

# Bristol Neighbourhood and Home Watch Network

***Supporting all Neighbourhood Watch groups across the city and county of Bristol***

## MINUTES OF GENERAL MEETING

**held on 11<sup>th</sup> July 2013 at Police Headquarters, Portishead**

1	<p><b>Welcome and Housekeeping.</b> WH opened the Meeting by welcoming everyone and Sgt Lee Kerslake welcomed everyone on behalf of A&amp;S Police.</p>
2	<p><b>Introduction of Committee members by Tom Logan (Vice Chair)</b> All Committee members had prepared a profile of themselves and were introduced to the meeting individually</p>
3	<p><b>Chairman's Report (Wendy Hull)</b> The inaugural meeting for Bristol Neighbourhood Watch (NHW) Network took place on 24<sup>th</sup> June 2011. At that meeting Co-ordinators were invited to volunteer to be members of a committee which would ideally eventually comprise of 2 NHW Co-ordinators (a representative and a deputy) from each of the 14 Neighbourhood Partnership (NP) areas across the city. This was a relatively successful operation, although 3 of the 14 Partnership areas still remain without any representation. We continue to seek support from these areas – Brislington Community Partnership, Henbury &amp; Southmead and Hengrove &amp; Stockwood. There are also several NP areas where a second representative to act as Deputy would be beneficial. Details available on the Website <a href="http://www.bristolnhwnetwork.org.uk/index.html">http://www.bristolnhwnetwork.org.uk/index.html</a> One of our first tasks was to register The Network as a full member of VOSCUR, the organisation supporting and bringing together voluntary organisations from across the city. Committee members have been able to take advantage of a number of training courses which VOSCUR have offered. Our volunteer committee members meet four times a year and have worked hard to raise funds to provide The Network with the tools needed to support grassroot NHW schemes. This, of course, is an ongoing process. The committee applied for, and were given, two NP Wellbeing grants with which we commissioned and ran two pilot computer training courses specifically designed to assist NHW co-ordinators, their deputies or the person who compiles newsletters for the group. One took place in the north of the city and one in the south. These were felt to be really useful and we would like to hold additional courses in other areas as funds permit. A major milestone was reached just before Christmas 2011 when the police shared the database of NHW co-ordinators with The Network. This gave us the ability to pass our information on to all Co-ordinators – unfortunately, just Co-ordinators, but that was a massive step forward for The Network. Our next venture was a really successful and well-attended 'Open Gardens' event which was held in June 2012 and raised £500 for Network funds. This took quite a lot of time to organise, so we have not repeated it this year; however all being well it will take place in 2014. If you would like to open your garden, or know someone who may, then please contact us. Sponsorship was sought and achieved to cover the production cost for a 2013NHW calendar, which was sold for £2. Photographs submitted by NHW members were used. Production was a little late, which restricted sales, but we learned from this and production of the 2014 calendar is well under way, with printing taking place next week and delivery taking place early in August. Keith Rogerson is a major player in this activity. Order forms for the 2014 calendar will be available on the website as soon as the calendars are available. This year the theme of the calendar is Bristol, with photographs – again submitted by NHW members – all showing sights within Bristol. There is also an added feature to the calendar for 2014 – a “spot the landmark” quiz – with donated prizes being awarded for the most correctly named landmarks. Please promote the calendar within your membership and your circle of friends and family as an ideal inexpensive little gift. As we have been able to cover production cost with sponsorship again, the calendar price will remain at £2 for NHW members. Some retail outlets will also be selling the calendar this year, but they will be charging more. One of the most important events for The Network during 2012 was the introduction of our Website – link above. It was designed free of charge by Alison Simmonds, a NHW co-ordinator, and is a very user-friendly tool for co-ordinators. The aim is to provide useful information to all Bristol schemes and help those people wishing to set up new schemes across the city. If there is anything else which you feel should be added to the site, which