

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held on Monday 13th October 2025 at 11.00 hours at The Belfry Hotel, Nottingham

Present:

Graham Smith - Chair
Jan Thompson - Minutes
Paul Laxton
Harry Brett
Kevin Billson
Barbara Treen
Roger Outram (via Zoom)
Graham Mumby-Croft (via Zoom)

1. Apologies.

None

2. Minutes of the Previous Meeting.

The minutes of the meeting held on the 13th March 2025 were accepted as a true record. Proposed by: Paul Laxton, Seconded by: Harry Brett and approved by all committee members present.

3. Action Points and Matters Arising.

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. AP: To refer to Paul Laxton for inclusion in the newsletter AP: Harry Brett to forward via email to new members.
6.11.24	To add an item on the agenda for the next committee meeting in regard to a discussion about the website archive material.	Jan Thompson	Completed

Reference	Action	Responsibility	Progress
7.11.24	To arrange a 5 minute slot at the 2025 PGA Conference to promote the RPGA.	Graham Smith	Not completed as the PGA conference was not being held on the day of our meeting. AP: Harry Brett will attempt to speak to conference on Tuesday.
5.3.25	To add a motion to the AGM agenda seeking approval to change the wording on the RPGA Joining Application Form	Jan Thompson	Completed

4. Treasurers Report - GMC

The Treasurer produced his report for the meeting. He stated that at the beginning of our 2024 financial year (Jan 24 to Dec 24) the current account stood at a balance of £14,981.77 and at the end of the year it stood at £15,628.07. The current balance, as of the 1st October 2025, is: £18,156.90 At the moment there are no outstanding debts although the cost of the autumn newsletter will need to be paid (approximately £2,000), probably by the end of October, along with the travel and subsistence for those of us who are attending the AGM in person.

He continued to say that December is a big month for payments in respect of income, so by the end of the year there should be a fairly healthy balance of around £18,000 in the current account. However, the cost of the 2026 diaries is currently a bit of an unknown fact. Kevin said that the number of diaries required for next year is approximately 120 to which Graham said that the query is how much the diaries are going to cost and how much the postage will be due to the rising cost of postage. He continued by saying that he doesn't see any reason to raise the membership subscription, particularly those who pay the basic rate of £13 per year, but that we may have to review how much we charge those members who do take a diary as the £20 per year that they pay will probably put us into a loss, as the £7 difference that they pay probably won't cover the future cost of the diary and postage, and the question we need to think about as a committee is whether or not we use the funds of our members who do not have the diary to subsidise those who do. Harry also mentioned that we now have some members who receive the newsletter via email who also receive a diary, so they are not incurring any cost in postage for the newsletter but they are for the diary and then there are those members living abroad who also receive a diary but the £7 difference in membership subscription basically only covers the postage and not the cost of the diary. Graham agreed with Harry and said that these issues added

another dimension to our already complex dilemma. Harry suggested that we look at the cost of the 2026 diaries with a view to making a decision for next year and the possibility of raising the subscription rate to include the 2027 diary. The chairperson thanked Graham for his hard work in keeping the accounts in order for another year.

As always, the full Treasurers' Report will be printed in the Newsletter and also on the website.

5. Membership Report - HB/KB

Kevin reported that the membership figure has remained steady since the last report (in March) at 341 although this is a significant decrease on the figure of 353 reported in October 2024. The current total comprises of 296 full paying members and 45 non-paying associate members. He continued by saying that it is a struggle to attract new members despite James Bryant (PGA) issuing an RPGA introduction letter to all the PGA members who inform him of their intention to retire. Kevin went on to say that he follows this up by sending an email to those named PGA retirees along with an e-copy of the latest newsletter.

We have welcomed two new members since March, Kindur Sandhar and John Woolham, and have received one resignation, Sheila French (an associate member). We have lost contact with Morris Moore who is no longer at the address on our records and we have no forwarding address either.

There have also been three deaths: Steve Goodliffe, Reverend James Anderson and David J Elliott. Kevin also mentioned the deaths of Gary Walker, Bob Mullen and Albert Huxley who were not members of the RPGA but were known to many of our members.

Kevin then went on to talk about the shared list of members, compiled the previous year by Roger, and that he and Graham M-C had which they could access after the January financial reconciliation process, to discover who hadn't paid the previous year and then chase this up to find out if there was a reason why they hadn't paid and if they still wanted to remain a member. He continued by saying that he had also been tidying that list up and removing any discrepancies and felt that he had reached a point now where he is reasonably confident that the list is an accurate record of the current membership. Graham Smith asked the committee how we thought the PGA would feel about allowing us to put a bulletin out about the RPGA on their system. As Graham M-C pointed out, the PGA have gone online and for them to put something up for us would not incur any cost to them. **AP:** Kevin to ask James Bryant and the NEC about this.

6. Website Update - RO

Roger said that he was very happy with how the website was going. He shared a screenshot with the committee of a chart which showed all the activity recorded, on a monthly basis, that the website has had in the twelve months since October 2024 to the end of September 2025.



The chart shows the number of members viewing the website for the first time (represented in green) and the number of members returning again to view the website (represented in light blue). Interestingly, the most views were in February with 37 members accessing the website - most of which were first time viewers. He continued by saying that, given the membership who have access to the internet, he felt that this is a good reflection of the interest in a website that only changes twice a year following the publication of our Newsletter!

