

**DRAFT Minutes****Annual General Meeting****Wednesday 15<sup>th</sup> November 2023 – 7PM – Teams Video Conference**

Stewart Prodger (Chair); Roddy Ross (Treasurer); Jack Birrell (Trustee); Ron McKail (Trustee); Valerie Arbuckle (Trustee); Christina McCourt (Trustee); Allan Symington (Trustee); Gavin Phillip (Trustee); Richard Whetton (Trustee); Lesley Clark (Staff); Jennifer Nisbet (Staff); Michele Lindsay (Staff); Varrie McDevitt (Staff); Kathryn Shanks (Member); Iain Freer (Member); Percy Feketey (Member); Tim Mitchell (Member); Frank Conway (Member); Madelene Hunt (Member); Robert McKinney (Member); Gavin Duncan (Member); Billy Kelly (Coordinator) Sarah Marshall (Coordinator); Lewis McGill (Coordinator); Dorothy Cyster (Coordinator); Peter Hoskins (Coordinator); Anne O’Kane (Coordinator); Barbara Mair (Coordinator); Russell Murdoch (Coordinator); Gordy MacDonald – (Guest Speaker)

Apologies – Easton Millar (Trustee); Ian Fowler (Member); Christine Humphries (Member); Graham Holmes (Member); Jessie Stewart (Member); Cornelius Edward Mahoney (Member); Guus Glass (Member); Eddie Mccolm (Member); Mark Biggins (Member); Allan Davidson (Member); Elizabeth Davis (Member); Archie Harvey (Member); Martin Kelman (Member); Steve Holehouse (Member); Philip Welsby (Member); Brian Smith MBE (Member); Alexandra Wallace (Member); Lizanne Kempself (Member); Suzette Clarke (Member); Helen Rough (Member); Patricia Karlstad (Member); Nicholas Kelly (Member); Tommy Stewart (Member); Scott Heron (Member);

The Neighbourhood Watch Scotland Annual General Meeting 2023 took place virtually over Teams. It was fantastic to see the commitment that our Board members, formal members and coordinators dedicate to the organisation and extend our thanks to new and existing members alike taking the time to attend. We could not do our work without our members and that keeps our drive to better the support and benefits we offer to everyone in communities.

The meeting focussed on the specific aspects of governance and the business elements followed by a presentation. The input and feedback from Coordinators and members during the meeting was excellent. We really hope everyone present enjoyed the meeting as much as the NWS team and Board.

**Minutes of Neighbourhood Watch Scotland Annual General Meeting 2022**

Agenda Item	Description
1	<p><b>Welcome and Chair’s Remarks</b></p> <p>Chair welcomed all in attendance and informed everyone present that the meeting was being recorded and screen shots would be taken throughout the meeting.</p> <p>He explained the order of business would be:</p>

- To appoint Brett Nicholls as the independent examiners of accounts until the next Annual General Meeting at which accounts will be laid before the members.
- In accordance with clause 77 of the NWS Constitution to accept the retirement and re-election of:
  - Stewart Prodger as Chair for a second term of office
  - Roddy Ross as Treasurer for a second term of office
- Accept the application as an Individual Member Charity Trustee, to join the Board of Trustees:
  - Allan Symington
  - Gavin Phillip
  - Christina McCourt
- Accept the application as a Corporate Body Member Charity Trustee, to join the Board of Trustees:
  - Richard Whetton

Stewart had prepared a presentation as he had wanted to highlight the immense change that has taken place over 2022-2023 such as the new Director, the strong direction, changes within the staff team, enhanced engagement with Police Scotland, Neighbourhood Watch England & Wales, Funding/Capacity, the Neighbourhood Alert database, survey and database and where next?

There had been a significant change in the mission and vision due to the dynamism of Lesley's leadership.

NWS welcomed new Board members and staff members. There are now seven staff members, who all work part time, which equates to around 2½ days, it was remarkable what had been achieved with so few resources.

