



*Friends of*  
**SOUTH WEST POLICE  
HERITAGE TRUST**

*Supporting Devon & Cornwall Police Heritage*

**FRIENDS OF SOUTH WEST POLICE HERITAGE TRUST**  
**COMMITTEE MEETING**  
**MONDAY 30 APRIL 2018.**

1. The Chairman opened the meeting at 1040 and received apologies for absence for Sue Crowley and Brian Edmunds.
2. Minutes of the previous Committee Meeting held on 12 February 2018 were approved and accepted as a true and accurate record.
3. **Matters arising:**
  - 3i. **Van Livery:** Andy Francis had provided a pictorial mock-up of a suggestion for the new Livery removing all other information including sponsors. This was approved. With the van now beginning to visit events, a certain amount of urgency was required. Following a discussion regarding the cost the Chairman stated he would take for action.  
**Action Chairman**
  - 3ii. **£200 donation** for use of the Tardis. This remained outstanding. As the Chairman was action for item 3i he would also take 3ii for action.  
**Action: Chairman**
  - 3iii **Fundraising.** Ongoing from the last meeting. It was decided to include this as an item for the agenda at the next meeting.  
**Action: Secretary**
- 4a.i **Correspondence:** Letters to Mr J Casson and Mr K Solomon had been sent. **Action Complete**
  - HMRC paperwork.** Pam reported that now the name change had been completed, the bank account name had been changed and a new cheque book had been received, HMRC could now be informed.  
**Ongoing**
  - BAfM:** Change of name notification. **Action Complete**

#### 4. Officers Reports

- a. **Chairman.** The Chairman gave an overview of events which had happened since the last meeting, covering the change in constitution, branding and title and be felt good progress was being made. He had met with the Chairman and the Treasurer of the board of Trustees and was aware that Sharron Robbie, Director of Marketing, Corporate Relations and Enterprise at the City College Plymouth had visited the collection. He realised that there remained some resistance regarding the transfer of records to the Devon Records Office. With the closure of Okehampton looming, urgency was now to identify and secure a new location. Paul Netherton had been sounded out regarding harnessing accelerated promotion personnel with a view to them assisting the Trustees. He stated that Pam had attended the last meeting with the Trustees on his behalf and she de-briefed the committee. The Trustees have authorised Carmen to assist on a short term basis with I.T support. Finally the Chairman said he recognised there was a degree of frustration amongst the committee but assured everyone he would share news as he received it and that they had his full support going forward.
- b. **Treasurer.** In the absence of the Treasurer, Pam Giles reported that the current financial status of the Friends had been checked and verified ready to present to the AGM. Cash in hand was currently £1564. The Trustees had previously indicated that they may be in a position to pay for the Insurance, £368, which the Friends obtained through the BAFM. While awaiting a decision, the Insurance had been paid. Chairman authorised a payment of £45 be made to Mrs Elaine Giles for her work on the accounts. It was agreed that Mrs Johnson, who verifies the accounts, should be given a small gift. **Action Transport Manager.**
- c. **Secretary.** Membership numbers have remained constant and currently stand at 52. Two letters to Mr J Casson and Mr K Solomon had been sent following their communications regarding the change of name and logo for the Friends.
- d. **Transport Manager.** Other than the ongoing Van Livery situation, there were no further points from Brian.

e. **Web Master.** Andy stated that everything was going well and he was very pleased with social media. The website had undergone some changes which he kept up to date with. He reiterated that it was very important to keep the momentum going, once a website lost this it quickly lost its place and people no longer visited.

5. **Communications Officer post:** Although this was currently vacant Janette did feel that she may be available to continue now her workload had decreased. Mark Rothwell had expressed an interest in finding out more about the post. It was decided to put both names forward for a vote at the AGM and the committee fully agreed to this.

6. **Subscriptions:** Following discussion, it was felt that the Friends were not currently in a position to offer any additional benefits to members and therefore the current annual subscription of £5 would remain for 2018/19 or until further notice.

7. **AOB.** Andy Francis said that as he looked at the finance sheet, he wondered what might be the possibility of hiring a van as and when required rather than incurring quite a large expenditure annually with the van sitting idle for months of the year. Following discussion the Chairman felt this warranted further discussion as its own agenda item at the next Committee Meeting.

**Action: Secretary**

a) Pam Giles asked Andy Francis if a small selection of personalised stationery could be printed to reflect the name change.

**Action: WebMaster**

b) There appeared to be an administrative error in the constitution concerning the age for membership. It was agreed that as this did not change the constitution but merely clarified it, this alteration could be complete without referring it for a vote at the AGM. As a result paragraph 5.1 will now read:

- The charity will have a membership. People who support the charity can apply to become a member. Once accepted by the trustees, membership lasts for one year and may be renewed. The trustees will keep an up to date membership.

**Action Secretary**

c) The banners which are currently displayed with the van are also not reflecting the new name and need to be replaced. Andy Francis agreed to complete some templates and pass to Pam for proof reading.

**Action Webmaster**

d) Pam Giles reported that the Gift Aid had been completed for the financial period amounting to £170.

8. There being no further business the meeting closed at 1205. The date of the next meeting TBC.

9. Curator Update.

- Agreement of collection policy and sorting out of the collection
- Identification of duplicates and items that fall out of the collection
- Temporary custody now being addressed
- Duplicate copies of items ie. Clothing and establishing if these can be sold for additional funds for the collection.
- Thinning out of the library
- Agreement needed by the Trustees on items for the disposal
- Contemporary collection
- Digitalisation of items by Devon Records Office
- Relocation of site from Easter 2019.