

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held via Zoom on Tuesday 20th July 2021 at 12.00hrs

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 13th April 2021 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 Roger has already put those things onto the website. Graham M-C to send out an email to the subgroup for a Zoom meeting.
4.11.20	To obtain signatures from the Chairman, Secretary and Treasurer in order to close the Benevolent Fund Account	Graham Mumby-Croft	Signatures still required from Graham Smith and Ray London in order to close the Benevolent Fund Bank Account.
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 although will speak to the necessary people and report back at the next meeting.

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	To be carried out at the AGM - resolution to be drafted.
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	Completed.
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	Ongoing Ray to highlight the changes and forward to Committee Members for appraisal

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	Ongoing
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4. Treasurers Report - Graham Mumby-Croft.

Graham reported that the Current Account Balance, as of today, stands at £16,114.45 which is a very healthy amount. Graham attributes this to the fact that we haven't been meeting as a committee and therefore no T&S has been incurred.

Due to the good state of the bank balance the Treasurer stated that he does not see a need to increase the membership subscription for the foreseeable future. He mentioned that the cost of the last Newsletter had already been taken from the bank and there were no outstanding debts on that at all.

Within the next three months we will have the cost of the AGM coming up and the Autumn Newsletter to consider but from a treasurers point of view we are sitting in a good position financially.

It was proposed by the Chairman (seconded by Roger Outram) that we hold the spring committee meeting via Zoom but hold a live October Committee meeting and AGM. Any subsequent Committee meetings, if required, could also be held via Zoom. This was agreed by all committee members.

The Treasurer pointed out that the financial figures that he will be presenting to the AGM will effectively be nine months out of date as the books closed at the audit at the end of December 2020, which is also in line with the PGA reporting.

Action Point: To see if it is feasible to hold the AGM via Zoom at the same time as it is being held live. **Roger Outram** to speak to the hotel to explore the possibilities.

5. Membership Report - Harry Brett

Harry mentioned that membership figures continue to fall. The current membership figure stands at 396. This is down from 403 at the 2020 AGM. In that time there have been:

6 New Members
9 Deaths
1 Resignation
1 Non - Traceable
2 Non - Payers

Names of the deceased since March 2021:

MEMBERS

Doug Wayman
Chris Walker

Graham Smith said that we would hope to recruit future members at this years PGA Conference in October.

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

Roger stated that the website continues to be a 'work in progress'. It is up to date and being maintained and monitored regularly and that he would welcome any comments or suggestions for improvement from anyone.

He went on to say that he is a member of LinkedIn and has been using it to seek out and 'befriend' current Prison Governors as potential RPGA members for the future. He stated that the response has been good and that he has not had anyone ignore his request to be 'friends'.

7. Newsletter - Graham Mumby-Croft/Paul Laxton

Graham mentioned that the last edition of the Newsletter included the quiz which was set by Mike Lewis who had also put up the £45 prize money but, to date, he has not received any entries and the closing date for entries is the 31st July. The only correspondence received was a letter from a member enclosing a cheque for £100 for the charity, Motor Neurone Disease - chosen in memory of John Dring and Paul Laxton's wife, Lennie. Paul said that he has suggested to the PGA that they make the MND Charity their Conference Charity this year although he fears he may have been too late in contacting them.

Graham M-C proposed that the RPGA match this total (the prize money and the donation) from our funds to give a total of £290 to the charity. This was seconded by Graham Smith and agreed by all the committee members.

Graham Smith said that he was willing to look at producing a quiz for the next newsletter which would probably be a lot easier than that produced by Mike Lewis. This was welcomed by Graham M-C.

Graham M-C continued by stating that he was willing to compile the Autumn edition of the Newsletter and Paul agreed that he was not ready to take this on just yet but that he would like to seek re-election in October at the AGM and look towards producing the Spring edition next year. Graham asked that all contributions for the next newsletter were sent to him by the deadline of the end of September 2021. He mentioned that he already had some articles for inclusion but not enough to make up a full newsletter.

8. RPGA and CSPA - Graham Smith

Graham said that he hadn't heard anything from the CSPA. Paul is technically still Chair of the West Yorkshire branch and mentioned that their Regional Organiser is planning to try to have a live meeting (next week), possibly in Darlington where they used to meet, but the branch is experiencing difficulties in filling the Committee places as the Secretary is not a well man and intends to

stand down. Paul fears that he could end up as Chairman of a mothballed branch!

9. AGM - GS/All

The next AGM is scheduled for 12th October 2021 at 13.00 hours, in conjunction with the PGA Conference, at the Radisson Blu Hotel, East Midlands.

10. Subsequent Committee Meeting Dates - All

The next Committee meeting will take place at the Radisson Blu Hotel, prior to the AGM, on the 12th October at 11.00 hours and the next spring meeting is provisionally set for Tuesday 12th April 2022 at 12.00 hours (via Zoom).

The meeting closed at 13.20 hrs.

Summary of Actions.

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6.6.20	(Set up a working group) To continue to explore best practise for content of the website. Graham M-C to send out an email to the subgroup for a Zoom meeting.	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 reunion when Covid restrictions allow and report the findings back to the committee.	Harry Brett To speak to the necessary people and report back at the next meeting.
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 - resolution to be drafted.
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 Ray to highlight the changes and forward to Committee Members for appraisal
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

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