

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held via Zoom on Tuesday 13th April 2021 at 11.00hrs

Present:

Graham Smith (Chairman)
Jan Thompson (Minutes)
Ray London
Harry Brett
Paul Laxton
Graham Mumby-Croft
Roger Outram

1. Apologies.

None

2. Minutes of the Previous Meeting.

The minutes of the Zoom meeting held on Tuesday 10th November 2020 were approved. Proposed by: Roger Outram Seconded by: Ray London. Agreed by all present.

3. Matters Arising and Action Points.

Reference	Action	Responsibility	Progress
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6.6.20	Set up a working group to explore best practise for content of the website.	Roger Outram, Paul Laxton, Graham Mumby-Croft and Graham Smith	Ongoing Roger and Graham M-C have had discussions and have brought forward some links to the home page and are also looking at updating the “Clickers Corner”.
4.11.20	To obtain signatures from the Chairman, Secretary and Treasurer in order to close the Benevolent Fund Account	Graham Mumby-Croft	Partly Completed Benevolent fund transferred to the PGA but still to get the appropriate signatures to send to the bank.
5.11.20	To float the idea with the POA of the viability of having a joint RPOA and RPGA annual reunion and report the findings back to the committee	Harry Brett	Ongoing Will informally pursue when Covid restrictions are lifted.

4. Treasurers Report - Graham Mumby-Croft.

Graham reported that the books are currently with the auditors.

He stated that it has been a reasonably effective year in respect of costs and income. The headline figures for the accounts are as follows:

As of the 1st of April 2021 the current account is standing at a balance of £16,404.62.

The main points from the Treasurers report are:

- **Total Income** for the year (all from subscriptions) was £5432.00.
- **Total Expenditure** for the year was £4471.31
- **The surplus of income over expenditure** for the year is good at £960.69.

Graham stated that the main expenditure was the cost of the 40th anniversary edition of the newsletter (approx. £2392.00) and noted that, of course, we had not incurred any T&S or room hire for the year.

He expressed that he was quite happy that our finances are comfortable and that he did not foresee a need to increase our subscription fee for the next year.

The PGA invoice for the diaries was received in late December 2020 and will therefore be paid out of the 2021 finances.

5. Membership Report - Harry Brett

Harry gave an update of the current membership figures as follows:

At the AGM in November 2020 there were 403 members and since then there have been the following changes:

7 New Members
9 Deaths
1 Resignation
2 Non - Traceables
2 Non - Payers

and the current membership figure is 396 (of which 339 are paying members and 57 are non-paying members). There are currently 122 members who receive PGA diaries.

A list of names of the deceased was produced by Harry.

MEMBERS

Paul Wailen
John Dring
Bernard Clarke
Ken Alderson
John Smith
Roy Robson
John Lewis

NON-MEMBERS

Phil Mortimore
Derek Twiner

Harry went on to mention that he is still writing to newly retired Governor Grades as and when he gets such notifications.

6. Website Update - Roger Outram/Graham Mumby-Croft

Roger stated that the website continues to reflect the newsletter and includes instructions on how to join the RPGA as well as a raft of archive material. He continued to say that updating the website is a continual process and that it is no longer password protected. A

discussion took place about including a list of members on the website and who could authorise that.

Action Point: Graham Smith

To discuss and ask for approval at the AGM for the inclusion of a list of RPGA members on the website.

7. Newsletter - Paul Laxton/Graham Mumby-Croft

Graham confirmed that the updated version of the newsletter had been sent via email to committee members for their perusal and comments. After a conversation with Bob Duncan, Graham stated that he had amended Bobs' article of his memoirs in respect of where to start the article. Other amendments to the newsletter were the inclusion of the deaths of (non-member) Derek Twiner and the Duke of Edinburgh (included in Grahams' editorial).

The price that the printer has quoted includes the reproduction of the photographs in colour. Graham continued to say that hopefully he would be sending the newsletter to the printers this week and they would dispatch it to our members within a two week period.

Roger mentioned that he and Graham had spoken about the possibility of sending a hard copy of the newsletter to all Governing Governors in order to raise our profile or maybe trying to obtain email addresses for all current Governor Grades and send them an email copy of the newsletter, as this is where we aim to recruit from. Graham continued that due to data protection issues we probably wouldn't be given this information and so he had contacted James Bryant and asked him if he would forward our current newsletter along with a covering letter and an application form to everyone on their email list. James had agreed to pass that on to Andrea Albutt (PGA Chairperson) for clarification and following a recent PGA Committee Meeting it has been agreed that they would send that to their members as requested.

