



SUFFOLK NEIGHBOURHOOD WATCH ASSOCIATION



COUNTY EXECUTIVE MEETING

Thursday 29th June 2005 at 7pm
Brome Grange Hotel

MINUTES

1. PRESENT

- | | | |
|-----------------|---|--------------------------------------|
| Peter Johnson | - | Chair, NNWA – Bury Rural |
| Peter Thompson | - | Association Vice Chair - Sudbury |
| Tony Fowler | - | Treasurer - Stowmarket |
| Dorothy Boggis | - | Lowestoft |
| Bob Gooch | - | Mildenhall |
| Gloria Hastings | - | Newmarket |
| Mervyn Jones | - | Woodbridge |
| Andrew Nunn | - | Leiston |
| Anne Ryan | - | Felixstowe |
| Colin Down | - | Lowestoft CWLO |
| Ian Farthing | - | Suffolk Constabulary Crime Reduction |

2. APOLOGIES

Albert Adams, Liz Cameron, Julia Schubert and Ron Snell

ITEM	COMMENTS	ACTION
Item 3.	Two inputs for info of SNWA members and to be shared with local NW Co-ordinators / schemes.	
Police Direct	Sgt Bob Chapman gave a presentation on the Constabulary's Police Direct initiative. The project is currently being trailed in the West of the county but in the fullness of time is anticipated it be be available countywide. The presentation was followed by a question and answer session. Further information on Police Direct can be accessed via the Suffolk NW website.	
Keyholder Database	Leigh Jenkins – Suffolk Constabulary provided an overview of a new Keyholder database that the Constabulary were to launch. The database is based on a model used by Surrey Police and has more functions than it's predecessor. One of the main features is that there will be an annual charge for the service which varies according to residential or commercial premises. For each registration £1 will be donated to NW, this revenue will be managed / distributed by FHQ Community Safety. Once further details of the launch date etc are known they will be disseminated via NW e-mail newsletters.	
Item 4. Minutes of the last meeting	These were proposed by PJ as being accurate, agreed unanimously.	

<p>Item 5. Matters Arising unless covered by agenda.</p>	<p>Item 8 PLI IF provided a brief update concerning PLI. A copy of the certificate was available on request from the CWLO's. IF having liaised with the Insurers has produced a brief article, which has been included in the latest SNWA Newsletter and circulated via the e-mail newsletters.</p>	
<p>Item 6. Finance Update Tony Fowler</p>	<p>TF stated that the SNWA account signatories had now been updated, these are: - Peter Johnson Peter Thompson Tony Fowler Ron Snell</p> <p>The two outstanding payments to SNWA members had just be made and apologies were extended for the delay.</p> <p>TF had explored a number of options to invest £5k from the SNWA budget, but the rates varied.</p> <p>A lengthy discussion then followed concerning the investment of the SNWA funds to secure a higher interest rate. PJ proposed that TF explored the option of a 'two legged account' this proposal was agreed unanimously. TF will provide an update at the next meeting.</p> <p>TF provided a brief summary of the accounts. Appendix 1 details the accounts as at the 30th June when TF retrieved the full data from Brian Finch.</p>	
<p>Item 7 Regional NW Group Bob Gooch</p>	<p>BG stated that the Regional representation is very fragmented.</p> <p>The Regional Group were discussing setting up a website, this venture was felt unnecessary by the SNWA with so many websites available.</p> <p>The main issue from the last meeting was an enquiry as to what had been done with the £1k training grant, see item 8 below.</p> <p>TF pointed out that this was not unusual and groups that receive grants are expected to be able to justify what they're doing with monies received.</p>	
<p>Item 8. Training Grant Peter Johnson</p>	<p>The Regional Group has made a grant of £1,000 available to the SNWA for training and travelling expenses.</p> <p>At the last SNWA meeting item 7 members were asked to forward ideas to IF for collation. Returns had only been received from PT and CD, both provided a verbal update.</p> <p>IF stated that the recent NW survey clearly showed Co-ordinators did not feel the need for additional training. The survey also showed that Co-ordinators preferred to attend meetings during weekday evenings within their Sector.</p> <p>There then followed a lengthy debate as to the format of such a training session and the timings.</p> <p>It was proposed by PJ and agreed unanimously that details of the funding should be made known to CWLO's for either them or local Co-ordinators / schemes to bid into, up to £100 per Sector unless exceptional circumstances dictated.</p>	<p>IF to develop application form for funding for training and dissemination to CWLO's / NW members.</p>

