

**Bromley Neighbourhood Watch Association - Executive Committee Meeting**  
**7.45pm Thu 2<sup>nd</sup> June 2011**  
**St. Blaise Training Room 5, Bromley Civic Centre**

**1. Attendance & Apologies:**

Present: Clifford Longley (CL) Chairman  
Alf Kennedy (AK) Treasurer & Vice Chair  
Aidan McCulloch (AM) Secretary  
Peter Toy (PT)  
James Ellis (JE)  
Colin Newman (CN) LBB (non-voting)  
Judith Cross (JC) BCEF Chair (non-voting)

Apologies / Irving Radnor (IR)

Not Present: Sue McVicker (SM) LBB SNDO  
Brian Rowland (BR) Observer (volunteered at AGM)  
Dave Stewart (DS) IT& Website - resigned

CL regretted to advise the resignation of Dave Stewart (IT & Website) for personal reasons. He asked for the Minutes to record our appreciation and thanks for all the work he has done for the BNWA. DS will complete adding 6 more names to the Coordinators database, which CL now has up and running.

**2. Election of Chairman & Roles for Exec. Committee Members:**

CL asked AK to run an election of a new Chairman: CL was unanimously re-elected by all voting Members. AK was previously elected at the 7 Apr. AGM as Treasurer. CL advised that at the AGM, Chief Supt. Griggs had confirmed Chief Insp. Carron Schusler should be the police link with BNWA. After discussion, other roles/appointments were agreed as follows:

Chairman & Coords Database: CL (+ IT support by JE)  
Vice-Chair / Treasurer / Newsletter Editor – quarterly?: AK  
Secretary: AM  
Database/IT: (to be decided – currently CL)  
E-mail Triage: JE  
Publicity / PR: (to be decided)  
Training: PT  
Watch Launches (to be decided)  
Police Liaison: (to be confirmed): Ch. Insp. Carron Schusler

**3. Minutes 7<sup>th</sup> Apr 11 Meeting:** Agreed – AK advised now published on website.  
**Actions Arising:** CL advised all covered elsewhere.

**4. Chairman's Report:** CL advised:

a) Database: further to the invaluable work done by DS noted above, it was agreed CL should ask DS to delete all his copies of the database. Only one operating encrypted copy should be now held by CL, until a new IT & Website role is formally agreed and appointed. It was agreed JE should hold a separate database backup copy on an encrypted memory stick with appropriate security.

b) Process For New Watches: Discussion on latest position and process for the application, authorisation and setting up and of new watches. Summarised as

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- i. (optional) SNTs initiate/prompt interest in role from potential Coord
- ii. Potential Coord to check website for actions required to initiate a new Watch and applies to BNWA Exec. via online form
- iii. BNWA Exec. Checks database for existing Watch
  - a. if existing Watch referred to existing Watch/Coord
  - b. if no existing Watch, reviewed+ accepted/rejected
- iv. BNWA Exec. decision notified to applicant + SNDO
  - a. if rejected then notified + reason/s given
  - b. if accepted then notified + confirmed database. no. etc
- v. SNDO liaises with new Coord + supplies signs + stickers
- vi. New Watch launched (attended by Exec. Member if available)

After discussion agreed urgent actions are now needed to clarify the website information / links (after DS departure), plus the interim application processes.

**ACTIONS: a) CL/JE to review online application form and related info.**  
**b) JE to review server operation and Exec. details on BNWA website**

c) Police Liaison: CL advised that at the AGM Chief Supt. Griggs had confirmed that Chief Insp. Carron Schusler (Safer Neighbourhoods) would be the police link with BNWA and be part of our Executive Committee.

**ACTION: CL to confirm in e-mail to Ch. Supt. Griggs**

d) AGM Review: CL reported he thought the AGM had gone well. AK agreed stating the venue was good (apart from microphone problems which are now resolved. There was general consensus and agreed to use again next year.

**ACTION: AK/AM to review possible dates and check availability**

**5. Treasurer's Report:** AK advised £7500 has been received from the Council with a total of £9770 in bank account. He advised DS has been reimbursed website related costs of £70.

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

a) AM passed names/details given by those attending AGM to CL to check and update on database.

**ACTION: CL/JE to review / update details from AGM against database**

b) Website: CL reported Clive Gould (Bromley College) had invited him to talk to next year's 2<sup>nd</sup> Year students, and he met the whole course and updated them on BNWA with 8 to 10 expressing interest. They requested a statement of requirements (SORs) which CL had drafted and circulated. Items discussed were:

- a BNWA 'shop window'
- initial enquiry point of contact
- application process information
- 'how do I start a Watch?'
- sponsorship
- 'what to do if.....'

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- links / signposting
- LNWA / NHWN information
- new BNWA logo

**ACTION: CL to finalise + issue SORs**

c) Council + Police database access: CL reported a previous meeting had been held between SM and DS as the Council SNDOs were awaiting action to allow database access. Agreed urgent needed to finalise SNDO protocol and their access and use of database.

**ACTION: CL to action urgent meeting CL/JE/SM to agree new Watch application protocol + SNDOs use of database**

**7. Training Programme For Coordinators:**

After discussion and forward planned autumn start, CN to discuss sector specific training content, and possible dates / venues with 3 SNDOs and liaise with PT to bring draft programme to next meeting. Agreed PT to take on training Coord role and assist with planning, implementation and delivery

**ACTION: CN to liaise with SNDOs + PT on topics + dates/venues**

**8. Sponsorship:** Review future possible sponsorship of website once new website format is finalised (see 6.b above)

**9. Any Other Business:**

a) Signs & Stickers: AK advised a supplier in Nottingham is offering a discount and he is currently negotiating. After discussion, agreed he should action the purchase. CN agreed delivery should be made to Bromley Council for storage.

**ACTION: AK to purchase + CN to arrange storage by Council**

b) BNWA Logo: AM raised issue of existing BNWA meerkats logo which included Met. Police logo. After discussion, agreed to include new logo in website review.

**ACTION: CL to include logo in website SORs for Bromley College**

c) Community Links: CN commented an experienced skilled volunteer to manage the BNWA website could still be available. Agreed to review after CL/JE meeting.

**ACTION: Review Community Links volunteer for website**

**10. Date + Time Next Meeting:** At the meeting it was agreed for Thu 14<sup>th</sup> July 11 now starting at 7.30pm - JC gave apologies in advance as she cannot attend.

**(Post Meeting Note:** this date may be amended to Thu 7<sup>th</sup> July subject to agreement and availability of Committee – AM to progress and confirm to all.

**ACTION: AM to notify Exec. Cmttee + book room**

*A. McCulloch*  
*BNWA Secretary*  
*7<sup>th</sup> June 2011*