Paul gave his thanks to Graham and Roger for taking on the newsletter and also his personal thanks for the sensitive editorial reference his and his wives' situation. He added that it was highly

unlikely that he would be able to resume duties for the next edition either. Being up for re-election in October, Paul stated that he would have to consider his position and the committee will also have to consider this as well, informally. The Chairman said that he was happy to have Paul back on the committee in October. Graham and Roger agreed that they were both happy to continue with the autumn issue of the newsletter.

Graham asked the committee how we had got on with the quiz that had been set by Mike Lewis. We all agreed that we hadn't done too well with it. Graham continued to say that the prize money had also been put up by Mike Lewis and only he knew the answers so his decision will be final.

Action Point: Graham Mumby-Croft/Roger Outram

To put together a package including the newsletter, a covering letter from the committee and an application form for James Bryant to forward to the PGA membership.

8. RPGA and CSPA - Graham Smith

Graham said that there was nothing new to report other than the CSPA was in limbo. Harry said that he is still sending an application form for the CSPA to all new RPGA members along with a copy of the latest RPGA Newsletter.

Paul stated that he will be stepping down as Chairman from the West Yorkshire branch at the next AGM due to his current situation and will no longer be a link between the two associations.

9. AGM - GS/AII

The Chairman stated that he was hoping that the AGM would be 'live' again this year, to be held in conjunction with the PGA Conference. Neither Harry or Paul had heard anything yet about a possible date for the PGA Conference but thought it would be

October if it went ahead. Graham said that regardless of whether the PGA Conference goes ahead we will still hold our AGM either 'live' or by Zoom on a date to be decided.

The Chairman mentioned some updates required to our Rules and Constitutions which he had emailed to the committee (12/04/21) and Ray agreed to take this forward.

Graham Mumby-Croft mentioned that our Zoom contract is up for renewal in October and sought clarification on whether we should renew it or not. He suggested that maybe we could continue having our spring committee meetings via Zoom, highlighting that at £110 per year this is considerably cheaper than paying the T&S for the committee members to travel to an establishment, whilst continuing to hold our autumn meeting and AGM in conjunction with the PGA Conference.

Graham Smith proposed that we renew the Zoom contract and have one committee meeting via Zoom but hold our other meeting, along with the AGM, as a 'live' event. This was seconded by Ray London and agreed by all the committee members.

Action Point: Ray London

(i) To update our Rules and Constitution to incorporate the topics highlighted in the Chairmans' email of 12/04/21.

(ii) When agreed by the Committee, to send the updates to the PGA for ratification before presenting them at the RPGA AGM.

10. Subsequent Committee Meeting Dates - All

After some discussion it was decided to hold a 'pre AGM' Committee Meeting on Tuesday 20th July 2021 at 12.00 hours to assess the Covid situation in respect of holding a live AGM. The AGM will take place in October (either live or by Zoom) and the next spring meeting is provisionally set for Tuesday 12th April 2022.

The meeting closed at 13.15 hrs.

Summary of Actions.

Reference	Action	Responsibility
6.6.20	(Set up a working group) To continue to explore best practise for content of the website.	Roger Outram, Paul Laxton, Graham Mumby-Croft and Graham Smith
4.11.20	To obtain signatures from the Chairman, Secretary and Treasurer to forward to the bank in order to close the Benevolent Fund Account.	Graham Mumby-Croft
5.11.20	To float the idea with the POA of the viability of having a joint RPOA and RPGA annual re-union when Covid restrictions allow and report the findings back to the committee.	Harry Brett
6.3.21	To discuss and ask for approval at the AGM for the inclusion of a list of RPGA members on the website.	Graham Smith

7.3.21	To put together a package to include the newsletter, a covering letter from the committee and an application form, for James Bryant to forward to the PGA membership.	Graham Mumby-Croft
9(i).3.21	To update our Rules and Constitution to incorporate the topics highlighted in the Chairmans' email of 12/04/21.	Ray London
9(ii).3.21	When agreed by the Committee, to send the updates to the PGA for ratification before presenting them at the RPGA AGM.	Ray London