



## Annual General Meeting held on 22<sup>nd</sup> September 2018

### Minutes

#### 1. Apologies for Absence

The Chairman welcomed and thanked those present for attending on a Saturday morning. The list of attenders is attached as Appendix 1.

In addition to those listed in Appendix 1, apologies were delivered during the meeting from Peter Fox, Ann Fear and Kym Moussi.

#### 2. Approval of 2017 AGM Minutes

Approval of the draft 2017 Annual General Meeting minutes was proposed by David Godsmark and seconded by Geoff Varley

On a show of hands, the minutes were approved nem con.

There were no matters arising.

#### 3. Chairman's Report

During the Conference section of the morning, which is separately documented, the Chairman, John Fuller (JF), gave his review of the year that included some of the points below.

He covered three areas: the changes introduced by the National NHW organisation, developments within Cambridgeshire, and the relevance of the role of the Executive Group to the Force Association, and its support to local NHW activities.

##### National

- Structural changes to the National organisation included new staff being appointed and the organisation becoming Neighbourhood Watch Network, a Charitable Incorporated Organisation (CIO). The Cambridgeshire Force Association now has a vote at General Meetings. The NWH office is being moving to London and new people are replacing those not making the move.
- In March we signed the new Memorandum of Understanding between the Cambridgeshire Force Association and Neighbourhood Watch National.
- Introduction of the General Data Protection Regulations (GDPR) caused considerable anxiety and extra work. We lost some Coordinators as a direct result of new procedural requirements. The effects are still being felt with the ALERT system about to delete the records of those shown as 'incommunicado' on the system.
- Very limited supplies of window roundels and booklets were supplied by National which required us the purchase supplies. It's encouraging to note they have just asked Associations to put forward their bids for materials for national supply which we have submitted.

## Cambridgeshire

- Introduction of new initiative supporting victims of domestic burglary. The Assistant Chief Constable had already mentioned this and JF explained how it worked. He urged members to consider volunteering for this programme, citing the appreciation felt by those assisted. Training is available and those who have been part of the pilot scheme reported positively on their experiences.
- The new Policing Model was introduced in the spring and while there are some issues, they are being addressed.
- New schemes continue to be set up. Peterborough and East Cambridgeshire lead the way. New village schemes have been started in Kings Ripton and Northstowe.
- The Association had purchased from their funds new window roundels (at 34p each), Guide booklets and 'Make a Difference' leaflets.
- The Constitution has been amended to reflect the new MOU with NHN and how we operate locally. The Executive Group will be seeking approval for it later in the meeting.

## The Force Association

The Chairman stated that the Executive Group had, within the constraints of very limited capacity, promoted changes thought by the Executive Group; to be worthwhile. However, feedback is needed from local groups as to what might be done better, or done in addition.

JF emphasised the need for new members to join the Executive Group to improve its ability to represent all parts of the County. He requested all to consider volunteering to join the Executive Group, noting the competition for volunteers by many other organisations.

## 4. Treasurer's Report

The Financial Report had been circulated to attenders in advance of the meeting along with the other papers for the AGM – see Appendix 2.

The Treasurer, Morcom Lunt (ML), outlined a problem experienced over the autumn of 2017 with the failure of the riveting of the brackets to some of the new "yellow signs". Consequently, all the new logo signs fitted with brackets were replaced with signs incorporating different rivets. The overall process had taken from September through to February of this year. ML expressed his appreciation of the cooperation of those coordinators who had to replace the suspect signs with the new ones, and specifically Kevin Evans who identified the problem and bore the brunt of the replacement programme workload.

### Income and Expenditure

<b>Income</b>	
Margin from Sales of Signs	£97
Donations Received	£23
Bank Interest	Nil
<b>Total Net Income</b>	<b>£120</b>
<b>Expenditure</b>	
Trustee's Expenses	£220
Printing	£1,111
<b>Total Expenditure</b>	<b>£1,331</b>

The "margin from sales of signs" is the difference between the money received for signs and the costs to us of the supplied signs.

The donations shown are the total of those made by attenders at NHW events in recognition of the free-of-charge crime reduction devices.

The Trustee expenses continue at a low rate. They are down on the previous year because of the timing of Executive Group meetings.

The printing costs covered the reprint of 20,000 "Want to Make a Difference?" leaflets, a reprint of the Members' Booklet, and the purchase of 2,500 NHW new logo window stickers.

### Summary for 2017-2018

<b>Overall Deficit for the year</b>	<b>£1,227</b>
<b>Bank Account – carried forward</b>	<b>£4,754</b>
<b>Value of stock of signs at year-end</b>	<b>£651</b>

The bank balance remains adequate.

There were no grant applications during the year.

