

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held on Thursday 13th March 2025 at 15.00 hours via Zoom

Present:

Graham Smith - Chair
Jan Thompson - Minutes
Graham Mumby-Croft
Paul Laxton
Harry Brett
Kevin Bilson
Barbara Treen

1. Apologies.

Roger Outram

2. Minutes of the Previous Meeting.

The minutes of the meeting held on the 7th November 2024 were accepted as a true record. Proposed by: Graham Mumby-Croft, 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	Completed

Reference	Action	Responsibility	Progress
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	Completed
5.11.24	To reconcilliate the membership list in January 2025	Harry Brett Graham Mumby-Croft Kevin Billson	Completed
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 for the March meeting but to be carried forward for the October meeting
7.11.24	To arrange a 5 minute slot at the 2025 PGA Conference to promote the RPGA.	Graham Smith	Ongoing

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 total income for 2024 was £5,074.00 and the total expenditure was £4,427.70 - a surplus of £646.30 on the year. At the end of 2023 we carried forward a deficit of £559.96 so this shows a difference of £1206.26 over the year for 2024. With this in mind, Graham stated that he saw no need for an increase in basic subs for 2026, or the foreseeable future, but we will need to discuss whether we are going to increase the cost for those receiving a diary as postage is going up again in April 2025. The current cost per diary is £4.20 PLUS £2.10 postage within the UK (and obviously far more to post abroad). There are currently 109 diaries sent out to members, with approximately 4 of them being sent abroad.

He continued to say that the reason we managed to create a surplus in 2024 was mainly due to our decision to reduce the print run of the Newsletter and to offer an emailed version. This has paid dividends, with the cost of the newsletter being reduced by £619 year on year. We also saved money on postage with a reduction of £187.79 in the year, which is better than it seems because this is skewed by the fact that postage costs for the diaries went up whilst the cost of postage for the newsletter went down. Also, due to the fact that the 2024 AGM was a Zoom meeting and the committee did not actually

meet face to face in 2024, there was no T&S. However, the cost of Zoom increased and Graham is in the process of seeking a cheaper option.

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

5. Membership Report - HB

Harry stated that membership continues to fall and we now have 341 members, down from 362 last October. This is partly due to a high number of deaths plus the annual reconciliation exercise undertaken by himself, Graham M-C and Kevin, resulting in the removal of a number of members who had not paid subscriptions in 2024. All had been written to and sometimes it's only then we find out that members have deceased. He also stated that we don't seem to be attracting new members even though both himself AND James Bryant now send an invitation to join.

Harry continued by saying that we have had 2 new members recently* although we reported the deaths of 6 of our members and our deepest condolences go out to their family and friends. We have also heard of the deaths of 3 non-members who may also be known to many members. There have been 8 resignations. In the main these were non-payers identified in the reconciliation exercise.

* Harry mentioned that 2 new members have joined today although these have not been added to the current list yet.

The names of the 6 deceased since the 2024 AGM are as follows:

Arnie Stapleton	Raymond Nash	Bob Duncan
John Lynch	Robert Young	John Cooper

Harry also mentioned the deaths of 3 non-members:

Rod Jacques	Brenda Brookes	Muriel Allen
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A discussion took place reference new members and whether, by giving their email address, should we assume that they would automatically receive the newsletter via email. Harry replied that they automatically go on the email list but, because they haven't been asked about their preference in how to receive the newsletter, the email option wouldn't happen automatically. Currently there is no mention in the joining instructions that this would be the case but Graham M-C asked if we should look to make it the default position. Kevin mentioned that there may be a chance to change the wording on the joining application form to include the option of receiving the newsletter via

email or by hard copy. There was further discussion as to whether this change needed to be agreed by the members at the AGM before being implemented and it was decided to put a motion on the AGM agenda for approval by members. **AP: To include a motion on the AGM agenda - JT**

5a) Change of Membership Secretary

Harry asked if, as a committee, we could look at his proposal to split the Membership job into two parts between himself and Kevin. These would effectively be the Membership Secretary and a Communications Secretary.

Kevin would be the Membership Secretary, keeping an up to date tally of our membership list through deaths, resignations and new members and also holding the label lists for members wanting a hard copy of the newsletter and also those opting for a diary.

Harry would become a Communications Secretary and would continue to manage the email system, i.e. anything coming in from other areas and distributing their content as and when appropriate.

The proposal was adopted by the committee.

6. Website Update - RO

Unfortunately Roger was unable to attend this meeting but did communicate prior to the meeting that there was nothing new to report.

6a) What needs to be archived?

To be carried forward to the next committee meeting. **Action Point - JT**

7. Newsletter - PL

Paul said that the spring issue of the newsletter was, a few weeks ago, only 24 pages but this has been boosted to 40 pages thanks to the Treasurers' report and the Order of Service and Eulogy for Bob Duncan. Paul mentioned that he also needed to insert the notification of the details for the AGM before going to print. The aim is to have the newsletter cleared for printing by the 21st of March and it should be delivered by early April. He asked if Harry (or Kevin) could delay distribution of email copies of the newsletter to coincide with the arrival of the hard copies.

8. CSPA - KB

Kevin told the committee that the CSPA membership currently stands at 34,190. They lost 2,831 members over the last 12 months, of which 64% were due to membership deaths. In contrast, they gained 517 new members who mainly joined online and they are trying to encourage more stuff being conveyed to members via email. Only about 25-30% of their members have given permission for the CSPA to contact them via email and they are trying

to encourage more members to give permission so they can send newsletters etc in this way. He also mentioned that they have a new IT Database which shows the population density of members in the different areas of the country, which could be beneficial for knowing where to set up new groups or re-start closed groups.

Financially, the CSPA made a gross profit of £7,353 (against a budgeted profit of £1,370). This was boosted by the increase in the value of their investments. The move to their new premises last year (which included the cost of new office furniture, power supply, broadband and security protection) led to an additional expenditure of £11,461.

He continued by saying that there is currently some concern regarding MyCSPs' performance which they put down to the huge number of calls being logged by their contact centre and an uptake in retirements, partial retirements and the complications around the McCloud Judgement Remedy choices. It is currently taking an average of 27 minutes before each call is answered although a recovery plan has now been implemented, including additional staffing. With over 200,000 pensioners already on the MyCSP pensions portal, this is where you can access all your pension information. MyCSP are due to hand over pension administration to CAPITA in December and there have been some complications, although they say they are still on course for the transition date.

The CSPA have been putting out Podcasts: one about 'The Remedy' and another about the difference between the old and new state pensions. Further podcasts are planned as well as 'focus articles' across their website and social media. The CSPA continues to campaign issues that matter to members such as the cost of living, the loss of the winter fuel payment, protecting the state pension triple lock to name a few.

9. Any Other Business

Barbara mentioned that on the PGA website, the section about the RPGA Committee members is out of date and needs changing. Harry said that the PGA are responsible for updating their website, although he communicates with James Bryant with any alterations to be updated in the PGA diary.

10. Subsequent Committee Meeting Date - All

The next committee meeting will take place on Monday, 13th October 2025 at 11.00 hours at the PGA Conference venue in Nottingham (details to be confirmed by the PGA). The AGM will take place on the same date at 13.30 hours.

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
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. (Carry forward to October meeting)	Jan Thompson
7.11.24	To arrange a 5 minute slot at the 2025 PGA Conference to promote the RPGA	Graham Smith
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