

CANTERBURY AND DISTRICT NEIGHBOURHOOD WATCH ASSOCIATION

ANNUAL GENERAL MEETING

Saturday 10th March 2018 at Canterbury High School

Minutes approved at the 2019 AGM

Present: Total of delegates attended was 30

Outgoing Committee: D. Hayward (Chair), N. Fowler (Vice-Chair), M. Pocock (Secretary), D. Whamond (Treasurer), J. Barnes, A. Baldock, K. Wilson, J. Flanagan.

1. Apologies for absence: Stacey Baston, Colin Chaston, Jan Dodman, Ann Flemming, Robbie Gambrell, David Goddard, Mary Hawtin, John Hillier, Michael Lynch, Ann Moulton, Linda Neesham, Mike Poole, Vivienne Spratt, Kathleen Would.

2. Minutes of 18th March 2017 AGM: Bob Booth proposed acceptance of the minutes as a true record of the meeting, seconded by Bob Pullen and unanimously agreed.

3. Matters arising: None

4. Chairman's Report

David Hayward began his report by saying that our purpose remains to work towards building ever more low-crime, safer, stronger, more confident communities.

We continued to focus on 3 main aims:

1. Preventing and solving crime – continuing to share awareness of current crime trends and related crime prevention advice across the whole of the Canterbury Council District through:
 - a) the dissemination of messages via internet links to the coordinators of all 175 schemes and thence on to our 17,700+ member households
 - b) the production and posting on our Association website of a quarterly e-newsletter again on the themes of crime awareness and prevention
 - c) the delivery of an Annual Conference on selected themes of crime awareness and prevention
 - d) encouraging members to report suspicious events to the Police in order to help in preventing crime – and also possibly the solving of past crime(s) in the process
2. Promoting membership – we have continued to work in close co-operation with our Partner Agencies in the Canterbury Community Safety Partnership (CCSP) to promote new interest in NHW membership. Of course, all members of NHW have their own part to play in this as well. We have encouraged all schemes to build in succession planning to ensure that they can continue, for the benefit of their members, should there be a need for a new coordinator to take over the running and thus avoid scheme closure(s) whenever possible. At year end we can report:
 - a) 9 New schemes opened (447 households) [2016: 7 (318)]

- b) 1 Existing scheme enlarged (113 households) [2016: 3 (344)]
- c) 7 New coordinators found for existing schemes [2016: 3] **but sadly**
- d) 4 Schemes closed (244 households) [although 2016: 7 (690)]
- e) Total schemes: 175 (17,760 households) [2016: 170 (18,407)]
- f) Net change to households covered: + 316 [2016: minus 28]

NB. Because many of our schemes cover large numbers of households a year's 'performance' can greatly be skewed by the gaining or loss of just one of these.

3. Maintaining and further building on Community Safety Partnership Links – the Association has continued to play an active part in contributing to Community Safety within the Canterbury City Council District. We regularly attend both operational and strategic meetings of the Partnership, responding positively to issues arising and bringing our own issues to the Partnership as appropriate. In particular, we maintain very close working relationships with the Canterbury District Officers of Kent Police, Kent Community Wardens and Canterbury City Council's own Community Safety Unit.
4. In addition to our various activities within the Canterbury District, as Chairman I have continued to be much involved with the regenerated Kent NW, including as its Secretary – hence there is still much mileage claimed to / from Maidstone appearing in our Association accounts.
5. And finally – I should like to take this opportunity, as always, to thank all those who were members of the Association Committee throughout 2017 (and indeed up to this AGM) for all their hard work on your behalf – and to our small band of District Kent Police Volunteers, without whose own efforts, along with those of Volunteers elsewhere in East Kent, our NHW service simply couldn't operate. More such Volunteers would be very welcome – please either see or otherwise make contact with our VWLO Geordie Laidlow, who we have been very pleased to have had join us at today's event. Sadly, Geordie will be leaving us before too long to take up a similar role closer to home in North Kent. The Committee would like to use this forum to thank him for his support during his time with us, which has included personally sending out many of the KCM messages. Our VWLO post (covering Thanet as well as Canterbury) has now been made permanent – it was previously only temporary – and we look forward to welcoming his as yet unconfirmed successor before too long.

