



Nottinghamshire Neighbourhood Watch  
**NOTTSWATCH**



**Minutes of NottsWatch Management Team Meeting 3 June 2015 1.30pm**

**Attending: -**

CI Richard Stapleford	RS	Notts Police
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

**Apologies: -**

Mary Penford MBE	MP	Mansfield
John Swanwick	JS	Mansfield
George Collins	GC	Newark & Sherwood
David Poole	DP	City

**1. Apologies/welcome**

The committee was concerned to learn that JS was unable to attend because of ongoing health problems and wishes him well.

**2. Agree minutes from 29 April 2015 Executive Board meeting.**

Minutes agreed and all actions completed.

**3. Matters arising from the minutes - none**

**4. NottsWatch Police-commissioned Review – proposed actions update**

**4.1 NW strategy, governance & core membership** – JW distributed his document, "[NottsWatch – A vision for the Future](#)" and suggested a working party be formed to take this forward. He invited DR, RS & YA to join him and all agreed. JW also suggested we think more functionally as a Board of Directors with independent responsibilities and ownership of [specific roles](#).

**4.2 Service Level Agreements (SLA)** YA has reviewed SLAs and suggested a partnership agreement offered more flexibility and provided a [draft](#) of this.

**4.3 Communications** - YA endeavoured to obtain agreement to her partnership agreement and establish a sustainable infrastructure was in place. There was much discussion leading to agreement between RS & NW members regarding who should be the SPOC (Single Point Of Contact). It was agreed that if the SPOC was a police representative, this would simply add an

unnecessary layer to the current procedure whereby enquiries can be made to [admin@nottswatch.co.uk](mailto:admin@nottswatch.co.uk) and JL directs the enquiries to MSAs/Board members residing in the relevant areas. We are not able to cover all areas completely, however, and that is why we have advertised for additional volunteers. **Action JL to identify to YA one person responsible for each of the seven districts who can promote the starting up of ten new schemes each, with the support of Cllr Gilfoyle's grant.** Where partnerships are concerned it would be helpful if their representatives were named individuals so that accountability is clear. Partners too often just send whoever is available and there is no continuity of commitment. When their representatives vary, they merely attend to see what's happening, rather than engaging. We need to ensure they report back so that the named person remains accountable. PM spoke of previous County Chair, Alan Booth's championing for PCSOs to be trained in Neighbourhood Policing/Alerts and to know who their local coordinators are. He has recently experienced a problem in his area. **Action RS to contact the Police's Comms Dept who issue their newsletter to include details re NW. (RS to liaise with SAS in this respect.)**

**4.4 Academic Research** – RS asked NW to define what criteria we require the University to consider and at what level, i.e. under graduate or post graduate research. RS has contacts with local universities, as does DR.

**4.5 Best Practice** – Cambridgeshire and Cumbria advocate Neighbourhood Watch Champions. RS confirmed each NPT (Neighbourhood Policing Team) would have a Neighbourhood Watch Champion but resource will not enable police to set up schemes as they did many years ago.

**4.6 NW, Social Cohesion & Schools** – The Board agreed that school years 5-6 were the optimum age for police engagement in schools. Unfortunately, schools are not always open to the idea of police visits. RS agreed this was important and could involve the Police School's and Early Intervention Officer (SEIO) in our Strategic Plan. RS suggested that as part of the WG key education/schooling experts are invited to specifically discuss this suggestion and look at feasibility.

**5. Meetings attended on behalf of NW** – 6.15.15 JL & JW attended the EM Forum. They mainly discussed their five year plan objectives but little on how they will achieve these as the Home Office have cut their budget. 11.5.15 JW & DR met with YA & Cllr Gilfoyle to discuss his donation. 29.5.15 SAS met with PCC, Broxtowe MP & Cllrs to discuss loss of PCSOs. 26.5.15 JW also met with PCC.

**6. Finance update & Treasurer's [Report](#).** The value/depreciation methods of our assets was discussed (PC, printer, projector, screen and lap top plus two pull-up displays). Board agreed DR is authorised to make decisions re requests for local funding. Also for DR to purchase a gratuity gift for the accountant in lieu of a formal fee. DR explained actions taken and still required re signatories. **Actions JW &**

**JL to visit TSB with appropriate ID. DR to obtain formal agreement from previous Board members CM & ND for him to use internet banking. YA to chase up invoice from NCC re work on promotional pull up display.**

- 7. Future funding of NottsWatch** – GC had previously distributed, following his meeting with PM, [suggestions based on NHCN's five year plan](#), financial forecast and a couple of draft letters seeking sponsorship. JW agreed they may use the Newark Police Station address and PM to sign the correspondence as Deputy Chair/Director of Funding . He suggested a basic [template](#) for all correspondence. **Action PM to liaise with JL re funding email address.** If any Board member has ideas re funding, please contact GC & PM. YA suggested approaching the Chief Constable, with a view to 2016. His charity for 2015 is Crimestoppers. Also to contact local & district Mayor's as they also sponsor charities.
- 8. Recruitment of Management Board members and/or MSAs** – A recruitment alert was sent out by JL on 30 April 2015. Eleven responses were received to which a [self-nomination form](#) was sent. Three people completed and returned a form, of which only one is currently involved with NHCN. JW will suggest the two who are not, to consider becoming involved locally and re-applying in six months and will meet with the third with a view to inviting him to attend our Management Board meeting, initially as a guest. **Action taken SAS sent details to YA.**
- 9. Reporting of NHCN scheme numbers & Alert registrations** – JW suggested this item be added to the agenda of each Management Board meeting as a measure of our success in our Growth Plan.
- 10. Any Other Business** – YA asked about signage. Members advised when new signposts are erected, the council do not replace the NHCN sign that they remove from the old post. **Action taken SAS emailed current [instructions](#) to YA. Action YA to raise with NCCs Highway's Dept re rules and include their cooperation to replace signage in our partnership agreement.** YA asked if coordinators were police vetted. It was agreed to review best practices in this respect. PM asked about "No cold caller" [signs](#). Different departments have provided these over the years. YA suggested NHCN order a large quantity to be able to distribute to members at a reasonable cost. **Action taken SAS sent PDF to JL who has uploaded to NHCN [Resource Centre](#).**
- 11. Future Meetings – Friday 7<sup>th</sup> August 1.30 – 4pm**

The meeting concluded 4 pm