

**Bromley Neighbourhood Watch Association - Executive Committee Meeting**  
**7.30pm Thu 21<sup>st</sup> July 2011**  
**St. Blaise Training Room, Bromley Civic Centre**

**1. Attendance & Apologies:**

Present: Clifford Longley (CL) Chairman  
Aidan McCulloch (AM) Secretary  
James Ellis (JE)  
Peter Toy (PT)  
Irving Radnor (IR)  
Sue McVicker (SM)\* LBB SNDO  
Brian Rowland (BR)\*  
Ch. Insp. Carron Schussler (CS)\* Met. Police  
Cllr. Tim Stevens (TS)\*

Apologies/ Alf Kennedy (AK) Treasurer & Vice Chair

Not Present: Colin Newman (CN)\* LBB  
Judith Cross (JC)\* BCEF Chair

(\* denotes current non-voting members)

CL advised that CN was unwell and in hospital – he sent best wishes from all at the Exec. Committee. He welcomed Carron from Met. Police and responsible for Bromley Safer Neighbourhoods Teams. CL also welcomed Tim who said he was pleased to be here. He had been working closely with the Police and announced £3000 funding is available this year and next to improve BNWA working with Council's SNDOs and Ward SNTs, who would each appoint a single point of contact (SPOC) to try to ensure a full network across the entire Borough.

**2. Previous Minutes (2 June) + Actions Arising /**

**3. Chairman's Report + Roles For Committee Members:**

a) CL advised Minutes agreed + actions covered elsewhere.

b) CL welcomed the news from TS, saying it was similar to our intentions announced at our recent AGM. So far he understood AK only had 7 SPOCs with more needed. Some Safer Neighbourhood Panels (SNPs) do not have NHW input or presence.

c) IR advised he, PT and JE had been reviewing BNWA management tasks previously identified and suggested a small Training & Development Sub-Committee to progress various actions required to initially meet on 25/7 and report by mid-November. It would focus on achievable actions (e.g. charitable status, fundraising, website etc., draft 3-year plan, lottery funding, sponsorship) and report back to each Exec. Committee Meeting.

d) CL commented expansion and exploring potential was always needed with some work progressing (JE database; Bromley College website; PT Co-ord training). TS was concerned about too much information being put out by different Safer Bromley Partnership groups needing coordination – this could also be considered. Safer Bromley News is currently published 4 times a year and BNWA could have input – he requested feedback on contents. New posters and

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info. on SNTs will be published. The meeting agreed formation of the Sub-Committee.

**ACTION: IR, PT & JE form Sub-Committee: to report back next Meeting**

e) BR commented he liked a lot of the future plans, but communication by BNWA to Co-ords is very important and this is just not happening at present, including the website. SM agreed noting confusion about different version application forms and the process. CS advised she had slightly pulled back the SNTs until there was better overall clarity. BR volunteered to oversee a new interim website until the full Bromley College version was implemented. CL proposed and the Committee agreed to SM's previous draft Application form / process (to SNDOs to forward to JE for registration) being adopted with suitable data protection agreed by all parties. A new information leaflet was also needed urgently and PT agreed to draft and action. Co-ords database: BNWA to 'own' and retain but with SNDOs and Police to have user access.

**ACTIONS: BR / JE / CL to liaise and action new interim website + server  
SM to progress application form and agree process with JE  
PT to draft and publish new BNWA info. leaflet  
JE / CL to liaise with SNDOs and Police re database**

**4. Treasurer's Report:**

AM advised AK had forwarded new Nat West application forms requiring formal endorsement by a Management Committee. He duly reported the contents of the forms and the voting Members of the Committee (CL, AM, JE, PT and IR) formally agreed and passed the resolution as detailed. CL, AK + AM are to be BNWA signatories. IR asked for a check to be made that it was a charity account and not a business account.

**ACTION: Forms signed at meeting: CL to pass to AK for further action**

**5. IT Matters / Website / Council + Police database access:**

a) JE advised he had test run the new database which had been reconfigured. Various replies had been received. CL advised JE now has formal responsibility for the BNWA Co-ords database.

b) SM requested urgent discussion on management / co-operation suggesting a staged methodical review of Wards + Co-ords to verify content and accuracy. CS agreed use of a single version of database and that Police SNTs will facilitate verification and update. These actions were formally agreed and endorsed by the Committee. CL advised that finance was previously agreed if any software was required.

**ACTION: JE to formally manage BNWA database + liaise with SM + Police**

**6. Training Programme For Coordinators:**

a) PT is the SPOC to agree on behalf of BNWA. SM advised options for the 3 SNDOs as follows:

- Peter: no date / venue at present – to be notified

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- Amanda: 26 Oct. at Beckenham Public Halls
- Sue: possibly 2 or 3 dates / venues (Hayes School, Keston Village Hall?  
+ one other?)

b) Discussion on content - topics suggested: BNWA: website + signs / stickers, Victim Support, ASBOs, Trading Standards, topical (e.g. fireworks). TS suggested vulnerable elderly people. CS agreed police input and uniformed presence and suggested explaining Crime Mapping and focussing on the Wards. IR suggested Co-ord attendees get a pack/certificate/thank you letter – agreed for discussion at next Meeting.

**7. Any Other Business:**

a) Membership: TS formally agreed to be a non-voting member of the BNWA Executive. BR agreed to be formally co-opted onto the Executive, was proposed by IR and agreed unanimously. He requested e-mail details of other members.

b) Leaflet: Committee approved PT to action on a new BNWA leaflet including details of Safer Bromley Partnership members and sourcing additional standard format Neighbourhood Watch signs + stickers.

**PT to action leaflet / signs / stickers**

**7.1 Sponsorship:**

To be included in Sub-Committee review – see Item 3. above.

**8. Date + Time Next Meeting:** Agreed Thu 15 Sept. at 7.30pm.

**ACTION: SM to book room / AM to draft Agenda + notify Exec. Cmttee**

*A. McCulloch*  
*BNWA Secretary*  
*3 Sept. 2011*