

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held on Thursday 7th November 2024 at 11.00 hours via Zoom

Present:

Graham Smith - Chair
Jan Thompson - Minutes
Graham Mumby-Croft
Paul Laxton
Roger Outram
Kevin Bilson

1. Apologies.

Harry Brett

2. Minutes of the Previous Meeting.

The minutes of the meeting held on the 29th March 2024 were accepted as a true record. Proposed by: Roger Outram, Seconded by: Paul Laxton and approved by all committee members present.

3. 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
12.10.22	To look at the membership list for a further name/s to be approached for joining the committee.	All	Ongoing
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

Reference	Action	Responsibility	Progress
9.10.23	Include an item on the 2024 AGM Agenda: Members to put forward any resolutions for the AGM - PL to also include this in the spring newsletter	Jan Thompson Paul Laxton	Completed
4(i).3.24	To include a statement in the spring newsletter stating that email distribution of the newsletter to those members indicating they are happy to receive it as such will take effect from the autumn edition onwards,	Paul Laxton	Completed
4(ii).3.24	To contact and inform those members who agreed to receive the newsletter via email that, if they still agree, this will start with the Autumn edition	Harry Brett	Completed
7.3.24	To publish a general disclaimer in the newsletter which will cover all articles.	Paul Laxton	Completed

4. Treasurers Report - GMC

The Treasurer produced his report for the meeting. In it he wrote that at the beginning of the 2023 financial year (Jan 23 to Dec 23) the current account stood at a balance of £15,541.93 and at the end of the period it stood at £14,981.57 - **a deficit of £559.96 for the year.**

The headline figures are that the deficit of 'outgoing over income' is due almost entirely to a drop in income from subscriptions of £427.00 and an increase in our outgoings of £456.13. The total income for the year was £5,121.00 and the total expenditure was £5,680.96. However, these figures

are slightly complicated by the fact that when carrying out checks on the account it was discovered that we had members whose standing order was being paid monthly rather than annually and therefore the cost of refunding them (£367.00) actually accounted for just over 80% of the increase in our outgoings for the year.

Our other costs have remained fairly static although, as expected, the cost of the Newsletter (both printing and distribution) has increased and is only likely to continue this upward trend.

The cost of diaries, as always, remains a tricky one. The dilemma here is that we do not always receive an invoice from the PGA for the diaries in the actual year we take delivery. The result of this is that in some years we show the cost of 2 lots of diaries and in other years no cost at all.

He also mentioned in his report that he believed that as an organisation, and as a committee, we have got a tight control on our finances. The current balance in the bank stands at £15,631.37.

Graham stated that the current up-to-date situation is that the latest newsletter has been paid for. The edition contained 52 pages and 290 copies were printed, of which 260 were posted to members in the UK and 4 posted overseas. The cost of the latest autumn newsletter was £1,713.20. In comparison, the Autumn 2023 newsletter was also 52 pages and 400 copies were printed at a cost of £2,499.80. The reduction in the print size is due to email copies being sent out for the first time and has saved us around £800. Paul Laxton stated that he could probably reduce the print number again next year.

The full Treasurers' Report has been printed in the Autumn Newsletter and also on the website.

5. Membership Report - HB

In Harrys' absence, the committee discussed the report that he had sent. In it he gave an update of the membership numbers and stated that the current membership stands at 353, which comprises of 305 members and 48 non-paying associate members. We have lost 23 members (18 full members and 5 non-paying members). Some of these have been lost due to the reconciliation of the members' list. Graham M-C stated that the membership list had been severely 'pruned' in the reconciliation exercise. The same exercise is to be carried out again in January 2025 by Harry, Graham M-C and Kevin. **Action Point HB/G M-C/KB**

Harry mentioned that the new system of contacting recently retired Governor Grades (an invitation from James Bryant) may not be working and that we would probably be better going back to the old system whereby Harry contacted the recently retired governors. The committee discussed this and agreed that the 'old' way was probably the way forward.

There have been 16 member deaths since the 2023 AGM:

John Dovell	Peter Quinn	William Thompson	Douglas Moon
Ken Alderson	Stuart Millikin	Roy Smith	Jim Blakey
Eric Jackson	Michael Williams	Ian Simmonds	Margaret Brookes
Derek Myers	Dennis Moseley	Mrs R J E Wright	Frank Robinson

Harry also mentioned the deaths of non-members, 9 in total:

Norman Halliday	Keith Lawson	Gary Pavey	Adrian Turner
Ernie Foster	Viv Bushell	John Forster	Danny McAllister
Rod Jacques			

6. Website Update - RO

Roger said that the website has had 18,017 views so far this year, of which 177 people were looking for the first time That is equivalent to 165 views per month.

Roger stated that Brendon O’Friel has paid attention to the website and has sent Roger 14 copies of old Newsletters that were not previously on the website. Paul Laxton stated that he had asked the past editor, Mick Roebuck, if he had any articles for the archive but he said he hadn't. He had also put an article in the last newsletter asking members if they had any archive material for the website prior to autumn 2012.

The original idea for the newsletter was to produce it once a month but that didn't materialise. The current Newsletter is now 40 years old. Roger suggested that we talk, as a committee, and decide what needs to be archived. It was suggested that this should be placed on the agenda for discussion at the next committee meeting. **Action Point - JT**
The Chairman thanked Roger for his work on maintaining the website.

7. Newsletter - PL

Paul said that the autumn newsletter was a 52 page bumper issue and this was without anything from the PGA Conference. The biggest items were the Jeremy Lodges’ article on Lowdham Grange and the funeral service of Jim Blakey. He mentioned that he had received no reaction to the fact that Bob Duncans’ “Your Letters” did not appear. Paul also commented on the fact that he had been pushed for time in the publication of the autumn newsletter due to his commitment with Standing Orders and would like to avoid this pressure next year and asked if we could have next years’ AGM “live”, back with the PGA Conference? Graham Mumby-Croft suggested that the probable dates for next years’ Conference will be Monday 6th October to Wednesday 8th October 2025 and we would look to hold our AGM on the first day, Monday

6th October. Paul said that this would then allow him to include a report on the Conference in the autumn newsletter.

Graham Smith said that he would try to get a 5 minute slot at the Conference to promote the RPGA. **Action Point: GS**

8. CSPA - KB

Kevin reported that the CSPA were in the process of moving their headquarters to the current PCS office at Clapham Junction. They have just had a successful AGM at Kenilworth which unfortunately commenced on the last day of the PGA Conference, causing some nifty switching of venues for himself and Paul. The CSPA are having the same problems as ourselves in respect of declining membership numbers, although they are attracting a few new members but that is mainly online through a developed website. There are more people leaving than joining, mostly due to people passing away or moving into care homes. It was agreed that their newsletter 'The Pensioner' is still a good document. Paul also mentioned that the CSPA was organised differently to ourselves in that they were in geographical groups and approximately half of them are no longer functioning.

Graham Mumby-Croft asked: From the CSPA AGM, was there any indication that the new travel insurance scheme has encouraged people to join? Kevin replied that it was early days but the indication was that it had, particularly amongst those who are joining online.

9. Any Other Business

Nothing of note.

10. Subsequent Committee Meeting Date - All

The next committee meeting will take place on Thursday 13th March 2025 at 11.00 hours via Zoom.

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
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
5.11.24	To reconcilliate the membership list in January 2025	Harry Brett Graham Mumby-Croft Kevin Billson
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
7.11.24	To arrange a 5 minute slot at the 2025 PGA Conference to promote the RPGA	Graham Smith