

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held at The Radisson Blu Hotel Castle Donnington on Tuesday 9th October 2018.

Present:

Graham Smith (Chairman)
Jan Thompson (Minutes)
Graham Mumby-Croft
Jenny Adams-Young
Ray London
Paul Laxton
Harry Brett

1. Apologies.

Apologies were received from Dave Taylor and Roger Outram.

2. Minutes of the Previous Meeting.

The minutes of the meeting held on the 13th February 2018 were approved. Proposer: Ray London Seconder: Harry Brett. Agreed by all members present.

3. Previous Action Points and Matters Arising.

Reference	Action	Responsibility	Progress
4i.10.17	To make enquiries reference the reasoning behind the two invoices for the Autumn Newsletter.	Graham Mumby-Croft	Resolved

Reference	Action	Responsibility	Progress
4ii.10.17	To look for different printers in other areas.	Harry Brett	Completed - to remain with current supplier.
10i.10.17	To produce a draft article for the CSPA Pensioner Magazine (as per the above circulated paper).	Graham Smith	Completed.
12i.10.17	To enquire from the hotels the maximum capacity of their meeting room.	Jenny Adams-Young	Completed
12ii.10.17	To enquire from the hotels their policy on making a booking for a certain number and subsequently failing to achieve that number, e.g. booking 30 places but only getting 25 confirmations, and whether we would have to pay for the higher number.	Jenny Adams-Young	Completed.
12iii.10.17	To enquire from the hotels when they would need confirmation of numbers attending.	Jenny Adams-Young	Completed.

Reference	Action	Responsibility	Progress
5i.2.18	Propose putting the rules reference membership forward at the AGM.	Graham Smith	Completed.
5ii.2.18	Prepare a small article for the P S Journal reference our organisation and how to join.	Dave Taylor	Ongoing. Graham Smith to contact Dave Taylor.
7.2.18	To create an RPGA website for discussion by the committee.	Roger Outram	Ongoing.
8.2.18	To contact Carol Jones and co-write an article for the newsletter.	Graham Mumby-Croft	Completed.
9.2.18	To write a draft letter and submit it to committee members before its' inclusion in the CSPA Magazine.	Graham Smith	Completed.
10.2.18	To amend the flyer and distribute to committee members for comment.	Jenny Adams-Young	Completed.

4. Treasurers Report - Graham Mumby-Croft

The treasurer stated that we are currently sitting in a comfortable position and the current account stood at £11,613.46 as of 2nd October 2018, the Lloyds account having now been closed. The quarterly bank statements have been checked against the membership numbers and the treasurer reported that

there are still a few payments of £10 going into the Barclays account. These members have been written to at least twice but the practice continues! Graham decided that it was no longer worth following up.

In respect of membership payment from NEW members, Graham Mumby-Croft suggested that a start date for the commencement of payment be left off the application form and he would insert it when he processed the form. This was due to the fact that the indicated start date is often passed by the time the form reaches him and therefore payment is missed. A discussion then took place about ALL new members starting to pay on the 1st January although it was agreed that it would be financially better if there were two start dates: 1st January and the 1st July. This was proposed by Harry Brett, Seconded by Jan Thompson and agreed by all the members present.

ACTION POINT: Harry Brett and Graham Mumby-Croft to liaise in respect of membership form wording.

Graham reported that a total sum of £75 had been deposited into the Benevolent Fund since the last meeting. This consisted of a donation of £25 (in lieu of a charity donation) and £50 donated by a member, which represented an overpayment of his subscriptions. Graham Mumby-Croft suggested that when a member dies, the £25 goes to their nominated charity from the Benevolent Fund rather than from the main bank account although this would need to be agreed through a PGA resolution.

A discussion ensued reference Benevolent Funds. Paul Laxton asked if our Benevolent Fund could be donated to the Civil Service Benevolent Fund and then our members contact the CSBF if they need help. Graham Mumby-Croft talked about the services offered by the CSBF which are obviously greater than those that we can offer.

In respect of our Benevolent Fund, which currently stands at £5653.36, it was suggested that we could 'run it down' and then eventually close it although Ray London suggested we talk to the PGA about donating it to them.

ACTION POINT: Graham Smith to speak with Andrea Albutt.

