

Retired Prison Governors Association

A section of The Prison Governors Association

Minutes of the Committee Meeting held on Tuesday 2nd May 2023 via Zoom at 1200hrs.

Present:

Graham Smith (Chairman)
Jan Thompson (Minutes)
Harry Brett
Paul Laxton
Graham Mumby-Croft
Roger Outram
Kevin Billson

1. Apologies.

Ray London

2. Minutes of the Previous Meeting.

The Chairman, Graham Smith, welcomed Kevin Billson to his first meeting since joining the committee.

The minutes of the meeting held on Tuesday 11th October 2022 were approved.

Proposed by: Roger Outram

Seconded by: Paul Laxton

Agreed by all present.

3. Matters Arising and Action Points.

Reference	Action	Responsibility	Progress
6.6.20	To continue to explore best practise for content of the website.	Roger Outram	The website is up to date and continues to be a work in progress. (Moved to Agenda under Website for future meetings due to the ongoing nature of this topic)
5(a).10.22	To address the matter of non-payment of members as agreed at the October 2022 committee meeting.	Harry Brett	Completed for Financial Year 2021-22 (To be addressed in the Membership and Treasurers Reports for future meetings)
6.10.22	To contact previous newsletter contributors inviting/encouraging them to submit more articles for publication.	Roger Outram	Partly completed. Ongoing
9.10.22	To email the membership with the updated Rules and Constitution and to include them on the website.	Harry Brett/Roger Outram	Completed. To be published in the next Newsletter (AP: Paul Laxton)

12.10.22	To look at the membership list for a further name/s to be approached for joining the committee.	All	Ongoing (Kevin Billson co-opted onto the committee but more members to be considered for the future)
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4. Treasurers Report - Graham Mumby-Croft

The Treasurer stated that the accounts for the year ending 2022 had been signed off by the auditors. The audited accounts show a Start Balance of £15,218.76 and an End Balance of £15,541.93 showing a surplus for the year of £323.17.

He continued to say that our finances remain in reasonably good health for now although the surplus for the year had reduced significantly but he saw no reason to increase subscription rates at this time. Graham continued to say that our expenditure is very low so he has combined the figure for stationary, postage and phone costs into a single figure. Travel and subsistence is now next to nothing, mainly just the AGM, due to holding the committee meetings via Zoom. The next Zoom contract is due in September and currently costs £108.01. The cost of the postage of diaries is still a significant sum and at some stage in the future we may have to discuss increasing the subscription rate for those members (122) who receive a diary due to the increasing postal and publication costs, as this may not be covered by the £20 paid by the diary subscription and would result in other members subsidising this.

He highlighted that the main cost of running the association remains the publication of The Newsletter, which has increased by £701.77 since 2021. The income generated this financial year has mainly been from subscriptions although there was one donation of £50 from the son of a deceased member.

The Headline figures for the year were:

Total Income for the year: £5548.00 (Deficit of £197.00 from 2021)

Total Expenditure: £5224.83 (Increase of £470.07 from 2021)

Surplus of income over expenditure: £323.17 (Decrease of £667.07 from 2021)

Cash Balance at year end: £15,541.93

An inspection of the subscription paying members list has revealed that some members are paying more than once a year, with two members in particular apparently paying the annual subscription on a monthly basis! Unfortunately for our finances, this will result in some members being reimbursed their overpayments!

Action Point: Graham Mumby-Croft to contact those members highlighted to ask them to change their standing orders to annually rather than monthly.

The Chairman thanked Graham and said we appreciated his work in the preparation of the accounts. The accounts were accepted by all committee members present.

5. Membership Report - Harry Brett

Harry reported that since the 2022 AGM, when we had 398 members, there has been: 4 New Members, 10 Deaths, 12 Resignation and 6 Non-Traceable, giving a current membership figure is 374. This represents an overall loss of 24 members. Most of the resignations were the result of Harry contacting the 12 non-payers individually and not hearing anything from them. They are now deemed to have resigned and will no longer receive future newsletters. The breakdown of the membership figure is: 322 Members plus 52 Non-Payers (who are partners of deceased members and receive free membership/ newsletter). Graham M-C also mentioned that some members had been paying into both bank accounts before he closed the Lloyds account at the end of 2017 and we lost some members from that.

