

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held at The Radisson Blu Hotel, Derby, on Tuesday 10th October 2017.

Present:

Graham Smith (Chairman)
Jan Thompson (Minutes)
Graham Mumby-Croft
Alan Hall
Jenny Adams-Young
Bob Duncan
Dave Taylor
Ray London
Paul Laxton

1. Apologies.

Apologies were received from Harry Brett

2. Minutes of the Previous Meeting.

The minutes of the meeting held on the 21st March 2017 were approved.

3. Action Points and Matters Arising.

Reference	Action	Responsibility	Progress
13.10.14	Contact Retired Police Groups to see what benefits they offer their members.	Graham Smith	Ongoing

Reference	Action	Responsibility	Progress
4.3.17	Forward a list of Benevolent Fund nominated Trustees to Jan Thompson.	Ray London	Completed
7.3.17	To liaise with Shaun Williamson reference publication of the Newsletter on the website.	Dave Taylor	Ongoing
8.3.17	The Editor and Sub-Editor to jointly review editorials prior to publication.	Paul Laxton/Dave Taylor	Completed
9i.3.17	To ask Don Makepeace to attend the 2017 RPGA AGM.	Graham Smith	Completed
9ii.3.17	PSPC Membership to be added to the RPGA Committee Meeting Agenda in October 2017.	Ray London	Completed
10.3.17	An article in regard to pen picture obituaries to be included in the autumn newsletter along with the membership report.	Harry Brett	Completed

Reference	Action	Responsibility	Progress
11i.3.17	Make enquiries reference hotel rates for the 2018 AGM to be held in Stratford on Wednesday 13th June.	Jenny Adams-Young	Completed
11ii.3.17	Book Newbold Revel for the AGM on the 14th June 2017.	Ray London	Withdrawn
11iii.3.17	Inform members of the 2017 AGM date/venue.	Harry Brett	Completed
11iv.3.17	Book speakers for the 2017 AGM.	Ray London	Completed

Matters Arising:

In reference to items 11i.3.17; 11ii.3.17 and 11iii.3.17 above, a discussion took place reference the future use of Newbold Revel as a venue for our meetings and AGM. Jenny Adams-Young mentioned that she believed the college was not run by a Governor Grade but an Accountant to which Ray London added that, from his last correspondence with Newbold Revel, he believes it is now run as a corporate venture with no loyalty towards the Prison Service. The question arose as to if we wanted to pursue Newbold Revel as a venue as we need to let members know the details of the AGM well in advance and it appears impossible to book Newbold Revel more than three months in advance, which was deemed too short a time span for organising the AGM and informing members.

ACTION: Dave Taylor to write to Newbold Revel about our disappointment and wish to use the facility in the future for our committee meetings and AGM.

4. Treasurers Report - Graham Mumby-Croft.

The treasurer gave an outline of the current state of the RPGA Accounts. He stated that the main expenditure was the cost of the Autumn Newsletter: £1271.75. There are two invoices for this: one including VAT and one excluding VAT. G M-C said that he would make enquiries about this. He also mentioned that we pay VAT on the envelopes and there is also a charge for putting the documents into the envelopes.

In regard to the Lloyds Account (original account name: RPG Newsletter), G M-C stated that he had written to everyone who paid into this account and had received some replies but not from everyone. Hence there is still money going into the account from approximately ten members, mainly those only paying the lower membership fee.

G M-C proposed that this account be closed to stop any more membership fees being paid into it. This was seconded by RL and agreed by the committee.

The Chairman wished to minute the committees' appreciation to G M-C and Harry Brett on the work undertaken in this matter.

ACTION: Graham Mumby-Croft to make enquiries reference the reasoning behind the two invoices for the Autumn Newsletter.

5. Membership Report

H B had sent a report to say that our membership continues to fall even though we have recruited six new members. There have been eleven deaths and four resignations, bringing the current membership total to 424. It was also noted that a couple of newsletters had been returned as members had moved and not let Harry know of their forwarding address.

6. PSPC Report

Alan Hall stated that there was nothing new to report from the PSPC other than that the Conservative Party have agreed to continue with the 'Triple Lock' for the time being.

7. PSPC Membership

G M-C questioned whether we need to continue with our PSPC membership now we have forged links with the CSPA who offer advice in the same area and asked what the relevance is of staying in the PSPC. A short discussion ensued and G M-C proposed that we withdraw from the PSPC. This was seconded by Jan Thompson and agreed by the committee.

ACTION: G M-C to write to Lisa Ray to formalise the RPGA's resignation from the PSPC (with thanks!).

8. Website Update

D T reported that there were no further updates in regard to the website. Ray London stated that Roger Outram had offered to help in the update of the website and asked if we should take up his offer, to which the committee discussed the proposal.

ACTION: D T to contact Roger Outram reference taking up his offer and to report to the committee at the next meeting.

9. Newsletter

Paul Laxton stated that he now felt as though he was "getting to grips" with the technology for producing the newsletter and mentioned that he had a good quantity of contributions for the next issue. He also stated that he enjoyed producing the newsletter and hoped the members enjoyed reading it. The committee passed on their appreciation to Paul for his efforts in this area.