may help others, please do let us know by using the 'Contact Us' form on the website The icing on the cake for The Network, was when two of our committee members won acclaim at the National NHW awards held in The Palace of Westminster on the 18<sup>th</sup> June. Hazel Durn won the National Community Engagement Award and Liz Kew won the National Environmental Improvement award. This was an amazing result for NHW in Bristol and for Avon &amp; Somerset Constabulary. Sue Mountstevens contacted me prior to the Police &amp; Crime Commissioner (PCC) election process to arrange to meet to discuss NHW and how that would fit into her proposed portfolio. Following her election as our PCC, Sue attended one of The Network committee meetings and listened intently to all issues raised, before talking the committee members through her role and its expectations. Sue has since invited me to a meeting at Police HQ together with the new Chief Constable, Nick Gargan, where the way forward for NHW was discussed. Both are extremely supportive of the NHW movement and the Bristol Network, so onwards and upwards to even greater achievements for the coming year with your help and support.</p>

4	<p><b>South West Regional Forum Report (Les Bowen)</b></p> <p>For those of you not familiar with the Forum, it consists of representatives from the five Police force areas in the South West (Devon &amp; Cornwall, Dorset, Wiltshire, Gloucestershire and Avon &amp; Somerset).</p> <p>A volunteer NHW person (generally the Chair of the Association) and the Police Lead for each area make up the Forum. I was elected to represent Avon &amp; Somerset with Wendy Hull, who is also Chair of the Forum.</p> <p>Many and varied issues are discussed, one example being the sharing of best practice.</p> <p>The possibility of bulk purchases of items such as NHW street signs for all the region was raised in response to information given by one area that NHW signs cost £65 each, and that their local council insisted they alone erect these signs – the cost in Avon &amp; Somerset is £12.50 for two signs and schemes erect the signs themselves. Representation will be made to the Council concerned, and the matter will be raised by our Chair at the next National meeting.</p> <p>Reports are given on National issues, such as Public Liability Insurance, updates on the availability of window stickers, etc.</p> <p>National NHW awards were also announced – most of you will be aware that our area was particularly successful with Liz Kew winning the Environmental Improvement award and Hazel Durn winning the Community Engagement category. Both Liz and Hazel are also Committee members and thoroughly deserve the awards in recognition of all the hard work in their areas.</p> <p>Presentations are also made by security companies introducing new products, enabling details to be passed to NHW members.</p> <p>Any issues or concerns across the region can be brought to the Forum and taken to the National NHW meeting if necessary. Julie Downton from Devon &amp; Cornwall is the National representative for our region, with Wendy Hull as her deputy. Both Julie and Wendy attend National NHW meetings and relay information back to the region. If you have any issues you consider worthy of National consideration, please raise them with Wendy.</p>																																										
5	<p><b>Financial Report (Bev Payne)</b></p> <p>Robin Corser-Langford, the Treasurer, was unable to attend the meeting.</p> <p>The Network obtained sufficient donations from Bristol watches to pay the deposit required by Bristol City Council for the hire of the meeting room for the launch meeting in June 2011 and, after the meeting, further donations were received to pay the whole cost of the meeting.</p> <p>Since the start of The Network, including donations and grants, we have had income of £7,339.46 and expenditure of £3,876.25, giving us a balance going forward of £3,463.21.</p> <p>These accounts have been audited.