



Nottinghamshire Neighbourhood Watch
NOTTSWATCH®



Minutes of NottsWatch Management Board Meeting 7 August 2015 1.30pm

Attending: -

Yvette Armstrong	YA	Notts County Council
John Wood	JW	Gedling
Paul Macey	PM	Newark
David Rhodes	DR	City
Sue Sambells	SAS	Broxtowe
John Lennard	JL	Rushcliffe
David Poole	DP	City
George Collins	GC	Newark & Sherwood
Sam Boote	SB	Keyworth

Apologies: -

Cl Richard Stapleford	RS	Notts Police
Chris Thompson	CT	Partnership Office
Philip Gilbert	PG	PCC Office
Mary Penford MBE	MP	Mansfield

1. Welcome/apologies

The committee welcomed SB, who joined us as a guest. He had applied to join the Board following a recent recruitment campaign. All members gave a brief summary of their roles within NottsWatch and SB advised of his community background as a Parish and Borough councillor for 20 years (recently retired), Chair of Keyworth's PSM (Priority Setting Meetings) Committee and lead coordinator of a local scheme. He has worked closely with the police throughout this time.

2. Sad news re John Swanwick

JW paid tribute to JS, whose health had substantially deteriorated in the last few months and very sadly passed away last month. JW described JS as an ardent worker within neighbourhood watch in the Mansfield area and for NottsWatch. He will be greatly missed. Several members, past and present, attended his recent funeral. On behalf of NW, DR made a donation to JS's chosen charity, Sherwood Forest Hospital Trust. Our condolences go to John's friends and family.

3. Minutes of 3 June 2015 Management Meeting

Minutes agreed and all actions met.

4. Matters arising from the minutes

JL and YA discussed the list of MSAs (Multi Scheme Administrators) JL provided, as his action from 4.3 from previous meeting.

5. Registration of *NottsWatch* (NW) as a trademark ®

JW showed the certificate, issued 3 July 2015. SAS will retain. JL has updated the logo. Discussion followed re National's issues over their registration.

6. Nottswatch Police-commissioned Review – Strategic Business Plan (SBP) update

6.1 Proposed format of SBP- JW distributed a [document](#) outlining this and advised the latest meeting for the working party between him, RS, YA & DR had been postponed and will shortly be rescheduled.

6.2 Service Level Agreement (SLA) or Partnership Agreement - Agreement had been reached to the latter as this gives more ownership over the SLA. RS requires slight adjustments to which NW agree. PM asked how the Partnership agreement will practically assist with his policing situation. JW advised the Agreement will be reviewed annually and all Partners can be held to account with regard to their stated obligations. Each beat team will have a *Neighbourhood Watch Champion*. The Board discussed communication methods, via meetings, within varying areas. SAS advised in Broxtowe, quarterly [CAT](#) meetings are held in each ward. These are council led but have a police representative and are open to all. Quarterly [PSM](#) meetings, in her area certainly, are police led with council plus community (incl NHW) representation. There is plenty of opportunity for police engagement with NHW Schemes. Sadly, not all areas within Nottinghamshire offer these meetings.

6.3 Academic Research – RS and JW agreed we will review 6.3 & 6.4 at a future date when the SBP and Partnership Plan is in place.

6.4 NW, Social Cohesion & Schools – as 6.3 above

7. Relationship with Nottingham City Council

DR & JW met with Dorothy Holmes (DH), South Locality Manager, Neighbourhood Services, on 1 July. City will support local organisations within their area but are not prepared to support NW as an umbrella organisation over the whole of the city. DR advised it's been three years since we received any funding from the City Council. DH has insufficient resource to assist NW as Notts. County Council do. YA is a very active member of the NottsWatch Board and valued for her role. DH advised she could distribute any literature at their community meetings. There is, generally, a lack of community representation in Area 6 (Mapperley, St Ann's & the Dales) and an invitation from the Neighbourhood Development Officer to provide a representative on the area committee for Area 6 has been extended to NW. **Action DR to review NW database to see if there are any suitable coordinators and respond to the Neighbourhood Development Officer's letter.**

8. Other meetings attended on behalf of NW

Fernwood Fun Day –PM recently attended and successfully launched new schemes in the Fernwood Village. There are currently 900 homes with a further 3500 being built and plans for a further 3000 the future. The team signed over 50 residents up to [alerts](#).