During a short discussion, J A-Y said that she wondered how many members actually read the very long, albeit very interesting, articles and suggested that, in her view, a maximum of four pages was enough to keep the readers interested.

Bob Duncan commented on his disappointment at the reduction in size of the photographs of deceased members in favour of the article about the new Glen Parva, as members are very interested in news of current/previous members.

G M-C stated that he believes that the newsletter is a much appreciated publication, even though it is the single most expensive item in our budget. He commented that it may be worth looking at other publishers to see if we could possibly reduce the production cost and asked what the committee thought of including advertising as a means to help cover costs. B D pointed out that he didn't think our circulation was large enough for advertisers to gain any benefit. G M-C then asked if it would be worth looking for 'sponsorship' rather than 'advertising' to help contain the cost of the publication to which P L agreed that it may be worth pursuing although he didn't believe it would raise huge amounts of money. D T commented that the cost per member ratio for the production of the newsletter appears to be a fairly small proportion of the total membership fee.

ACTION: P L to insert a short article in the newsletter (when space is available) outlining the type of news/article/contributions he would like to receive for inclusion in the newsletter, with a specific request for a cartoonist.

10. RPGA and CSPA

In September Graham Smith circulated to committee members, via email, a paper outlining the meeting between himself, Harry Brett and Paul Laxton to discuss the RPGA/CSPA formal link following its acceptance at the AGM and to advise on the current position (For further information please refer to your copy of the email). P L and H B have been identified as the two Liaison Representatives for the RPGA and will attend an annual meeting with the CSPA to review policy and joint projects.

ACTION: 1) G S to produce a draft article for the CSPA Pensioner Magazine (as per the above circulated paper).
2) G S to liaise with Don Makepeace (CSPA) with an update and to report to committee members.

11. Obituaries

There was a discussion reference H B's membership report in the Autumn newsletter and the need for proof reading before

publication. J A-Y mentioned that, in her role as proof reader, she had not seen the article before it's inclusion in the newsletter.

12. 2018 AGM

The next AGM will be held on Wednesday 6th June 2018. J A-Y has looked into the possibilities of hotels in Stratford-Upon-Avon as a venue: the MacDonald chain and The Stratford, quoting between 25 and 30 attendees. Following her discussions with the hotel managements, Jenny thought Stratford-Upon-Avon would suit us better as a venue as it offered more for members than just place to hold the AGM.

A discussion took place about expected numbers of attendees/ guests and the costs involved to both the RPGA and the attendees/ guests. It was suggested that a flyer (email and post) be produced to generate interest and hopefully boost the number of attendees which then led to further discussion on the minimum and maximum numbers we could accommodate and the subsequent difficulties and cost this may have in regard to the venues. D T asked if we could make enquiries for the cost of two ranges of numbers of attendees: 25 to 30 and 30 to 50. In respect of daytime costs, G M-C suggested that there be no cost to members attending the AGM but that there should be a cost for guests to cover lunch, tea and coffee etc which would be payable to G M-C at the time of booking.

ACTION: 1) J A-Y to enquire from the hotels the maximum capacity of their meeting room.

2) J A-Y 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.

3) J A-Y to enquire from the hotels when they would need confirmation of numbers attending.

4) An RSVP to be agreed for inclusion on the booking form. P L/J A-Y?

13. Bob Duncan

Bob mentioned that this would be his last meeting as he was retiring from the committee with immediate effect but would continue to attend the AGMs. The Chairman, on behalf of the RPGA Committee, thanked Bob for all his contributions and hard work during his time on the committee.

14. Subsequent Committee Meeting Date

The next committee meeting will be on Tuesday 13th February 2018, venue yet to be confirmed (possibly HMP Woodhill Learning Centre or Newbold Revel).

Summary of Actions.

Reference	Action	Responsibility
3.10.17	To write to Newbold Revel about our disappointment and wish to use the facility in the future for our committee meetings and AGM.	Dave Taylor
4.10.17	To make enquiries reference the reasoning behind the two invoices for the Autumn Newsletter.	Graham Mumby-Croft
7.10.17	To write to Lisa Ray to formalise the RPGA's resignation from the PSPC (with thanks!).	Graham Mumby-Croft
8.10.17	To contact Roger Outram reference taking up his offer and to report to the committee at the next meeting.	Dave Taylor

9.10.17	To insert a short article in the newsletter (when space is available) outlining the type of news/article/ contributions he would like to receive for inclusion in the newsletter with a specific request for a cartoonist.	Paul Laxton
10i.10.17	To produce a draft article for the CSPA Pensioner Magazine (as per the above circulated paper).	Graham Smith
10ii.10.17	To liaise with Don Makepeace (CSPA) with an update and to report to committee members.	Graham Smith
12i.10.17	To enquire from the hotels the maximum capacity of their meeting room.	Jenny Adams-Young
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
12iii.10.17	To enquire from the hotels when they would need confirmation of numbers attending.	Jenny Adams-Young

12iv.10.17

An RSVP to be agreed
for inclusion on the
booking form.

Paul Laxton/Jenny
Adams-Young?