</p> <table border="1" data-bbox="450 1064 1209 1541"> <thead> <tr> <th>Category of spend</th> <th>Income</th> <th>Expenditure</th> </tr> </thead> <tbody> <tr> <td>2013 Calendar</td> <td>£3,961.50</td> <td>£1,304.00</td> </tr> <tr> <td>Communications</td> <td></td> <td>£235.00</td> </tr> <tr> <td>Computer Courses</td> <td>£1,470.00</td> <td>£957.50</td> </tr> <tr> <td>Donations from Watches</td> <td>£850.96</td> <td></td> </tr> <tr> <td>Launch meeting costs - room hire - BCC</td> <td></td> <td>£752.42</td> </tr> <tr> <td>Launch Sponsorship - BCC</td> <td>£250.00</td> <td></td> </tr> <tr> <td>Launch Sponsorship - National NHW</td> <td>£210.00</td> <td></td> </tr> <tr> <td>Membership Cards</td> <td>£167.25</td> <td>£361.20</td> </tr> <tr> <td>Open Gardens</td> <td>£429.75</td> <td></td> </tr> <tr> <td>Room Hire for Committee meetings</td> <td></td> <td>£81.20</td> </tr> <tr> <td>Stationery</td> <td></td> <td>£184.93</td> </tr> <tr> <td><b>Grand Total</b></td> <td><b>£7,339.46</b></td> <td><b>£3,876.25</b></td> </tr> <tr> <td><b>Balance carried forward</b></td> <td></td> <td><b>£3,463.21</b></td> </tr> </tbody> </table>	Category of spend	Income	Expenditure	2013 Calendar	£3,961.50	£1,304.00	Communications		£235.00	Computer Courses	£1,470.00	£957.50	Donations from Watches	£850.96		Launch meeting costs - room hire - BCC		£752.42	Launch Sponsorship - BCC	£250.00		Launch Sponsorship - National NHW	£210.00		Membership Cards	£167.25	£361.20	Open Gardens	£429.75		Room Hire for Committee meetings		£81.20	Stationery		£184.93	<b>Grand Total</b>	<b>£7,339.46</b>	<b>£3,876.25</b>	<b>Balance carried forward</b>		<b>£3,463.21</b>
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6	<p><b>Proposed Changes to the Constitution (Liz Kew)</b></p> <p>The Constitution was written two years ago and anyone who has been part of a formal organisation knows that getting a constitution right is not always that easy, but it is important to have these documents to give the organisation legitimacy and rules to work by.</p> <p>It was acknowledged that although copies of the Constitution, with suggested amendments, were handed out to the meeting, these should have been distributed to all Co-ordinators ahead of the meeting, in order that considered decisions could be taken. They had been circulated to Committee members.</p> <p>Taking the above into account, the following amendments were discussed.</p> <ul style="list-style-type: none"> <li>• The first proposal is to remove “objectives” and insert our Vision, Mission and Values. <ul style="list-style-type: none"> <li>○ A request was made from the floor for a definition of Values and Sgt Lee Kerslake outlined how Values are defined with the Police force. They are the way we carry out our activities, not the activities themselves.</li> <li>○ The motion to accept the amendments was proposed by Grenville Johnson and seconded by Maggie Stringer.</li> <li>○ The result of the vote was 22 For, none Against</li> </ul> </li> <li>• The second proposal was to appoint a Webmaster and for the position to be recognised as an officer of the Committee <ul style="list-style-type: none"> <li>○ This was proposed by Wendy Hull and seconded by Phil Wilson.</li> <li>○ The vote was 30 For, none Against</li> </ul> </li> </ul>																																										

	<ul style="list-style-type: none"> <li>• During the next year, the Committee plan to bring forward proposals to reword the section on Committee membership and the possibility of staggering future elections.</li> <li>• The third proposal was in the Finance section. The original wording stipulated that the Treasurer needs to be one of the signatories on each cheque. This is not workable if the Treasurer is away or ill, so the proposal is that the wording should be changed to “all cheques must be signed by two of the authorised signatories”. <ul style="list-style-type: none"> <li>○ This was proposed by Bob Giles and seconded by Bev Payne</li> <li>○ The vote was unanimous</li> </ul> </li> </ul> <p>The last piece of information was about changes within the Bishopston, Cotham &amp; Redland (BCR) NP. Some coordinators are active within their NP, so know that each partnership writes its own constitution. For BCR that meant that residents could only serve two years and were not eligible to stand again.</p> <p>At the June NP committee meeting it was requested that, as The Network was a voluntary organisation working within BCR, The Network was accepted to have permanent representation on the NP. This was agreed and Liz Kew was accepted as the representative.</p> <p>Many NHW members are serving on the NP as resident members or part of wider community groups, but it was suggested that they should ask their Partnership to consider including representation for The Network in their constitution</p>
7	<p><b>Election of Chairman (Tom Logan)</b></p> <p>Tom outlined how Wendy Hull has worked hard as Chair of The Network and all the other committees on which she is a member. The proposal to re-elect Wendy as Chair of The Network was proposed by Harriette Dottridge (an ex-officio member of The Network committee in her role as a member of Crimestoppers) and seconded by Tom Logan.</p> <ul style="list-style-type: none"> <li>• The proposal was carried unanimously</li> </ul> <p>Grenville Johnson requested that a vote of thanks to both Wendy Hull and Tom Logan for all their efforts on behalf of The Network be recorded.</p>
