

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held on Monday 9th October 2023 at 11.00hrs at the Radisson Blu Hotel, Castle Donnington.

Present:

Graham Smith (Chairman)
Jan Thompson (Minutes)
Paul Laxton
Graham Mumby-Croft
Kevin Billson

1. Apologies.

Harry Brett
Roger Outram

2. Minutes of the Previous Meeting.

The minutes of the meeting held on Tuesday 2nd May 2023 (via zoom) were approved.

Proposed by: Paul Laxton

Seconded by: Kevin Billson

Agreed by all present.

3. Matters Arising and Action Points.

Reference	Action	Responsibility	Progress
6.10.22	To continue to contact previous newsletter contributors inviting/ encouraging them to submit more articles for publication.	Roger Outram	Ongoing
9.10.22	To publish the updated Rules and Constitution in the newsletter.	Paul Laxton	Completed. To be included in the Autumn Newsletter
12.10.22	To look at the membership list for a further name/s to be approached for joining the committee.	All	Ongoing
4.5.23	To contact those members highlighted as paying the subscription fee more than once a year to ask them to change their standing orders to annually rather than monthly.	Graham Mumby-Croft	Completed. All overpayments now repaid
6.5.23	To secure five minutes on the rostrum at the next PGA Conference in October to talk about the RPGA.	Graham Smith	No opportunity available on the day of our meeting.

6(i).5.23	To include a sentence in the membership letter to potential new members reference that we are looking to co-opt new members onto the committee.	Harry Brett	Ongoing
6(ii).5.23	Include an article in the newsletter reference invitations for members to co-opt on to the committee.	Paul Laxton	Completed. Will be included in the Autumn Newsletter

4. Treasurers Report - Graham Mumby-Croft

The Headline figures for the year ending December 2022 were:

Total Income for the year: £5,548.00 (Deficit of £667.07 from 2021)

Total Expenditure: £5,224.83 (Increase of £470.07 from 2021)

Surplus of income over expenditure: £323.17 (Decrease of £667.07 from 2021)

Cash Balance at year end: **£15,541.93**

The Treasurer stated that the accounts for the year ending 2022 had been signed off by the auditors. The audited accounts show a Start Balance of £15,218.76 and an End Balance of £15,541.93 equating to a surplus for the year of £323.17.

He continued to say that our finances remain in reasonably good health for now although the surplus for the year had reduced significantly but he saw no reason to increase subscription rates at this time. He also stated that if we had no income at all, based on what we spend at current prices, we could still operate for about two to three years using this buffer without having to increase the subscription rate. Postage costs and the newsletter printing costs will be going up very soon and if the income from subscriptions fails to cover outgoings then we would have to look at increasing the cost of the subscription. Those members who receive a diary (124) may have to see an increase in subscription rate if the cost of the diary plus postage goes over £20. **Action Point:** To include an article in the Newsletter asking members to check if they are paying the correct subscription rate (G M-C and PL).

He highlighted that the main cost of running the association remains the publication and distribution of The Newsletter (an increase of £701.77 in 2022) but as this forms the single most important element of membership of the RPGA we should not compromise on either the quality or content. Therefore were continue to have it printed on good quality paper.

Graham continued to say that he had experienced minor issues with the bank reference who was able to access information etc. The bank has placed restrictions on the account until proof could be provided, via our auditor, of who we were (the RPGA) and verification/certification of people with access to the accounts. Graham has set up a zoom meeting with the auditor (James Cruse) for noon today so that this verification etc could take place. He has completed the appropriate online forms and has confirmation that they have been received by the bank. Following the zoom meeting, the auditor will send the required verification/certification to the bank. **

The Chairman thanked Graham and said we appreciated his work in the preparation of the account and the accounts were accepted by all committee members present.

5. Membership Report - Harry Brett

Harry was unable to attend the meeting but sent his membership report. In the report he stated that since the 2022 AGM, when we had 398 members, there has been: 9 New Members, 12 Deaths, 13 Resignation and 6 Non-Traceable giving a current membership figure is 376. This represents an overall loss of 22 members. The breakdown of the membership figure is: 323 Members plus 53 Non-Payers (who are partners of deceased members and receive free membership/newsletter).

The names of the deceased since our October 2022 AGM meeting are:

MEMBERS:

Brian Emes
Dennis Sutton
John Rumball
Bill Martin
Colin Stewkesbury
David Hedley
Royston Clarke
Neville Joseph OBE
Daphne Jones
Martin Kealey
Steve Goddard
Grenville Barnard

NON-MEMBERS:

Gerry Adams
Merrion Williams
Ron Oliver
Terry Saunders
Jack Atherton
Steve Hyams
Gareth Hadley
Stuart Terry
David Rodden

N.B. The committee were informed of the death of another member, John Dovell, (September 2023) after Harry had submitted his membership report.

6. Website Update - Roger Outram

Unfortunately Roger was unable to attend the meeting and had not sent any updated notes for inclusion in the minutes. Paul Laxton stated that he had recently looked at the website and said that it all looked up to date.

7. Newsletter - Paul Laxton

A draft of the autumn newsletter has been circulated to the committee members and the final version will also include the PGA Conference speech from Andrea Albutt and any other relevant news from the conference. Paul said that he is expecting the autumn issue to be a 48 page edition although it may be a 52 page issue depending on the PGA conference content. It was agreed that the version seen by the committee was good, with a lot of variety in the contents.

8. RPGA and CSPA - Paul Laxton/Harry Brett

Harry is still a member of the CSPA NEC but Paul said he hadn't heard anything from Harry recently. Paul continued to say that the CSPA, like a lot of organisations, is struggling to get members and committee/NEC personnel.

9. Annual General Meeting

The 2023 AGM has been scheduled to follow this committee meeting, at 13.30hrs, and the agenda has been published.

It was agreed that the agenda for the 2024 AGM would include an item for members to put forward any resolutions. **Action Point:** JT

10. Subsequent Committee Meeting Dates - All

A provisional date of Tuesday 16th April 2024 at 12.00pm was agreed to hold a zoom committee meeting.

In respect of the 2024 AGM, we agreed to wait to hear from the PGA as to when and where they will be holding their conference and try to use the same venue.

The meeting closed at 12.00hrs.

******Following the conclusion of the committee meeting, a zoom meeting with auditor James Cruse was held during which visual and ID verification of committee members was agreed.

Summary of Actions.

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6.10.22	To continue to contact previous newsletter contributors inviting/encouraging them to submit more articles for publication.	Roger Outram
12.10.22	To look at the membership list for a further name/s to be approached for joining the committee.	All
6(i).5.23	To include a sentence in the membership letter to potential new members reference that we are looking to co-opt new members onto the committee.	Harry Brett
4.10.23	To include an article in the Newsletter asking members to check if they are paying the correct subscription rate.	Graham Mumby-Croft Paul Laxton
9.10.23	Include an item on the 2024 AGM Agenda: Members to put forward any resolutions for the AGM	Jan Thompson