 April 2015. The board may then review its findings and recommendations and set an action plan at the following Executive meeting. **C/f agenda item.** In addition, further recruitment is required, to supplement our management team and as Multi Scheme Administrators (MSAs). **Action SAS to draft a recruitment notice, send to JW for approval, then JL for issue via the alert system.**

- 7. Partners** – DR has retained good contact with the two Nottingham universities. YA, NCC, hasn't attended NW meetings lately but DR reported she was enthusiastic to continue promoting schemes through Council Community Safety Officers. The city equivalent have assigned Amy Goulden to join the Advisory Group. Head of Community Protection Dept. is Dave Walker. JW advised the Advisory Group Review will recommend NottsWatch examines NHW's relationship with other agencies. **C/f agenda item.**
- 8. Promotional info** – WEF 1 April 2015, send details of events to Catherine Dunn to populate NHWN's website under the [EM region](#).
- 9. AOB – Actions: DR to write letters of appreciation to the three guest speakers at last Saturday's Conference. Also send the amended Constitution to the Charities Committee. JW email in PDF format to JL for upload to our website.**  
JW commented that local micro sites were not kept up to date and should be discouraged. SAS advised she recommended all areas to view via [www.nottswatch.co.uk](http://www.nottswatch.co.uk), which, unlike the microsites, we do have control over and is kept up to date.  
At the AGM, it was explained that NottsWatch is an abbreviation of Nottinghamshire Neighbourhood Watch. The name acts as our brand.  
**Action JW to investigate registering NottsWatch as a trademark.**  
DP referred to the ["Stay Safe" booklet](#) and asked if more were available. JW advised NHWN had previously distributed stock and for a reprint it would cost £500 for 200 copies. DP has a history with Housing Associations in the city and wishes to remain involved in promoting NHW via this opportunity. He suggested all NW members consider contacting housing associations and councils in their area. **C/f agenda item to next Management Meeting.**
- 10. Venue & Dates for future meetings** – DR, SAS & DP preferred the ease of location at Dunkirk. No one spoke in favour of Mansfield but it was recognised that MP and GS would likely prefer Mansfield. Parking also much easier at Dunkirk. Travel expenses need to be considered. DP advised day time would be easier to book than evenings. SAS preferred weekdays to weekends.  
**Action JW to invite CI Richard Stapleford (RS) to our next Executive meeting.** The date will be set when RS's availability is known.

**Meeting commenced 2.30pm and concluded 4.45 pm.**