8.	<p><b>Election of Officers (Wendy Hull)</b></p> <ul style="list-style-type: none"> <li>• Vice Chair (Tom Logan) <ul style="list-style-type: none"> <li>○ Tom is happy to stand again</li> <li>○ Proposed by Liz Kew, seconded by Bev Payne and carried unanimously</li> </ul> </li> <li>• SW Regional Rep (Les Bowen) <ul style="list-style-type: none"> <li>○ Les is happy to stand again</li> <li>○ Proposed by Bob Giles, seconded by Maggie Stringer and carried unanimously</li> </ul> </li> <li>• Secretary (Maggie Stringer) <ul style="list-style-type: none"> <li>○ Maggie is happy to stand again</li> <li>○ Proposed by Phil Wilson, seconded by Tom Logan and carried unanimously</li> </ul> </li> <li>• Treasurer (Robin Corser-Langford) <ul style="list-style-type: none"> <li>○ Robin was not in attendance at the meeting</li> <li>○ Bev Payne has requested to be considered for the position</li> <li>○ The profiles for both candidates were read to the meeting</li> <li>○ Robin’s re-election was proposed by Liz Kew and seconded by Phil Wilson</li> <li>○ Bev’s election was proposed by Maggie Stringer and seconded by Grenville Johnson</li> <li>○ The result of the election was: <ul style="list-style-type: none"> <li>▪ Bev – 22 votes</li> <li>▪ Robin – 2 votes</li> <li>▪ Abstentions – 8</li> </ul> </li> <li>○ Bev Payne was duly elected as Treasurer</li> </ul> </li> <li>• Webmaster (Mike Tuohy) <ul style="list-style-type: none"> <li>○ Mike was not in attendance at the meeting, as he was overseas on a business trip</li> <li>○ He had already indicated that he was happy to stand again</li> <li>○ His re-election was proposed by Bev Payne and seconded by Maggie Stringer and carried unanimously</li> </ul> </li> <li>• The rest of the committee had all indicated that they were happy to stand again and were all re-elected en-bloc.</li> <li>• Ex-officio officer (Harriette Dottridge) <ul style="list-style-type: none"> <li>○ As a result of all her work with Crimestoppers, and her previous involvement with NHW, Les Bowen proposed that Harriette be re-elected as an ex-officio member of the committee. This was seconded by Liz Kew and carried unanimously.</li> </ul> </li> </ul>
9.	<p><b>This concluded the formal meeting and, after a short break, the meeting re-convened for other discussions/presentations</b></p>
10.	<p><b>Brian Banwell</b> has been recognised for his work in the South Bristol Community Watch in Hartcliffe, which started with the information he was able to provide to the police in the murder of Shirley Banks in 1986 and the subsequent arrest, trial, conviction and imprisonment of John Cannon. Since then he has been running a drop-in centre in his neighbourhood where residents, councillors and police can call in and discuss anything which is troubling them or to seek/provide information. They work with the Neighbourhood Policing Team and Councillors to provide solutions to issues within the community.</p> <p>As a result of this work and his dedication to the community, Brian was awarded a Certificate of Outstanding Achievement by Kate Daisley, the Operations Director of National NHW.</p>
11.	<p><b>Kate Daisley</b>, the Operations Director of National NHW then gave a presentation on the work of National NHW,</p>

	<p>outlining all the organisations and officials they deal with on behalf of NHWs across England and Wales. Based in Leicester where rent costs £4k per year, compared to £4k per week in London. They work closely with the Home Office, the Cabinet Office, MPs, all 43 Police Forces across England and Wales, PCCs, Insurance companies, security companies, other “watch” organisations, e.g. boat watch, caravan watch.</p> <p>She provided details of discounts/cost reductions they have been able to secure on behalf of NHW, including a considerable reduction in the cost of Public Liability Insurance which used to be arranged by the Home Office at a cost of £120k but now only costs £41k and National NHW keep the difference.</p> <p>They also run a scheme called Neighbourhood Return, which looks after patients with Dementia and Alzheimer’s disease. A pilot was run in Oxfordshire, Northamptonshire and Waltham Forest in London. It puts a volunteer cocoon around these patients and Nick Hurd (Cabinet Office – Minister for Civil Society) is extremely anxious to get this rolled out nationally. If a patient disappears, a message is sent out and volunteers spend a few minutes locating them. 50% of people who volunteered for Neighbourhood Return had never volunteered for anything before.</p> <p>NHW is a well-known brand throughout the western world.