5. Membership Report - Harry Brett

Harry Brett informed the committee that there had been an increase of approximately six new members since the last meeting as a direct result of the Chairmans' letter in the CSPA Magazine. The membership figure currently stands at 427.

Graham Smith commented that we need to look at our recruitment method. Harry Brett mentioned that James Bryant informs him of the names of those people who are retiring or have just retired

Graham Mumby-Croft suggested that we could approach MyCSP to add our organisation to their list of organisations that new retirees may wish to contribute to.

ACTION POINT: Graham Smith and Harry Brett to contact Shared Services/ MyCSP for avenues of contacting eligible people who are about to retire.

6. Website Update - Roger Outram

Unfortunately Roger Outram was unable to attend this meeting but had produced an update for the minutes as reproduced below:

“After spending considerable time disassembling newsletters from autumn 2012 to present and created a workable file structure for the website, I have now started to populate the website and it is growing quite quickly. It will be simple and quick to update as each new newsletter comes out. Paul has agreed to send me the electronic copy, going forward, and that’s great. It would be helpful if the committee could spend some time checking the content of the site and I can then make any minor changes that are needed.”

Jenny Adams-Young again expressed her concerns about printing past newsletters on the website, as in the past contributors did not expect their articles to be available to non-members or any other people.

Graham Mumby-Croft suggested that we contact the PGA Solicitor to seek advice on how we stand reference going public with our newsletters.

ACTION POINT: Paul Laxton to contact the PGA Solicitor for advice.

ACTION POINT: All Committee members to look at the RPGA website and pass on their comments to Roger Outram.

8. Newsletter - Paul Laxton

Paul Laxton stated that he had emailed the next newsletter to the Committee members for comments although there will be a few minor alterations made to it prior to it going to the publisher.

Jenny Adams-Young stated that Roger Outram had expressed his concern that since he had taken over the ‘Your Letters’ section of the newsletter, he had not received any correspondence and members were still sending their

letters to Bob Duncan who was dealing with them. She went on to point out that we need to ensure that Roger receives the letters directly.

ACTION POINT: Graham Smith to write an article for the next newsletter reference letters to be sent to Roger Outram rather than to Bob Duncan.

8. RPGA and CSPA - Graham Smith

Graham Smith reported that the link between the RPGA and the CSPA was working as expected. Paul Laxton and Harry Brett are due to attend the CSPA AGM on the 10th October and will report any interesting articles via the next newsletter.

ACTION POINT: Paul Laxton to write an article for the next newsletter about the CSPA AGM.

9. OBITUARIES - Harry Brett

Harry Brett reported that there had only been one death of note since the AGM - that of Duncan Scales and although he was not a member, he was our link to the PGA.

10. 2019 AGM - Jenny Adams-Young

It had been suggested at our last Committee meeting that the 2019 AGM be held on the same date as the February Committee meeting. After some discussion it was decided to postpone the AGM until later in the year, possibly in October after the Committee meeting and during the PGA Conference.

ACTION POINT: Ray London to speak with the PGA Chairperson reference holding our AGM (and Committee meeting) at the Radisson Blu Hotel in October 2019.

11. Subsequent Committee Meeting Date

The date of the next Committee meeting was set for Tuesday 2nd April 2019 at 11.00 hours - venue to be confirmed but possibly HMP Whatton.

Summary of Actions.

Reference	Action	Responsibility
5ii.2.18	Prepare a small article for the P S Journal reference our organisation and how to join.	Graham Smith to contact Dave Taylor
7.2.18	To create an RPGA website for discussion by the committee.	Roger Outram
4.10.18	To speak to Andrea Albutt reference donating our Benevolent Fund to the PGA.	Graham Smith
5.10.18	To contact Shared Services/MyCSP for avenues of contacting eligible people who are about to retire.	Graham Smith and Harry Brett
6i.10.18	To contact the PGA Solicitor for advice reference publishing the RPGA Newsletter on the web site.	Paul Laxton
6ii.10.18	To look at the RPGA website and pass on their comments to Roger Outram.	All Committee Members
7.10.18	To write an article for the next newsletter reference letters to be sent to Roger Outram rather than to Bob Duncan.	Graham Smith
8.10.18	To write an article for the next newsletter about the CSPA AGM.	Paul Laxton

10.10.18	To speak with the PGA Chairperson reference holding our AGM (and Committee meeting) at the Radisson Blu Hotel in October 2019.	Ray London
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