

**Bromley Neighbourhood Watch Association**

**Executive Committee Meeting Minutes**

**6 July, 2017, Bromley Civic Centre**

**1. Attendance and apologies**

Present: Alf Kennedy (AK) Chair  
David House (DH) Treasurer  
John Bruce (JB) Membership Secretary  
Chris Taylor (CT)  
Cheryl Mulryne (CM)  
Dave Amos (DA)

Apologies: Cllr Kate Lymer  
Aidan McCulloch

Not present: Clifford Longley, Lorraine Fawlke, Shirley Pecover

**2. Minutes of Previous Meeting 6 April 2017**

Agreed to be published on web-site.

**3. Chairman's introduction**

AK welcomed CM and DA to the committee and outlined the history of Neighbourhood Watch both in Bromley (BNWA) and in the wider context of London (LNWA) and Nationally (NHWN). He explained how [info@bromleynwa.org.uk](mailto:info@bromleynwa.org.uk) worked and had updated the recipients.

He had also completed and updated the Charity Commission return.

**4. AGM report**

AK said that around 85 members of the public had attended the AGM which was held immediately prior to Safer Neighbourhood Board Public Meeting at Orpington College on 13 June. The arrangement had worked well and three new trustees had been elected.

**5. Treasurer's Report**

DH presented a report showing an account balance of £2821. He said that a cheque for maintaining the yahoo/gmail facility had not been presented. AK to follow up. ACTION AK

**6. Inventory**

Agreed to update the inventory of equipment and materials owned by the association:

Projector – held by AK

Screen – held by JB

Display banners, table cloth and display board – held by DH

Street signs – AK to coordinate a count of street signs held by committee members and former committee members. ACTION AK

Door stickers – JB and AK reported they had a plentiful supply.

Leaflets and display materials – check at next meeting.

**7. Website**

DA and CT were meeting to determine the future of the web-site. DA asked what its main purposes should be – JB said 'for potential coordinators to find out more about NW and easily find an application form' and 'for existing coordinators to use as a resource for news, contacts and help'. ACTION CT and DA

DA and AK will also contact LF with a view to developing our Facebook site. ACTION AK, DA, LF

**8. Email mailings**

AK will meet with CM to arrange for her to take over mailings. JB agreed to write mailings if required. ACTION AK, CM

**9. AOB**

- a. Budget planning – JB suggested that by the next meeting we should be in a position to determine budget requirements for 2018 (and if necessary request funding from the SNB). This will cover IT communications, new signs, additional display materials, etc.
- b. Procedures – DA suggested that we should have written procedures for all executive roles. AK said that he had had done so.

**10. Next Meeting**

Agreed to be October 19 at 7.30pm. AM to book a meeting room. ACTION AM

JB/9<sup>th</sup> July 2017