</p> <p>Now need evidence to show how NHW is affecting crime. With the assistance of criminologists (Kate was a criminologist) they are working with Newcastle University to identify pilot areas where NHW currently doesn’t exist and test various sign designs to prove that NHW really works.</p> <p>Kate attended the launch meeting in 2011 and congratulated the Bristol Network on the way they have developed.</p> <p>The National Website – Our Watch <a href="http://www.ourwatch.org.uk/">http://www.ourwatch.org.uk/</a> has various pages, but the most popular is the Postcode search, where people can go to find their nearest NHW. Two local administrators (Wendy Hull and Liz Kew) but more could be trained. Many tools are available free of charge to assist Co-ordinators with their watches. Also contains a link to Crimestoppers, where crimes can be reported, together with details of local police, etc.</p>
12.	<p><b>Gem Security</b> (Gemsec) (Steve Filer and Dan Cooke) gave a demonstration on the new anti-snap cylinder locks for uPVC doors from Avocet. These cost around £40 each and are easy to fit, If any group would like them to visit one of their meetings to demonstrate/discuss, please contact them directly.</p>
13.	<p><b>Sgt Lee Kerslake</b> gave a short briefing on the work he has been doing in relation to NHW. He has carried out a review of NHW and the relationship with the Police (Local Beat Managers/PCSOs) at the request of the PCC, and has a meeting scheduled with the Chief Constable on Friday 12<sup>th</sup> July to discuss his findings/recommendations. It has been identified that there is a fundamental issue with the relationship in <b>some</b> areas. The aim is to bring the relationship of the ‘poorer’ areas up to the level of the good ones. Confidence is high that improvements will be seen in a very short timescale.</p>
14.	<p><b>Question and Answer session:</b></p> <ul style="list-style-type: none"> <li>• What is happening about communications from the Police/new website? <ul style="list-style-type: none"> <li>○ The website is still in development, but there is no date yet. Senior Officers are aware of the issue and are want it sorted as soon as possible.</li> <li>○ The message is being given to officers that they need to put the effort into their communications in order that the messages get out to co-ordinators/contact people, including recording the message so that it can go out via the telephone for people who do not have e-mail or fax.</li> <li>○ There are problems with Ringmaster – people getting the same message multiple times/messages from other areas but not their own. This is being addressed.</li> </ul> </li> <li>• How do co-ordinators register themselves/contact people on the system? <ul style="list-style-type: none"> <li>○ The form is available by e-mail from Wendy Hull, and will shortly appear on the Network website. This should be returned to the PCSO for your area.</li> </ul> </li> <li>• Liz Kew attended a meeting two months ago where the Emergency Officer did not realise that the NHW Administrators within the police had left. She asked that this be more widely publicised.</li> <li>• Discussion re: advising co-ordinators when an incident has occurred within their watch. Some co-ordinators have a good system of communication within their watch (victims advise the co-ordinator directly) and others rely on the Ringmaster system. This will form part of the discussion between Lee Kerslake and the Chief Constable but Wendy reinforced the message that victims should be advising their co-ordinators.</li> <li>• The question was raised on how to get support for getting volunteers to set up new watches. The straightforward approach is to ask the PCSOs for help but in many cases it seems that they may be too busy. Kate Daisley pointed out that on the National website there are “flyers” which can be printed off (Kick start a NHW) – sometimes they are effective, but not always.</li> <li>• The lack of contact with the PCSOs/Beat Managers was raised – in some cases if flyers are required to be delivered the PCSOs put them through the letterbox – they don’t knock at the door. Again, this will be part of the discussion between the Chief Constable and Lee Kerslake.</li> </ul>
15.	<p><b>Dates for next meetings</b></p> <ul style="list-style-type: none"> <li>• The next Committee meeting will be held Thursday 24<sup>th</sup> October – location to be confirmed</li> <li>• The next General Meeting is proposed for Wednesday 9<sup>th</sup> July 2014 – again location to be confirmed but we will try to locate this in Bristol.</li> <li>• Wendy thanked the guest speakers and Lee Kerslake for his help and the meeting concluded at 9.30pm</li> </ul>