It had been apparent that members and coordinators were keen NWS develop a better relationship with Police Scotland so they have an understanding of NWS.

This had developed and the following had progressed:

- Special Constables encouraging signs up to Alert and support public awareness campaigns
- A pilot project with C3 where they use Alert in the control room for real time Alerts on certain incidents of threat, risk or harm
- Lesley had been asked to present at the Superintendents Group meeting to raise awareness of NWS and Neighbourhood Alert
- Police Scotland supporting NWS events over the festive period as well as running a radio advert in conjunction with Police Scotland. Link to radio advert can be found [here](#).

Funding received from Scottish Government no longer meets the funds required to meet the demands of NWS services, therefore additional funding avenues are being explored such as commercial partnerships and grant-making trusts. Applications had been submitted to trusts with limited yield, and membership was encouraged to suggest ideas, and get actively involved.

The database cleanse had been carried out to ensure data protection (GDPR) compliance. It may look like NWS had lost a lot of Watches, this was not the case as the Watches deleted were inactive. The current active Watches were just over 600 however these continue to grow. Alert users were over 31,000 which was very healthy, and this figure also grows on a daily basis.

	<p>Neighbourhood Alert Administrators list was also updated and cleansed – this left 71 Police Scotland administrators, 4 local authority administrators as well as a handful of Scottish Fire &amp; Rescue Service administrators.</p> <p>NWS had been raising the engagement and communications activity, and continued to, through social media channels, newsletters, leaflets, podcasts, case studies, and most importantly attending events in shopping centres, train stations etc to meet members of the public providing advice, merchandise and information on Neighbourhood Watch and Neighbourhood Alert.</p> <p>As part of the communications work NWS would be looking to hold regular online drop in opportunities for formal members and coordinators, as well as renewing the website to ensure it better serves our members.</p> <p>Going forward NWS wishes to:</p> <ul style="list-style-type: none"> <li>- establish new ways of working</li> <li>- grow the network through groups and Alert use</li> <li>- refresh and revitalise existing NWS groups</li> <li>- raise awareness, develop the brand, increase membership</li> <li>- be the voice of neighbourly community safety</li> <li>- train more partner Alert administrators</li> <li>- explore benefits in kind such as co-location, shared resourcing</li> </ul> <p>To achieve this NWS need:</p> <ul style="list-style-type: none"> <li>- more resource hours and talented people</li> <li>- volunteers to carry out some tasks as well as professionals for core delivery</li> <li>- increased funding</li> </ul>
2	<p><b>Minutes of last AGM &amp; Matters Arising</b>  Moving to formal business, and there being no matters arising, Stewart requested last year's minutes for 2022 be proposed and seconded.</p> <p><b>Proposer: Roddy Ross                      Seconder: Valerie Arbuckle</b></p>
3	<p><b>Financial Report &amp; Presentation of Accounts</b>  Roddy introduced himself as Treasurer and referred to presentation slides showing abbreviated information from the year end accounts.</p> <p>Roddy provided an overview of the finances for the year 2022-2023 and expressed that he had concerns around constraints on future public funding and that this may cause problems over the next three years.</p> <p>The figures presented before the members was the first year of our three year strategy and mirrors where we expected to be.</p> <p>The first slide covered the Balance Sheet and provided an overview of the financial position and health of Neighbourhood Watch Scotland including cash in the bank, stock, and what is owed to Neighbourhood Watch Scotland.</p> <p>Cash in bank is £90,233 which for now is a comfortable position to be in. This balance is unrestricted although there are funds taken into account for the Neighbourhood Alert licence. Reserves stand at £57,037 however OSCR guidelines are three months reserves which would amount to just under £30,000.</p>

