

# Retired Prison Governors Association

A section of The Prison Governors Association

## Minutes of the Committee Meeting held at HMP Sudbury on Tuesday 13th February 2018.

### **Present:**

Graham Smith (Chairman)  
Jan Thompson (Minutes)  
Graham Mumby-Croft  
Alan Hall  
Jenny Adams-Young  
Dave Taylor  
Ray London  
Paul Laxton  
Harry Brett  
Roger Outram

Before the meeting commenced the Chairman welcomed new Committee Member Roger Outram to his first meeting.

### **1. Apologies.**

Apologies were received from Bob Duncan.

### **2. Minutes of the Previous Meeting.**

The minutes of the meeting held on the 10th October 2017 were approved.  
Proposer: Ray London    Seconder: Dave Taylor    Agreed by all members present.

### **3. Previous Action Points and Matters Arising.**

<b>Reference</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>
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	DT wrote to Newbold Revel and received a reply from Zoe Grainger to say that we would be welcome at NR in the future without the 3 month window applying. Completed.
4.10.17	To make enquiries reference the reasoning behind the two invoices for the Autumn Newsletter.	Graham Mumby-Croft	G M-C rang the printers but was unable to speak to the person concerned. <b>**AP</b> Ongoing.
7.10.17	To write to Lisa Ray to formalise the RPGA's resignation from the PSPC (with thanks!).	Graham Mumby-Croft	G M-C wrote to Lisa Ray but received no reply. It would appear from correspondence to AH that PSPC HQ has moved. Completed.
8.10.17	To contact Roger Outram reference taking up his offer and to report to the committee at the next meeting.	Dave Taylor	Completed.

<b>Reference</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>
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	Completed.
10i.10.17	To produce a draft article for the CSPA Pensioner Magazine (as per the above circulated paper).	Graham Smith	Ongoing.
10ii.10.17	To liaise with Don Makepeace (CSPA) with an update and to report to committee members.	Graham Smith	Completed.
12i.10.17	To enquire from the hotels the maximum capacity of their meeting room.	Jenny Adams-Young	Ongoing.

<b>Reference</b>	<b>Action</b>	<b>Responsibility</b>	<b>Progress</b>
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	Ongoing.
12iii.10.17	To enquire from the hotels when they would need confirmation of numbers attending.	Jenny Adams-Young	Ongoing.
12iv.10.17	An RSVP to be agreed for inclusion on the booking form.	Paul Laxton/ Jenny Adams-Young	Ongoing.

**\*\*AP:** In reference to item 4.10.17 above, Harry Brett and Dave Taylor to look for different printers in other areas due to Harry Brett moving area and now being unable to pick up spare copies from the current printers.

#### **4. Treasurers Report - Graham Mumby-Croft**

The treasurer distributed the Accounts Sheet for the Financial year 1/1/17 to 31/12/17. These are subject to confirmation by the Auditors.

In regard to the **Barclays Community** account:

Year beginning total brought forward	= £7322.49
Income (including Subscriptions and Donations)	= £6090.00
Expenditure	= £5565.31

Year end total closing balance carried forward = £7847.18

In regard to the **Lloyds** Account:

Year beginning total brought forward = £1945.43

Income (Subscriptions) = £ 105.00

Expenditure = £ 0.00

Year end total closing balance carried forward = £2050.43

The Lloyds Account has now been closed and the 2017 closing balance will be transferred to the Barclays Account in the 2018 financial year.

Cash Balance (total of both accounts) = £9897.61

## 5. Membership Report - Harry Brett

Harry Brett read out a list of all those members who had not paid their subscription for two years and had failed to respond to his contact reference this. He also mentioned other members who are still only paying £17 yet are continuing to receive a diary. Graham Smith suggested that we should take the 'two year non-payers' off the membership list and those who haven't paid this years' subscription will continue to be considered as members unless they fail to pay next years' subscription as well.

Ray London read out the PGA Constitution Rule reference non-payment of subscription fees.

**AP:** Graham Smith to propose putting the rules reference membership forward at the AGM.

Harry Brett informed the committee that the membership number was 426 at the time of the AGM last year. Since then we have recruited 4 new members, had 6 resignations, 6 members deceased and 1 member who is no longer traceable. The current membership figure stands at 417.

A discussion took place on membership and how we could target new retirees. G M-C suggested placing a small article in the P S Journal reference our organisation and how to join. **AP:** DT offered to take this forward.

DT suggested that we poll resignees as to why they have resigned. HB agreed to do this in future. J A-Y mentioned that majority of todays' retirees are not interested in anything to do with the Prison Service after retirement.

## 6. PSPC Report/Membership - Alan Hall

This agenda item is no longer relevant as we are no longer part of the PSPC and will therefore be removed from future agendas.

