MINUTES OF A MEETING OF THE W&SNHWA COMMITTEE HELD ON WED 27 NOV 2013 IN THE NEVILLE ROOM, WILTSHIRE POLICE HQ.

Attendance:

Gwyn Comley – Chair

Nick Bancroft, Wiltshire Council, Items 1, 3, 8.

Brian Boston

Amanda Clarke

Muriel Dagg

Lesley Favager

Reg and Evelyn Halsall

Gavin Ketchen, Items 1, 3, 8.

Paul Mills, Wiltshire Council, Items 1, 3, 8.

Ivor Stephens

Sue Stoker

Andrew Law – Secretary

Item 1. Introductions.

1. The Chair welcomed all of those attending and announced that item 8 on the agenda would be taken early due to the limited availability of some personnel.

Item 2. Apologies for Absence.

1. Apologies were received from Ian Mace, Carolyn Whistler, Mike Davidson and Gordon Smith.

Item 8. The New (Proposed) Communications System.

1. A short presentation was given by Gavin Ketchen concerning the case for the development of a web based membership database in which he recommended Neighbourhood Alert as offering the greatest potential. After much discussion it was agreed unanimously that Gavin Ketchen should present the Committee’s support for the adoption of the Neighbourhood Alert system when he met with the PCC at a meeting on 20 Dec.
2. It was further agreed that there would be significant benefit in a presentation of the Neighbourhood Alert system to an invited NHW audience in the New Year. Paul Mills offered to propose dates. **Action. PM**
3. The Chairman expressed her gratitude to the Web Based Membership Database working group for their efforts.

Item 3. Issues from the last Committee meeting (10 Apr 2013).

1. Due to time spent on item 8 there was insufficient time to review the actions from the previous meeting. Outstanding actions were therefore carried forward:
2. NHW/Police Agreement. The Chair and Vice Chair are continuing to work to produce a Business Plan. **Action: Chair & Vice Chair**
3. Street Signs Process. A procedure for street signs was required. **Action: IM**
4. Purchase of Street Signs. Cost of fixing 130 street signs held by Balfour Beatty to be calculated. **Action: IM**
5. Locations for further meetings**.** The Chair was asked to investigate the feasibility of holding a meeting in Trowbridge Police Station. **Action GC.**
6. Immobilise**.** The Immobilise.com site was discussed. Gordon was requested to send a link to the Chairperson. **Action GS.**
7. NHW briefings to NPTs. To be discussed at a future meeting**. Action Chair**

Item 4. Chairperson's Report.

1. The Chairman offered her thanks to all Committee members for the support she had received during the preceding months.
2. A report was given on a number of activities that had taken place since the last Committee meeting including her attendance at the regional meeting.

Item 5. Treasurer’s report.

1. The account stood at £3563-81.
2. An auditor was being sought.
3. There was no plan to open a second account.

Item 6 Street Signs Report.

1. Unanimous endorsement was given to Ian Mace’s proposal to purchase only the national yellow sign in the future.
2. Amanda Clarke highlighted work underway by a Regional Working Party to introduce the procurement of NHW signs on a regional basis.

Item 7. Police Update.

1. There were currently 3147 schemes recorded, a slight reduction on the past due to the retirement of Scheme Coordinators and the deletion of their schemes from the database.
2. In response to an action from the previous meeting it had been agreed that NHW Committee meetings could take place in Salisbury Police Station.
3. It now seemed unlikely that the intention to create a single post to act as NHW Point of Contact was unlikely to go ahead.

Item 9. Any Other Business.

1. Amanda Clarke explained the mileage claims process and circulated forms.
2. In response to a request, Amanda Clarke undertook to check whether coffee might be provided for Committee meetings. **Action AC**
3. The new W&SNHWA website ([http://wsnhwa.weebly.com](http://wsnhwa.weebly.com/)) was now the official site for the W&SNHWA and Gavin Ketchen was asked to close the old (Kennet Community) site once migration of content was completed. **Action GK**

**Afternote:** Amanda Clarke is requested to enable the change of the link on the Wiltshire Police website so that browsers are directed to the weebly site. **Action AC**

1. Reg Halsall reported on work in Swindon to validate membership lists and enroll area coordinators.
2. Sue Stoker reported on the reestablishment of NHW in several areas of Melksham and also changes in areas supervised by some Area Coords.

Item 15. Dates of Future Meetings.

1. Committee – 1845, Wed 5 Mar – Devizes.
2. Committee – 1845, Wed 4 Jun – Devizes.
3. AGM – Sat 12 July – Devizes – subject to availability of the availability of PCC/ Chief Constable. **Action Chair**