5. Treasurer's Report

David Whamond had previously circulated a Financial Statement for 2017. He said that the Association started 2017 with a bank balance of £8,911.69 with NatWest, Whitstable. The year ended with a balance of £8,958.94 technically now held at NatWest, Herne Bay following the closure of the Whitstable branch. This includes £122.99 ring-fenced until Feb 2019 and being held on behalf of the closed Pean Hill NHW Scheme and £2,000.00 reserved for contingencies as per The Charity Commission recommendation. Taking this into account we made an operational gain of £47.25

The majority of the total expenditure of £1,059.40 is accounted for by:

- The total Conference costs of £284.50 including refreshments
- Mileage costs of £271.60
- The website costs increased to £110.40

- Purchase of owl card protectors at £320.00
- Printing of information flyers at £69.00

Our expenditure was almost half that in 2016 – with one big difference being that we did not purchase any NHW signs (£978.76 in 2016)

Our total income for the year amounted to £1,106.65, and the main sources were:

- Sales of goods at the Conference and outside functions came to £318.0
- Sales of OWL card minders of £301.26
- Advertising by Hames and Son in “Watching Brief” again realised £80.00
- There was an income of £40.00 from the sales of new NHW signs
- Sale of a generator from former Canterbury Crime Prevention Panel stock (£160)
- Monies received and held ring-fenced for the closed Pean Hill Scheme account (£122.99)

Our income in 2017 was much reduced from 2016 mainly as we had no further closing donations from the Canterbury Crime Prevention Panel (£2,656.34)

The Association’s Bank account remains with NatWest for the foreseeable future. As at 1st Jan 2018 our balance of £8,958.94 is held in two NatWest accounts. The Association has no exceptional commitment for 2018 so our working capital is therefore a healthy £6,835.95 taking into account the £2,000.00 contingency fund as recommended by the charity commission and the £122.99 ring-fenced for Pean Hill Scheme. This working capital does now include the released ring-fenced funds of £975.23 previously held for two years for the Shepherds Walk Scheme, which closed in 2015.

The Association holds some stock which has discernible monetary value – principally NHW signs and Owl Card Minder Sleeves. Precise recoverable income attainable if/when sold, however, is dependent upon policy concerning the allocation of complementary signs to new schemes etc. As at 1 January 2018 current stock value, in terms of purchase price, can be quantified at approximately £835.00

The Treasurer was thus happy to confirm that the Association’s finances remain in a strong position. He also formally thanked Jill Clowes, one of our Co-ordinators, for kindly auditing these accounts.

Terry Westgate proposed acceptance of the Treasurer’s Report, seconded by Chris Martin and carried unanimously.

6. Change to the Constitution as previously notified

David Hayward said that these changes have been proposed due to the forthcoming changes to the Data Protection Regulations (General Data Protection Regulations May 2018). The proposed wording of the amendment had been sent out with the Conference/AGM documentation. The purpose of the amendment is to provide overarching policy regarding use / protection of members’ personal data. Details of our specific data protection procedures are already available on the Association’s website.

Proposed Amendment

The following amendment to the Association’s constitution is required to show full compliance with UK Data Protection Legislation, and in particular forthcoming changes instituted as a result of the General Data Protection Regulations, which come into effect in May 2018.

It is proposed to:

- Insert the item below, containing paragraphs a) to c), into the constitution as item 7.
- Renumber the existing item **7. Alterations** as item 8.
- Renumber the existing paragraph **8. Dissolution** as item 9.

7. Collection, Processing and Protection of Personal Data

- a) Canterbury & District NHW Association (the Association) maintains a list of current members' names, addresses / contact details in order to support their NHW activities and despatch membership information / newsletters relevant to the purposes of Neighbourhood Watch.
- b) For the purposes of data protection legislation, the Association is regarded to be a Data Controller, and as such will comply with all requirements of current UK data protection requirements in connection with the handling and processing of data for the above purposes.
- c) The Association's website contains full detail of the data protection handling policy.

Acceptance of the amendment was proposed by Brian Forbes-Turner, seconded by Carolyn Chester and carried unanimously.

7. Election of Committee

The 8 outgoing Committee Members: Alan Baldock, Jean Barnes, James Flanagan, Neal Fowler, David Hayward, Michael Pocock, David Whamond and Kathryn Wilson had all been nominated previously and eligible for re-election. Alex Bull had been a co-opted member of Committee during 2017 but had now been formally nominated and seconded to stand as a full member.

David Hayward said that this now made a full Committee of 9 members and suggested that they be elected en bloc. This was proposed by Bob Booth, seconded by Chris Martin and unanimously carried. David welcomed anyone else who wanted to be involved to contact him.

8. A.O.B.

- a) Bob Pullen asked whether copies of the slides used by presenters could be made available as it would be useful to include some of the material in his newsletter. Neal Fowler said that if it helps the material would be summarised in Watching Brief. David said that he would contact the speakers with regard to this request.
- b) A coordinator asked whether names should be put on the feedback forms. David said that such forms were generally anonymous but names and schemes could be written on the forms if wished.
- c) Terry Westgate encouraged everyone to get involved with the Great British Spring Clean re-scheduled to 18th March as it helps to deter crime.

David Hayward concluded the meeting by thanking everyone for staying on for the AGM.

9. Close of AGM – The meeting closed at 12.28 pm.