MINUTES OF A MEETING OF THE W&SNHWA COMMITTEE HELD ON WED 10 APR 2013 IN THE NEVILLE ROOM, WILTSHIRE POLICE HQ.

Attendance:

Gwyn Comley – Chair

Ian Mace – Vice Chair

Lesley Favager

Gordon Smith

Sue Stoker

Amanda Clarke

Andrew Law - Secretary

Item 1. Introductions.

1. The Chair welcomed all of those attending.

Item 2. Apologies for Absence.

1. Apologies were received from Amanda Clarke, David Budd, Gavin Ketchen, Carolyn Whistler, Muriel Dagg.

Item 3. Issues from the last Committee meeting (9 Jan 2013).

1. NHW/Police Agreement. The Chair and Vice Chair are continuing to work to produce a Business Plan. **Action: Chair & Vice Chair**
2. NHW Info leaflet. C/fwd as an agenda item and covered at para 11 below.
3. Street Signs Process. **Action: DB & IM**
4. Purchase of Street Signs. Cost of fixing 130 street signs held by Balfour Beatty to be calculated. **Action: DB IM**

Item 4. Chairperson's Report.

1. The Chair reported meetings with the PCC and the Chief Constable. Reports also given on the NHW South West Forum in Exeter and the PCC Workshop in Trowbridge. This workshop was attended by Ian, Sue, Gwyn and an Area coordinator from Trowbridge
2. Publicity had been circulated for the AGM on 6 July which would showcase the PCC and Chief Constable.
3. A meeting with Community Affairs, Swindon Police and Chair & Vice chair NHW is being planned to discuss the situation in Swindon

Item 5. Treasurer’s report.

1. The Treasurer’s Report was read out.

“*I have not yet received the statement for the period March - April however there would appear to be little change since last time when the balance stood at £3022.09.*

*It would be my proposal that we consider ring fencing £1000 of this amount for when we need to purchase new NHW signs.*

*Due to the capital not gaining any interest at all further consideration should be given to depositing a further £1000 in an interest bearing account. This will have to be with a bank other than HSBC who can offer no such account. As Treasurer I strongly recommend this*”.

1. Ring fencing money was discussed and felt to be unnecessary in view of the healthy stock of signs available and the minimal outgoings from the Association account.
2. A deposit account was agreed in principal subject to an acceptable account being identified**. Action DB.**

Item 6 Street Signs Report.

1. 57 signs erected in 2012 and 3 to date in 2013.

14 Approximately 60 signs had been obtained free from the SW Forum which with stocks held by Balfour Beattie allowed for 18-24 months stock.

1. An organisation similar to Balfour Beattie needed to be identified to erect signs in Swindon. A meeting was planned to discuss NHW in Swindon and this might be an appropriate subject to be raised. **Action Chair.**

Item 7. Police Update.

1. Amanda Clarke’s report was read out and is summarised as follows:

*“The Police had requested approval to remove two coordinators from their posts. Confidential information was read out to those present and after a short discussion, the proposal was unanimously agreed. Action will be taken by the Police who have also agreed to find suitable replacements.*

*The number of schemes in NHW stood at 3157 schemes which shows a small drop due to some tidying up of the system'*

*Chief Inspector Helen Jacobs has been appointed to reinstate the Community Affairs Department. Inspector Mark Wilkinson will be in charge of NHW”.*

Item 8. Validation of the record of NHW schemes on the CMS computer system.

1. The Chairperson is working through the CMS database list, contacting coordinators and validating their status.

Item 9. Vacancies and recruitment of CACs.

1. The Chair is personally pursuing the recruitment of CACs to fill vacant posts.
2. Lesley was requested to speak to her police contacts to identify a CAC for Warminster. **Action LF.**

Item 10. Briefings to NPT officers on NHW and its relationship with the Police.

1. Carried forward to next meeting.

Item 11. The trifold info leaflet.