EM Forum – 5 August, JL & JW attended. JW showed the Board the 15 page document outlining NHWN's Business Plan. There are several cosmetic changes such as a rebrand to NWN and a revamp of their [website](#). They plan to change their route of communication to refer enquiries to county teams so we will be able to engage better with Notts. residents. They plan a soft launch of the rebrand and will demonstrate their new website on 3 December (postponed from 8 October 2015.) JL & JW plan to attend. JW feels NW will fit well with their new vision as we already

have a [Constitution](#), our own [website](#) and promote and deliver information via the [alert system](#).

Action JW to email the NHWN document to Management Board members but this is not to be placed on the website.

9. Mansfield & District NHW Association

JL described how upsetting it was for MP to arrive at Mansfield Police Station, as usual, to find her office and equipment (property of the association, not police) had been removed, without any notification. JL has since assisted her in setting up in a new office within Mansfield Woodhouse Police Station, and will promote the new location, via the alerts. **Action MP to email JL wording to issue.** JW recognised MP's substantial contribution to the Ladybrook scheme and the Mansfield & District Association. MP will need assistance in running the Association as JS had been extremely active. **Action SAS to draft a recruitment notice for JL to issue via the alerts in the Mansfield area.**

10. Finance update & Treasurer's Report

DR provided an [up to date report](#) and confirmed he had reported the accounts to the Charities Commission (CC). DR proposes to draft various policies (as requested by CC) and forward for review, ahead of the next meeting.

11. Future Funding of NW update

PM has sent 50 letters, seeking sponsorship, to local businesses and had a further 56 to send. The Board discussed funding principles/product endorsement and its ethics.

12. Communication & Publicity update

SAS plans to contact Notts TV to ask if they are interested in promoting NW but not until after 6.1 and 6.2 completed. PM has been asked, by Newark Radio, to talk about NHW in Newark, following his attendance at the Fernwood Fun Day.

13. Reporting of NHW scheme numbers & Alert registrations

JL provided current stats and these were compared to those documented a year ago. The decrease in coordinators is likely to be as a result of non-active coordinators being deleted as such by JL/MSAs.

	2014	7.8.15	Difference
Registered in Notts	20905	29527	8,622
Coordinators	912	856	-56
Deputies	146	158	12
Members of schemes	984	1777	793
No. of Schemes	459	576	117
Total users involved in NHW	2042 9.77%	2791 9.45%	-0.32%

14. Succession Planning (plus recruitment of Management Board members)

GC has volunteered to learn the webmaster's role to act as a deputy to JL and DR agrees that another member should have approval for internet banking of NW account. All encouraged to invite prospective members to attend as a guest, initially. PM maybe bringing a guest for our next meeting.

15. Any Other Business

- YA wishes to offer a framework to all MSAs to support with setting up schemes. SAS welcomed this as felt current training solely related to IT issues and not best practices.
- YA advised [Councillor Gilfoyle](#) wished to see sustainability and growth from his donation of £10,500 (to be split between the seven county divisions for ten schemes in each). **Actions JL to order more NHW signs (without smartwater) once numbers confirmed by JW. PM can offer storage. All to email YA re any new schemes requiring financial support. DR to create and maintain a spreadsheet to record expenditure re new schemes supported by GG grant.**
- PM has recently set up nine schemes and found a common request was for literature of how to run a scheme. SAS reminded PM of her [presentation](#) on our website under “Resource Centre”. SB asked about a coordinator role job description and how to obtain support from the local police/council. Again, SAS covers this in her presentation. Also, our “Register here” had confused a coordinator. The redesign of this page on our website is a c/f action.
- PCSOs – SAS referred to the recent [petition](#) handed to Paddy Tipping, PC&C. JW commented the danger here was that each vital service, e.g. fire brigade, ambulance service also request a small increase in the council charge to prevent losses. SB asked about the principle of Parish Police, paid for by the Parish Council. JW advised this was feasible but there would be no guarantees as to the area they served.

16. Date for next meeting

Friday, 2nd October 1.30-4pm Dunkirk

The meeting concluded 4 pm