A short discussion ensued about when it would be deemed feasible to end the existence of the association if the membership figures continued to fall. It was agreed that financially we could sustain a further drop in membership numbers for a few years before we needed to consider when interest had waned enough to end the association.

The names of the deceased since our October 2022 AGM meeting are:

MEMBERS:

Brian Emes
Dennis Sutton
John Rumball
Bill Martin
Colin Stewkesbury
David Hedley
Royston Clarke
Martin Kealey
Daphne Jones (non-payer)
Neville Joseph OBE

NON-MEMBERS:

Gerry Adams
Merrion Williams
Ron Oliver
Terry Saunders
Jack Atherton
Steve Hyams
Gareth Hadley

The Chairman thanked Harry for his work and for the continuity of running the membership.

6. Website Update - Roger Outram

Roger showed the committee a screen shot of the front page of the website and explained everything that is available (including the Rules and Constitution) and how to use it, which was very interesting. It also includes a list of all our members but does not give any contact details for them. Graham Smith commented on how good it looked. Roger also mentioned that the archive section on the website is huge and exceptionally good.

Roger led a discussion on succession planning and suggested that someone should maybe shadow him, as if anything happened to him the website could become inactive! Graham Mumby-Croft agreed to take this on and will liaise with Roger. It was also suggested that other roles should also have a deputy for the same reasons. Kevin Billson agreed to deputise as membership secretary. Jan Thompson agreed to shadow as deputy treasurer and a discussion took place reference Jan Thompson working in with the treasurer and being given access to the bank accounts. This was agreed by the rest of the committee members.

Graham Smith stated that he would try to secure five minutes on the rostrum at the PGA Conference in October to talk about the RPGA. **(Action Point)** Harry stated that he could include a sentence in the membership letter to potential new members reference that we are looking to co-opt new members onto the committee. **(Action Point)** Paul will also include something in the newsletter to the same effect. **(Action Point)**

7. Newsletter - Paul Laxton

Paul mentioned that despite there being three clues given in the article, he hadn't had any response to the 'mystery man' featured in the last newsletter and after a few guesses from the committee he revealed that it was executioner Harry Allen, Albert Pierrepoints' successor. Paul went on to say that he had received some good items and contributions for the last newsletter and a discussion took place regarding

a disturbing email Paul had received from one of our members. Following the discussion a decision was made not to pursue the matter or print the correspondence in the newsletter.

He said that he had already received some material for the next newsletter which would be ready for publication towards the end of October or early November, after the PGA Conference and our AGM, so that he could include any relevant items from those meetings.

8. RPGA and CSPA - Paul Laxton/Harry Brett

Both Paul and Harry stated that there was nothing new to report. Harry has now taken over as caretaker/ Rep of the Midlands region whilst the region is struggling to find a full time representative. This is in addition to his current position with the North-West region, although he has co-opted another North-West member to help him whilst he oversees the Midlands area. Graham Smith asked if this is a worrying trend, to which Harry agreed that it was. He mentioned that the meetings were trying to encourage the use of Zoom to encourage more members to take part. Paul also mentioned that his group were experiencing problems too.

9. Subsequent Committee Meeting Dates - All

A provisional date of Monday the 9th October 2023 at 11.00 hours at the Radisson Blu, Castle Donnington was agreed, although this is subject to confirmation of the PGA Conference being held on that date. The AGM will be held on the same date at 13.30 hours, again subject to the dates of the PGA 2023 Conference.

10. Any Other Business - All

None

The meeting closed at 13.30 hrs.

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
9.10.22	To publish the updated Rules and Constitution in the newsletter	Paul Laxton
12.10.22	To look at the membership list for a further name/s to be approached for joining the committee.	All
4.5.23	To contact those members highlighted as paying the subscription fee more than once a year to ask them to change their standing orders to annually rather than monthly.	Graham Mumby-Croft.
6.5.23	To secure five minutes on the rostrum at the next PGA Conference in October to talk about the RPGA.	Graham Smith
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
6.(ii).23	Include an article in the newsletter reference invitations for members to co-opt on to the committee.	Paul Laxton