Following Q&A, Vic Nickson proposed that the Financial Report be accepted and this was seconded by David Godsmark.

On a show of hands, the motion was carried with no abstentions and no votes against.

## 5. New Constitution

The proposed new Constitution for the Cambridgeshire Force Association had been posted on the Cambridgeshire NHW website early in September and circulated by email to all who advised of their intention to attend the AGM.

No comments about the proposed Constitution had been received and none were raised by those attending the AGM.

Vic Nickson proposed approval of the tabled Constitution, and Robin Sutton seconded the proposal.

On a show of hands, the new Constitution was adopted nem con.

## 6. Nominations and Elections of Members to the Executive Group

The Chairman displayed the current membership of the Executive Group.

<b>Executive Group Members 2017 - 2018</b>	
Morcom Lunt - Cambridge	Toni Cray– Peterborough Association
Karoly Von Glos - Cambridge	John Glanville – Peterborough Association
David Godsmark – East Cambs. Association	John Fuller – South Cambs.
David Harrowing – Fenland (Wisbech)	Robin Sutton – Fenland – Co-opted
Frederick Roy Gerstner – Fenland (Whittlesey)	Vic Nickson – South Cambs. (Cambourne)
Kym Moussi - Huntingdonshire	Geoff Varley – South Cambs. (Linton/Sawston)
Richard Belringer - Huntingdonshire	Val Godby - Girton

In line with the Constitution, Toni Cray and John Glanville were and are appointed by the Peterborough NHW Association.

With the exception of Richard Belringer (Huntingdonshire) and Karoly Von Glos (Cambridge) the members of the Cambridgeshire EG listed have advised that they are prepared to stand for re-election, namely:-

John Fuller, Morcom Lunt, David Godsmark, Dave Harrowing, Frederick Roy Gerstner, Geoff Varley, Val Godby, Kym Moussi, Vic Nickson, and Robin Sutton

Their re-election was proposed by Kevin Evans and seconded by Alan Wilcher.

All were elected nem con, the Executive Group for 2018 – 2019 being:-

<b>Peterborough</b>	Toni Cray	John Glanville
<b>Fenland</b>	Frederick Roy Gerstner	Dave Harrowing
	Robin Sutton	
<b>Huntingdonshire</b>	Kym Moussi	
<b>East Cambs</b>	David Godsmark	
<b>South Cambs</b>	Vic Nickson	Geoff Varley
	Val Godby	John Fuller
<b>Cambridge</b>	Morcom Lunt	

John Fuller reminded the meeting that the E.G. can co-opt volunteers to the group. There were no volunteers at the meeting.

## 7. Election of Honorary Officers of the Executive Group

The Chairman explained that under the Constitution, only Executive Group members could vote in the election of Honorary Officers.

He stated that in the absence of any volunteers for the positions of Chairman and of Secretary, he proposed that the election of the Officers be passed to the newly elected Executive Group, which would be meeting on 10<sup>th</sup> October.

There was no dissent.

## 8. Any Other Business (pre notified)

There were no pre-notified business items.

Following a Q&A session, the Chairman closed the meeting at 13.00.

**Approved at Executive Group Meeting on 10<sup>th</sup> October 2018**

Name:

Signature

Position

**Attenders**

<b>Name</b>	<b>Scheme</b>	<b>Name</b>	<b>Scheme</b>
John Fuller	Kevin Evans	David Godsmark	Robin Sutton
Morcom Lunt	Dave Harrowing	Val Godby	Geoff Varley
Frederick Roy Gerstner	Linda Frost	Vic Nickson	Pat Akers
Sara Ashbury	Marj Bailey	Tony Beeton	Alex Beveridge
Chris Bentley	David Bonney	Mike Brooks	Janet Beveridge
Alan W Brown	Mark Brown	Kirsty Carter	Robin Chandler
Tony Cleveland	Julie Coales	Brian NK Davis	Paul Fawcett
Andy Bush	Alan Footner	Margaret Footner	Lyn Gibb-de-Swarte
Barbara Griffiths	Meirion Griffiths	Ivan Hammond	Ken Harris
Teresa Harrold	Malcolm Jackman	James Jones	Nick Jones
Ray King-Underwood	Wendy King-Underwood	Donald Lambert	Jo Lauterpacht
Carol Leonard	Harriet Marland	Bill Mercer	Mary Wilson
David Myall	Susan Myall	Lawson Noble	Alan Paul
Chris Potter	Ian Saul	Karen Springthorpe	Ken Tutt
Mary Webber	Alan Wilcher		

**Apologies**

John Aitken	Kathy Ingram	Peter Hennell	Malcolm Roper
Dorothy Thompson	Bob Marston	Jane Upward	Debbie Hose
Phil Shepherd	Esther Harrod	Margaret Lumb	Grahame Borgonon
Pauline Fury	Marilyn Gardner	Amy Trew	Wilson - Brian
Polly Wilderspin	Wendy Mendham	Jenny Warren	Peter Thwaites
Phillip Miller	Bob Marston	Roger Pinner	Peter Sharp
Judith Wilson			

### Treasurer's Report for July 2017 to June 2018

#### Introduction

The Financial Year has been "quiet" in terms of financial activity but with significant activity related to Street Signs and our Bank Account.