	<p>The remaining reserves will be used to balance spend in next year's accounts and provide a cushion.</p> <p>The second slide provided a breakdown of income and the costs incurred by Neighbourhood Watch Scotland in its charitable activities. Income totalled £147,156.00, an increase of £22,000.00 from Scottish Government negotiated by the Chair. NWS will discuss an increase to funding with Scottish Government in relation to future years due to providing excellent value for money.</p> <p>Expenses had also increased due to the new staff employed. Expenses totalled £141,693.00 creating a surplus of over £7,000.00. Roddy believed Lesley had brought a boldness, but not a recklessness, to the financial arrangements.</p> <p>A finance meeting had been scheduled to take place in December to look at the accounts and to check the organisation remains viable and we continue to deliver outcomes.</p> <p>Adoption of Final Accounts for 2022-23 agreed by:</p> <p><b>Proposed : Roddy Ross    Seconded: Kathryn Shanks</b></p> <p>Stewart asked that independent examiner Brett Nicholls Associates be appointed to carry out the account audit for financial year 2023 – 24. This was approved:</p> <p><b>Proposed: Jack Birrell    Seconded: Kathryn Shanks</b></p>
5	<p><b>Election of Neighbourhood Watch Scotland Board</b> As part of the formal process for election to the NWS Board the following were appointed as member trustees :</p> <p><b>Individual member trustees</b> Christina McCourt Gavin Philip Allan Symington</p> <p><b>Proposer : Jack Birrell    Seconder : Iain Freer</b></p> <p><b>Corporate Body member trustees</b> Richard Whetton</p> <p><b>Proposer : Barbara Mair    Seconder : Jack Birrell</b></p> <p><b>Retiring due to having been on the Board for 3 years but standing for re-election</b> Stewart Prodger Roddy Ross</p> <p><b>Proposer : Jack Birrell    Seconder : Ron McKail</b></p> <p><b>11</b> forms returned supporting appointments, <b>9</b> in attendance and agreed in person, <b>6</b> given a proxy vote to Chair. There were no objections.</p> <p>All Board members stood down and were re-elected.</p> <p><b>Proposer : Jack Birrell    Seconder : Iain Freer</b></p>

	<p>Stewart highlighted that there would be a meeting or two set up during the year for staff and formal members to meet. This would give both staff and formal members the chance to get to know each other and hear more about NWS.</p>
<p><b>6</b></p>	<p><b>Presentations</b>  A very informative presentation was delivered by Gordy MacDonald, Police Scotland – many will recognise Gordy from Alert messages.</p> <p>The presentation was very well received by all present.</p> <p>On the back of recent cyber attacks Gordy explained the importance of getting the basic cyber hygiene correct and in place. This ranged from vulnerabilities, passwords, main threats, the risks to charities, what the internet looks like in a second, ransomware and protecting against it, organisational responsibilities, creating a cyber security action plan, back ups, sharing information on social media and artificial intelligence (AI).</p> <p>These are the links highlighted and please feel free to share.</p> <p><a href="#">Small Charity Guide - NCSC.GOV.UK</a>  When you open the link it will take you directly to the site and to the guide. On the left side of the guide there is a menu you will see Cyber Threat Report: UK Charity Sector and you will see below that Resources. There are seven resources there from training, infographics and point 6 which relates to Cyber Essentials. Within the Cyber Scotland Partnership Gordy mentioned the IASME Consortium and they are the approved authority in the UK to deliver Cyber Essentials.</p> <p><a href="#">How Secure Is My Password?   Password Strength Checker   Security.org</a>  This is the link to running that check on how secure a passphrase can be. Remember, don't use the actual Passphrase / Three Random Words you are planning on using but something very close to them.</p> <p><a href="#">Stay protected online with a Cyber Action Plan - NCSC.GOV.UK</a>  This is the link to the Cyber Security Action Plan – this can work for Organisations but the example Gordy showed was in relation to Families/ Individuals. An excellent free resource.</p> <p>Stewart thanked Gordy for taking time out of his schedule to present to members.</p> <p>Stewart thanked everyone for their time. The meeting was closed.</p>

Minutes Approved by ...Stewart Prodger..... Date 26/1/24

Minutes Seconded by ..... Date .....