Our website provides a living and easily accessible facility for our members to access current and historical Newsletter content. With the entire Newsletters present and accessible in pdf format, with content provided by our members, available in an easily located form. I am still hoping that the missing early copies of the newsletter will eventually be found. I am very grateful to Brendan O-Friel for sending me a number of early copies which he had. Roger explained that he strips out all the information that comes from the membership, i.e. the contributions, and separate them so that people don't have to search through newsletters to find what they are looking for. Harry said that the good thing about the website is that it's kept up to date. He continued that so many websites that you go on are well out of date.

Barbara asked why there was 'stuff' about the RPGA on the PGA website that is clearly wrong and out of date. She asked if there was any point it being there because they also include the link to our website which takes people to the correct information. The chairperson asked if anyone knew who was responsible for maintaining the PGA website. Harry replied that he was sure it was Sean Williamson from HMP Full Sutton. Also that James Bryant asks the RPGA for any updates to be included in the PGA diary but this is obviously not being picked up or passed on for updating their website. **AP:** Kevin to contact Sean Williamson to edit the PGA website accordingly.

6a) What needs to be archived?

Roger said that the website was a perfect archive for the newsletter itself although there are some missing because previous secretaries have not kept copies that could subsequently be uploaded to the website. As mentioned above, Roger has received a number of early copies from Brendon O'Friel which has helped to fill the gaps. He reiterated that he is willing to strip out the interesting stuff that is in the newsletter and put it on the website separately to save people having to search through many editions to find what they are looking for. Roger explained that, in his opinion, the important stuff was that the committee members names should be there and how to access them and also the minutes of our meetings and the AGM minutes, plus anything that comes in from the PGA, e.g. the Presidents conference speech. Paul mentioned that he had contacted a couple of past newsletter editors but unfortunately they didn't have any archive material as they had disposed of it.

Graham S said that last time he looked at the website he was very impressed with it and thanked Roger for his work.

7. Newsletter - PL

Paul stated that the spring issue of the newsletter eventually came out at about 40 pages and included in it were lengthy tributes to Bob Duncan. The autumn newsletter is not quite so bulky at approximately 32 pages and everything that he has received has already been included. He stated that he is waiting for Kevin to send him the membership report and he'll also include a PGA conference report, including Tom Wheatley's speech, and hopefully a few pictures. Paul continued by saying that he gets contributions from his regular sources but if anyone has any other contributions he would be very pleased to receive them.

Paul mentioned that he would stand for re-election at the AGM but he feels that we should think about maybe having some succession planning in place and with this in mind he had approached Barbara to see if she would be interested in taking on an alternate role in producing the newsletter with a view to take over the following time he is up for re-election in 2029. Barbara stated that she was happy to help but had some questions before committing to the role as she is concerned about the technology aspect and agreed to

Speak with Paul after this meeting if there was an opportunity. Roger said he could help with the technology side of things, so if Barbara could collect the content then Roger could do the technology. Graham S said that would be helpful and thanked him for this. A discussion took place about the different types of format on everyone's computers and it was decided that the best format that everyone could access was as a pdf file. **AP:** Barbara to speak with Paul reference learning how to produce the newsletter.

8. CSPA - KB

Kevin said that the CSPA had held their AGM the previous week and the membership stands at 33,655 having lost 1597 members since January 2025, of which 971 (60.8%) are deceased. New members gained in the same period were 517, with 398 of them joining online. He continued by stating that the median age of CSPA members is currently 80 years, with 124 members being recorded as aged 100 or above!

There are a number of campaigns under way currently, such as:

- i) Pensioners' Budget: Plans for a Later Life Ambitions (LLA) parliamentary event to launch a 'Pensioners' Budget' are progressing well.
- ii) Social Care: Officers have continued to support CSPA's social care campaign through work with the Care and Support Alliance (CSA).
- iii) Postal Services: In response to recent AGM motions, the General Secretary has emailed the CWU union to express the CSPA's support for their campaigns on the need to preserve the Universal Service Obligation (USO).
- iv) Womens' State Pension Campaign (WASPI): The CSPA are concerned about the dismissive responses to recent parliamentary questions on this issue and will continue to support and promote the campaign.
- v) Problems with MyCSP: The CSPA expressed grave concerns about the service our members are currently receiving from MyCSP and had a meeting with the Cabinet Office in September 2025. Cabinet Office colleagues acknowledged the difficulties facing our members. PCS are currently on strike (at the time of writing) and only priority work is being processed although the transition to Capita as the CS administrator is on track for the 1st December 2025.

Kevin concluded by saying that, although it's not a happy picture, it is still worth joining the CSPA because if you do have any problems with your pension the CSPA is a good help.

9. Any Other Business

None put forward.

10. Subsequent Committee Meeting Date - All

The next committee meeting will take place on Thursday 26th March 2026 at 11.00 hours via Zoom.

The meeting closed at 12.10 hours.

Summary of Actions.

Reference	Action	Responsibility
6.10.22	To continue to contact previous newsletter contributors inviting/encouraging them to submit more articles for publication.	Roger Outram
6.10.22(i)	To invite new members to contribute to the newsletter by including a small paragraph in the newsletter.	Paul Laxton
6.10.22(ii)	To email new members inviting them to contribute to the newsletter.	Harry Brett
7.11.24	To attempt to speak about the RPGA to the PGA conference on Tuesday.	Harry Brett
5.10.25	To ask James Bryant and the NEC about allowing us to put a bulletin out about the RPGA on their system.	Kevin Bilson
6.10.25	To contact Sean Williamson to edit the PGA website accordingly to include a short piece about the RPGA and a link to our website.	Kevin Bilson
7.10.25	To speak together about co-editing the newsletter.	Barbara Treen/Paul Laxton