	<p>Prior to providing the funding the signatories of the SNWA account would assess the application which is to be submitted via IF, against a set criteria to be prepared by IF to establish the worth of the proposal and collect sufficient data for return to the Regional Group.</p> <p>The criteria would include: –</p> <ul style="list-style-type: none"> • Date and venue of training • Breakdown of costs • Subjects covered and relevance to NW / community • Anticipated number of attendees • An undertaking to provide a brief update of the event to the SNWA e.g. actual number of attendees, feedback etc. 	
Item 9 Onesuffolk Ian farthing	<p>IF provided a brief overview of the onesuffolk project and the availability free websites for Community Groups.</p> <p>More details can be found by visiting www.onesuffolk.co.uk/Introduction.htm</p> <p>A number of schemes across the county had already taken advantage of the facility which is similar to that offered by the new NNWA website.</p>	
Item 10. Data Link Tony Fowler	<p>Brian Finch and Andy Garrard have recently completed an order for 9,040 Pots.</p> <p>Further orders have also been received from both Ipswich and Lowestoft.</p> <p>The Data Link market is still very buoyant and generating revenue for NW.</p> <p>IF stated he had spoken to both Andy Garrard and Brian Finch who are both happy to continue with the management of the Data Link Project, it was proposed and agreed unanimously to place on record the SNWA’s gratitude for their continued efforts.</p> <p>With the continued growth of the revenue provided by Data Link IF suggested that the SNWA may wish to make available a set amount of funding per annum to fund local NW scheme initiatives this could cover such things as a donation towards paper for NW Newsletters and or more ambitious initiatives. The suggestion was formally proposed and unanimously agreed. IF tasked with developing an application form that will be used by applicants for submission via IF to the SNWA signatories for funding.</p>	<p>IF to send a letter of thanks on behalf of the SNWA to both Andy Garrard and Brian Finch.</p> <p>IF to develop application form for funding</p>
Item 11. Update on NNWA. Peter Johnson	<p>PJ outlined the NNWA initiative in partnership with the Post Office. There was concern expressed by those in attendance that had researched the matter further that this initiative appears to be a commercial venture and should be treated with caution.</p> <p>The NNWA has circulated details concerning the renewal of affiliation for those groups who registered for PLI last year. IF stated he had spoken to NNWA and they presently only hold details of those schemes obtained during the PLI exercise of 2004 and that historical data for those who previously received the NNWA magazine etc had been deleted for purpose of data audit.</p> <p>IF pointed out that affiliation was not necessary for PLI as the Home Office provided this.</p> <p>An article has been circulated to CWLO’s and an update placed on e-mail newsletters.</p> <p>The NNWA had also circulated details concerning the election of NW members to the NNWA. IF had raised concerns with the NNWA re this as in Suffolk the representative was elected by the SNWA. The NNWA acknowledged that this did not necessarily apply to Suffolk but was aimed at other counties, they also accepted the potential</p>	

	implications re another person putting themselves forward as the Suffolk representative and would keep IF updated.	
Item 12 Examples of Good Practice All	<p>CD provided details of two schemes in Lowestoft.</p> <ul style="list-style-type: none"> • Gunton six members are available within the scheme to provide reassurance and First Aid (St Johns Ambulance trained). PJ mentioned this was similar to an initiative run by the Ambulance Service titled First Response. CD to liaise with First Response and put them in touch with Gunton scheme, as the respective concepts were the same but issues re PLI etc may be addressed. PJ also suggested that a presentation by First Response may be of interest to members at the next SNWA meeting and asked IF to arrange. • Harebell Way scheme where the Co-ordinator has secured a variety of funding from various sources to improve the local environment. The efforts of the scheme have received favourable coverage in the local media thus raising the positive profile of NW. 	IF has confirmed the attendance of Jonathon Needle at the next SNWA meeting.
Item 13 Any other business All	IF outlined the details of the Nominated Neighbour Scheme for which a quantity of material had been produced. In the event that there was a re-run IF suggested that the SNWA considered making a donation of £100 to the Safe and Sound Group that was managing the initiative on condition that the SNWA artwork was added. DB proposed the donation of £100 as outlined, seconded by BG .	IF to update Safe and Sound Group
	<p style="text-align: center;">Meeting concluded at 9.15pm</p> <p style="text-align: center;">Next Meeting Brome Grange 7pm on Wednesday 12th October 2005</p>	

Income versus Spending SNWA to 30th June 2005

01/01/2001 Through 31/12/2005

Category	01/01/2001 - 31/12/2001	01/01/2002 - 31/12/2002	01/01/2003 - 31/12/2003	01/01/2004 - 31/12/2004	01/01/2005 - 31/12/2005	Total
Income Categories	£	£	£	£	£	£
Commission	7.05					7.05
Data Link Pots		1641.65	7848.99	2509.43	1006.08	13006.15
Donation	1400.00		572.05	4380.75		6352.80
Investment Income	0.84	4.35	3.00	13.13	27.71	49.03
Other Income			5.00			5.00
Signs	60.00			107.00		167.00
Total Income Categories	1467.89	1646.00	8429.04	7010.31	1033.79	19587.03
Expense Categories						
Charitable Donations			100.00			100.00
Cost of data link pots		775.63	3820.36	4062.44	108.57	8767.00
Dacals			381.88			381.88
Food		58.00	50.45			108.45
Gifts		19.00	25.00			44.00
Insurance	37.00					37.00
Miscellaneous	41.44	0.00		50.00		91.44
Newsletter		265.79				265.79
Postage	4.72	6.55	16.52			27.79
Printing			103.00			103.00
Ringfenced funds for Ipswich NW				1900.00	251.52	2151.52
Stationary	1.25	13.49				14.74
Telephone	64.80	25.00				89.80
Training	70.00					70.00
Travel	498.51	110.84	93.35	114.94	114.22	931.86
Total Expense Categories	717.72	1274.30	4590.56	6127.38	474.31	13184.27
Grand Total	750.17	371.70	3838.48	882.93	559.48	6402.76

APPENDIX 1