

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held via Zoom on Monday 14th September 2020 at 13.00hrs

Present:

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

1. Apologies.

None

2. Minutes of the Previous Meeting.

The minutes of the meeting held on Wednesday 3rd June 2020 were approved. Proposer: Ray London Seconded: Roger Outram. Agreed by all present.

3. Matters Arising and Action Points.

Reference	Action	Responsibility	Progress
5ii.2.18	Prepare a small article for the PS Journal regarding the RPGA and how to join us.	Graham Smith and Dave Taylor	No longer feasible. Abandoned

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	Group set up. Work ongoing
9.6.20	Contact the PGA reference the possible cancellation of their Conference in October.	Ray London	Completed. Cancelled due to Coronavirus

4. Treasurers Report - Graham Mumby-Croft.

Graham stated that there was not much to report. The current bank statement from 2nd September shows a balance of £15,865.27 - the highest total that the current treasurer has known! He also confirmed that a copy of the accounts will be published in the Autumn newsletter.

The main points of note were:

- 1) Members subscriptions still come in as they are paid by standing order and, although postage costs have increased, he doesn't envisage that the annual membership subscription needs to be changed at this time.
- 2) The main expenditures have been the annual subscription to Zoom (approx £70) and the predicted cost of the colour edition of the newsletter (approx £1,500 maximum). The colour issue contains 44 pages and 600 copies have been ordered at a cost of £1,270 - plus distribution costs for copies being sent to Headquarters, Area Offices, Establishments and Outlying posts.

- 3) On a positive note there have been no recent Committee Meetings and there will not be an AGM, which means that there has been no costs for Travel and Subsistence.

Graham also mentioned that he is still trying to 'marry up' the difference in paying members with Harrys' list.

5. Membership Report - Harry Brett

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

We have had 10 new members, 13 deaths, 1 resignation and 7 'untraceables' but in reality we have only lost 4 paying members and 7 non-paying members and now have 353 paying members and 52 non-paying members, which gives us an overall total of 405 members.

Harry said that he asks James Bryant every month for the names of any new retirees and sends them a letter asking them if they would like to join the RPGA.

Harry also gave an update of member deaths in 2019/20.

Deceased Members:

Brian Thulburn
Brian Coatsworth
James Edwards BEM ISM
Geoff Lister
Bernard Wilson MBE
Harold Prior
Mrs Low
Eddie Healy
Malcolm Manning
Ingrid Clayton
Olwen Spiers
Marjorie Marchant
Pat Nolan

Deceased Non-Members:

Judith Mathews

William Rose-Quirie OBE

Colin Baker

Mel Constantine

Malcolm Lewis

Ruth Mann

Paul Dixon

6. Website Update - Roger Outram

Roger commented that there was not much to report - the website is still growing. He stated that he was hoping to get some information from Committee Members (as well as RPGA members) as to what they would like to see on the website. **Action Point:** To send out a reminder to Committee Members to ask what WE want to see on our website.

Roger then shared a screen shot of the front page of the website and a list of the Committee Members, along with their profiles. Graham Smith asked Roger if proposed members could print off an application form to join the RPGA. Roger showed the committee the application form from the website and assured us that the application form could be completed online, printed, signed by the applicant and then sent to Harry.

Harry asked that his email address be taken off the form so people don't send it to him via email as the bank require a proper signature, although this won't be necessary if full instructions on how to apply are included on the form.

It was also explained by Graham M-C that the applicant could set up a standing order with their bank at the same time as sending the application form (by email or by post) to Harry.

Roger said that he would include full instructions on how to apply. - **Action Point**

After a short discussion it was agreed to put ALL the published 'Clickers Corner' articles onto the website.

He has spoken to James Bryant reference including a link to our website onto their PGA website and James agreed to do this.

7. Newsletter - Paul Laxton

Paul reported that the Autumn 2020 newsletter currently has 44 pages and the retro section had already been sent to Committee Members via email. The publication target date is the end of September and it includes a tribute to our founder, Arthur Williamson. Paul also commented that the 'Your Letters' page was unusually short, probably due to the lockdown etc as people are not out and about as much.

Harry volunteered to collect any excess copies and distribute them to Headquarters, Area Offices, Establishments and Outlying posts. He also asked if there was an advert in this edition reference joining the RPGA as it would be going to Establishments? Paul said he may struggle for space to include that due to the current content. Harry agreed to insert an application form into the Headquarters/ Establishment copies - **Action Point**.

Graham M-C asked about publishing the link and password to the Zoom AGM that he will be setting up. Paul stated that there is a 'Virtual AGM Agenda' on page 8 of the newsletter. Graham agreed to send Paul all the details of the virtual AGM once he'd set up the Zoom meeting so that Paul could include this in the newsletter.

8. RPGA and CSPA - Graham Smith

Graham said that there was nothing new to report.

9. AGM - GS/AII

It was agreed to hold the next Virtual Committee Meeting on the same date as the Virtual RPGA AGM. This is set for Tuesday 10th November 2020 - the Committee Meeting will be held at 13.00hrs followed by the AGM at 14.00hrs.

10. Subsequent Committee Meeting Dates - All

In addition to our meeting taking place prior to the AGM, it was agreed to hold a Committee Meeting on Tuesday 13th April 2021, at a time to be agreed later, hopefully at Whatton, Sudbury or New Hall if the coronavirus restrictions have been lifted.

The meeting closed at 14.00hrs.

Summary of Actions.

Reference	Action	Responsibility
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
6i.9.20	To send out a reminder to Committee Members to ask what WE want to see on our website.	Roger Outram
6ii.9.20	To include full instructions on the website of how to apply to join the RPGA.	Roger Outram
7.9.20	To insert an application form into each Autumn Newsletter that is sent to Headquarters and Establishments.	Harry Brett