Alan Hall (PSPC Representative) took this opportunity to say that he did not intend standing for re-election when his term expired and tendered his resignation with effect from the AGM. The Chairman thanked Alan for all his work whilst serving on the committee.

## **7. Website Update - Dave Taylor**

Dave Taylor stated that the website had been updated recently but still needs Bob Duncans' name removing from the committee members list.

There was a discussion about the possibility of reproducing our newsletters on our website but concern was shown as to exactly who would have access to it. PL mentioned that not all of our members, especially those who submit contributions to the newsletter, may be comfortable with the website being open to access by a wider audience. In light of this, RO stated that he believes the RPGA should have its' own website and that he could create a website domain for the RPGA for 50p per month. This way we would own the website and have sole control over it. GS agreed that he was in favour of producing our own website and RO stated that he would be willing to oversee it and proposed the setting up of the website. This was seconded by DT. It was also agreed to pass responsibility of the agenda item Website Update from DT to RO.

**AP:** RO to create an RPGA website for discussion by the committee.

## **8. Newsletter - Paul Laxton**

Paul Laxton stated that he had received several items for inclusion in the next newsletter, including book reviews, and is currently looking at it being approximately 36 pages in length. An item received about HMP Bedford will need to be reviewed before its' possible inclusion in a future edition.

PL said that he had contacted PGA Rep James Bryant reference an obituary for Paddy Scriven and has been told that Dave Hoskins is producing this. PL had asked that, when this is ready for publication, if we could have a copy to include in our newsletter. DT mentioned that it would be too late to wait until our autumn issue and that we should produce something sooner, albeit quite brief, as Paddy was a very public figure in the Prison Service her work should be recognised. J A-Y was mindful that Paddy was very protective of her private life and suggested that we shouldn't do anything without consultation with her husband Colin. HB suggested that we accompany any article with a photograph of Paddy and G M-C agreed to forward a photograph to PL. G M-

C also stated that we should include the article in the 'about to be published' newsletter and suggested that someone contact RPGA member Carol Jones who knew Paddy exceptionally well. G M-C agreed to do this.

**AP:** G M-C to contact Carol Jones and co-write an article for the newsletter.

## **9. RPGA and CSPA - Graham Smith**

Graham Smith stated that he had been in touch with Don Makepeace from the CSPA and agreed to write a letter of introduction reference the formal link of our organisations, for inclusion in the summer edition of the CSPA Magazine.

**AP:** GS to write a draft letter and submit it to committee members before its' inclusion in the CSPA Magazine.

## **10. 2018 AGM - Jenny Adams-Young**

Jenny Adams-Young reported that she had visited the hotel in Stratford-Upon-Avon to look at the amenities and agreed that everything looked good. A Full Agreement had been agreed and signed by J A-Y, G M-C and the hotel and a deposit has been paid.

A flyer reference the 2018 AGM has been produced by J A-Y and, following a few amendments, will be distributed to members. J A-Y emphasised the importance that members knew that once they (and any guests) had agreed their attendance they must be committed to payment.

The number of attendees needs to be collated for the hotel and J A-Y will be the point of contact for the hotel. RL agreed to co-ordinate WHO will be attending and G M-C agreed to be responsible for co-ordinating payments.

**AP:** J A-Y to amend the flyer and distribute to committee members for comment.

## **11. Subsequent Committee Meeting Date**

The next Committee Meeting will be held on Tuesday 9th October 2018 at the PGA Conference venue (possibly the Radisson Blu Hotel, Derby).

A provisional date was also set for the following meeting: Tuesday 12th February 2019 (possibly at HMP Whatton).

## **Summary of Actions.**

<b>Reference</b>	<b>Action</b>	<b>Responsibility</b>
4.10.17	To make enquiries reference the reasoning behind the two invoices for the Autumn Newsletter.	Graham Mumby-Croft
4.10.17	To look for different printers in other areas.	Harry Brett/Dave Taylor
10i.10.17	To produce a draft article for the CSPA Pensioner Magazine (as per the above circulated paper).	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.	Jenny Adams-Young



5i.2.18	Propose putting the rules reference membership forward at the AGM	Graham Smith
5ii.2.18	Prepare a small article for the P S Journal reference our organisation and how to join	Dave Taylor
7.2.18	To create an RPGA website for discussion by the committee.	Roger Outram
8.2.18	To contact Carol Jones and co-write an article for the newsletter	Graham Mumby-Croft
9.2.18	To write a draft letter and submit it to committee members before its' inclusion in the CSPA Magazine	Graham Smith
10.2.18	To amend the flyer and distribute to committee members for comment.	Jenny Adams-Young