



EXECUTIVE COMMITTEE MEETING

7.15 pm, Tuesday 27th April 2015

Harrogate Fire Station

MINUTES

Present: Catherine Park Peyton (chair), Katy Piazza, Tina Oates, Richard Kirby, Maureen Asher, Nick Andralojc, Derek Benbow.

1. Apologies for absence & welcome to guests

Apologies were received from Eric Walker

The Chair welcomed the new members of the Committee

2. Last Minutes & Matters Arising

The minutes of the meeting held on 4th November 2014 were accepted as an accurate record of the meeting. There were no matters arising.

3. Update from the Chair and Deputy Chair

The Chair explained that this would be a brief update given that the main purpose of the meeting was to do some strategic thinking on the future role of the Association.

The Chair and Deputy Chair had attended numerous external meetings in order to discuss a way forward. This was not intended as any reflection on the previous work of the Committee but it was considered an opportune stage to take stock and determine a fresh approach. They had received a warm welcome in their meetings with the NYP to the extent that they had been asked to give a presentation on their re-visiting of the Harrogate & District Association's role and purpose.

Consideration was being given to the range of meetings attended by NHW. The Chair and Deputy Chair had agreed to discontinue attendance at the Police Tasking Group. They had established an ongoing relationship with the Community Safety Partnership and made an initial attendance at a meeting of My Neighbourhood.

4. Crime Report

There were no detailed crime statistics to report as yet. In general crime rates had reached a plateau and were hopefully on the way down. The Chair and Deputy Chair were working with NYP on the most appropriate manner in which future crime reports would be provided.

5. Vision for the Future

The Committee discussed two documents previously circulated by the Chair. The first, a draft "Action Plan", that considered the performance of the Association and its co-ordinators and how it might be improved. The other was a draft "Co-ordinators Flow Chart" that considered the means by which potential co-ordinators might be identified and the essential requirements for undertaking such roles.

After considerable discussion the Committee supported the Chair and Deputy Chair's approach and agreed that they should continue to build relationships with the other organisations. The Committee also agreed to adopt the Action Plan and Flow Chart as a basis for the new vision for the Association albeit with any amendments which might emerge from future discussion. It was agreed that the initial priorities for the remainder of this year would be –

- Establish a Mission Statement
- Effective promotion of the Association to all parties
- Promote effective communications between the Association and PCSOs.

The Committee accepted that the top priority would be to establish a Mission Statement. **NA** agreed to prepare an initial draft for discussion.

Communication – the Chair would be distributing a copy of the Code of Ethics to all Co-ordinators by e-mail (and in writing for those without e-mail accounts). A failure to respond will be deemed to be acceptance of the Code.

Following meetings at Knaresborough and Ripon Police Stations, it was intended that the Police would be given access to the relevant Ringmaster information in order to enable the PCSO to verify that Co-ordinators remained active.

6. Marketing & Publicity

As a consequence of the “re-visioning” of the Association, an accompanying review of its marketing and publicity would also be required. The Chair and Deputy Chair were due to attend a meeting with PD in the next week to consider a number of changes. The Look-Out Newsletter would go out in May in its current form but we’d look to adopt a new style for further editions thereafter. **TO** offered a number of suggestions for the preparation of a series of posters. The Committee accepted the Chair’s proposal to establish a Marketing Sub-Committee that would devise some new strategies. CPP, PD and RK would form the basis of this Sub-Committee.

7. Treasurer’s Report

NA provided details of income and expenditure since the AGM. The accounts were as follows:

Balance at year end (31 August 2014) -	£4,714.09
Receipts	£125.91
Payments	(£358.47)
Balance at 26 April 2015	£4,481.53

Key sources of income have been donations from local NHW schemes and the principal expenses have been the set up costs of the BT 0300 free-phone number and year-end related expenses including refreshments and small gifts presented at the AGM together with the audit fee.”

The Committee agreed to adopt a policy on an approval process for expenditure proposed by **NA**. The policy would be implemented with immediate effect. The costs of running the office were also discussed. The Committee accepted that it was essential to obtain an overall view of how much the organisation cost to run. To this end all Committee members should keep a record of any out-of-pocket expenses they incurred even if they did not intend to reclaim them. **NA** circulated a copy of the Charity Commission’s rules on payments to Trustees. It was agreed that a formal policy should be drafted together with a procedure for claiming expenses. In the meantime Committee members would be able to claim reasonable expenses.

8. Any Other Business

- (i) The Deputy Chair reported that she had been working on the Constitution. It had not been updated since 1998 and consequently was no longer in complete compliance with the Charity Commission’s rules and regulations. It was noted that any changes to the Constitution would require the Charity Commission’s approval. A small sub-group (KP, RK, DB) would consider revisions to the Constitution and put proposals to the rest of the Committee.

9. Dates of Future Meetings

The next meeting will take place at 7.15 p.m. on Monday 6th July 2015. There may however be a requirement for an interim meeting(s)

Meeting closed at 9.40 p.m

Actions Arising from the Committee Meeting of 27 April 2015

Owner	Action	Date
N.A.	Prepare an initial draft of the Mission Statement	End May 2015
C.PP	Distribute copies of the Code of Ethics to all Co-ordinators	Mid May 2015
C.PP, R.K., P.D.	Conduct a review of marketing & publicity, devising new strategies	Ongoing
C.PP, K.P., N.A.	Implement Approval Process for Committing & Spending money	Immediate & ongoing
ALL	Keep a note of any out-of-pocket expenses	Immediate & ongoing
N.A.	Draft an expenses policy and claim form	End June 2015
K.P., R.K., D.B.	Consider revisions to the Constitution and put proposals to the full Committee	End June 2015