More information is given in the notes below.

#### Income and Expenditure Summary

				<b>Year Ended 30 Jun 2018</b>		<b>Year Ended 30 Jun 2017</b>
<b>Sales</b>						
	Road Signs			1712.00		1,370.00
<b>Cost of Sales</b>						
	Opening Stock			840.96		12.00
	Stock Purchase			1425.60		2,073.60
	Closing Stock			651.27		840.96
	Net cost of Sales			1615.29		1,244.64
<b>Gross Profit</b>				96.71		125.36
<b>Other income</b>						
	Interest receivable			nil		14.35
	Donations			23.00		63.00
	Total			23.00		77.35
<b>Total Income</b>				<b>119.71</b>		<b>48.01</b>
<b>Expenses</b>						
	Printing			1110.82		0.00
	Trustee Expenses			220.25		289.65
	Grants			nil		307.97
	Total			<b>1331.07</b>		<b>597.62</b>
<b>Net (loss)/profit</b>				<b>-1211.36</b>		<b>-549.61</b>

**Balance Sheet**

		Brought Forward from 2017-18	Movement over year	Carried Forward to 2018-19
<b>Assets</b>				
	Stock	840.96	189.69	651.27
	Current Account	5,781.87	1,027.77	4,754.10
	<b>Total Assets</b>	<b>6622.83</b>	<b>1,217.46</b>	<b>5,405.37</b>
<b>Liabilities</b>				
	Accruals	nil	10.00	10.00
	Deposits held	368.65	nil	368.65
	<b>Total Liabilities</b>	<b>368.65</b>	<b>10.00</b>	<b>378.65</b>
	<b>Net Assets</b>	<b>6254.18</b>	<b>1227.46</b>	<b>5026.72</b>

**NOTES****New Bank Account**

As a result of the Norwich and Peterborough Building Society withdrawing all cheque accounts, the Executive Group agreed to open an account with Metro Bank as advised a year ago.

The account was not available until November as a result of the anti-money laundering bureaucracy (the Cambs NHW account clearly being a high risk operation). The Bank required 'not more than three months old' approved minutes of the meetings of the Executive Group that recorded the authorising the opening of the account and the full names of the individuals authorised to operate the account. With four Executive Group meetings a year, and the minutes of each meeting being approved at the following meeting, this has been tiresome.

The same challenge is being repeated as we seek to get a fourth signatory to the account.

**Street Signs****Supplier**

Due to the introduction of the new national NHW logo and the licensing arrangements for its use by suppliers, we had to change supplier. We decided to go to Normanton Screen Print (NSP).

The NSP signs are slightly larger and come in two types: one with drilled holes for the nylon straps and the second with two riveted-to-the-sign brackets for the cable ties. They are also more expensive. However, the drilled signs are still being sold at the old price, but the signs with brackets now cost £2 more than the drilled signs.

**Defective yellow riveting**

After one of the severe autumn storms in September, Kevin Evans found that one of the new signs that he had installed had disappeared and riveting on some other signs had failed.

More failures came to light and a remedial programme was agreed with NSP with all yellow rivet signs being returned for the rivets to be replaced. The programme was not finally completed until January of this year.

Kevin Evans bore the brunt of this situation and I would formally register our considerable debt to him. Thanks are also due to those coordinators – area and more locally - who retrieved the original signs and installed their replacements.

**Stockholder**

Kevin Evans agreed in August to take over the management of our stock of signs and to distribute purchases to the groups around the County via the Constabulary Internal Mail system, saving the purchasers potentially significant delivery charges..

**Sales**

Over the year, a total of 134 signs were supplied, 82 of the £12 signs and 52 of the £14 signs, to groups across the County. Over half (68) were taken by East Cambs.

**Printing**

“Printing” costs over the year were higher than usual. The main contributor was the £845 for 2,500 vinyl window stickers.

In the previous financial year, 15,000 of the new “Want to Make a Difference?” A5 flyers were bought. These had almost all been used by Easter this year and a reprint of 20,000 was approved at the last Executive Group meeting. They were delivered in August and the cost (£388) will be recorded in the 2018-19 Accounts. Copies of the flyer will be available at the AGM.