1. The Trifold was deemed to have merit as it could be used as a generic flyer at public events or personalized and used as a recruiting tool by Area and Scheme Coordinators. It appeared to only be available in hard copy and was clearly out of date. Gavin was requested to use his IT skills to produce an up to date electronic version which reflected the branding on the revised website. **Action GK.**
2. In the interim there was a basic A5 flyer on the website which could be used. Amanda Clarke was asked to include these in future NHW packs. **Action AC.**
3. The Chair was asked to request a printing budget from the Chief Constable. **Action GC.** GC pointed out that the Police already print out NHW documents in response to a request being made to a local Police Station. Printing facilities therefore already exists to some extent..

Item 12. Fund raising.

1. Fund raising was not discussed.

Item 13. Locations for future meetings.

1. There were benefits in holding Committee meetings in various locations within Wiltshire:
2. Sue said that there was a meeting room available at Asda in Melksham which has been used before and which offers excellent facilities.
3. Amanda Clarke was asked to investigate the feasibility of holding a meeting in Salisbury Police Station**. Action AC.**
4. The Chair was asked to investigate the feasibility of holding a meeting in Trowbridge Police Station. **Action GC.**

Item 14. Any Other Business.

1. Gavin Ketchen was congratulated on the quality of the replacement website that he had developed. All Committee members were encouraged to provide him with any comments.
2. Publicity for AGM to be recirculated one month before the event, accompanied by an agenda**. Action Sec.**
3. Neighbourhood Tasking Groups should be taking place however their existence seemed variable across the areas. CACs were requested to check on local NTGs and to endeavour to attend them as a NHW rep.
4. The Immobilise.com site was discussed. Gordon was requested to send a link to the Chairperson. **Action GS.**
5. David Budd made four proposals
6. *“Introduction of Proxy voting. With the forthcoming AGM I propose that the Association adopt a simple to understand and operate system which is both democratic and transparent. It would give ALL Association members (Scheme coordinators and above) the opportunity to vote at AGMs and on other important decisions unlike at present where a small percentage of attendees, invariable the same few, are making decisions affecting the whole membership. Absentee members who are unsure how to vote will retain the right to abstain. (I offer to work with the secretary to produce voting forms prior to the AGM in July 2014.)”*
7. *“E mail is to be used as the accepted means of communication. Those not responding to or not having E-mail should be visited personally by their area coordinator in order to rectify the situation. Those then unwilling to work through e-mail should be declared as expired members and replacement coordinators sought”*
8. *Area coordinators are requested to supply, through the Secretary, updated lists of all schemes and coordinators active within their areas. Association Officers will then meet to discuss the current situation and report by next meeting/AGM.*
9. *In order that scheme contact lists are updated the Chief Constable to be formally requested, through Secretary, to provide Association Officers with full access to NHW database either directly with carded access to Police Stations or remotely as appropriate.*
10. The proposals were discussed at some length and a vote taken on each item with the following results::
11. There had not been occasions in the past when motions had been publicized in advance of a meeting to allow proxy voting. Most motions were proposed during the AGM which would mean that absent members did not have the opportunity to advise their proxy voter. This was unanimously rejected by the meeting.
12. Limiting scheme coordination to those with e-mail would mean the loss of irreplaceable coordinators who don’t have an e-mail facility. This was considered to be against the principles of NHW and was unanimously rejected by the meeting.
13. Validation of the scheme list was being undertaken by the Chair and was considered vital if a system for cascading information was to be achieved. The chair offered to help AL with the validation of his scheme members and this offer was accepted.
14. The Chair felt such access was unlikely to be achieved and GC already acts as a conduit to the NHW database for all Committee Members. Proposal rejected.

Item 15. Dates of Future Meetings.

1. AGM – 6 July – Devizes.
2. Committee – 9 Oct – Venue TBC.
3. Amanda Clarke was requested to cancel the room booking for the Committee meeting previously due to be held on 10 July. **Action AC.**