



FRIENDS OF SOUTH WEST POLICE HERITAGE TRUST COMMITTEE
MEETING

1100 MONDAY 12 FEBRUARY 2018

Present:	Andy Bickley	Chairman
	Pam Giles	Vice Chairman
	Sue Crowley	Treasurer
	Brian Edmunds	Transport Manager
	Andy Francis	Web Master
	Jane Wilkinson	Secretary

1. The Chairman opened the meeting at 11.05. There were no apologies received for absence.
2. Minutes of the previous Committee Meeting held on 30 October 2017 were approved and accepted as a true and accurate record.
3. Matters arising:
 - i. Van Livery. The Transport Manager stated that until confirmation of the new name had been received nothing could be progressed. He reminded the committee that one quote had been obtained, £495 + VAT, but the chairman had questioned if a further one or two quotes may be required. **Ongoing**
 - ii. Receipt of £200 donation following the use of the Tardis. Transport Manager informed the committee he would chase this up with Tanya. **Action. Transport Manager**
 - iii. Fundraising **Ongoing**

4. OFFICERS REPORTS

a) CHAIRMAN. At the end of 2017, members were each sent an email asking them two questions.

- Do you agree to the Friends group changing its name to, Friends of the South West Police Heritage Trust?
- Do you agree to change the constitution to facilitate the new name?

From the 52 members, 36 responded "Yes" to both questions. 1 responded, "No" and 15 did not respond.

Following further discussion, taking into account suggestions made by the membership during the consultation process, the name will be:

Friends of South West Police Heritage Trust

Supporting

Devon and Cornwall Police Heritage

Actions: Draft letter to Mr J Casson, Mr K Solomon	Secretary
Inform BAFM of change of name	Secretary
Submit paperwork to HMRC following gift aid claim	VC, Treasurer

b) The Chairman reported on a meeting he had attended with the Chairman of the Trustees, David Rees and the Curator Hillary Bracegirdle. **See Enclosure 1.**

ii. TREASURER. A financial summary was provided for the committee. Currently cash in hand was £1774.40. Treasurer further reported that the Nat West and Barclays was closing in Okehampton leaving Lloyd's and TSB. Monies could be paid in at The Post Office but the Transport Manager Agreed to contact Nat West and establish what further services we could access on line, where currently we were denied. Confirmation was given by the Treasurer that there was no financial benefit, ie higher interest, should we move banks.

Action Transport Manager

iii. SECRETARY. A letter had been received from HMRC regarding claiming money on small donations, such as bucket collections where people are not asked if they were happy to gift aid. This may or may not be relevant at the present time but Treasurer to keep a note. Insurance and subscription reminder had been received from British Friends if Museums for payment which this year was £368. Following a discussion

Secretary to contact BAFM and establish if renewal could be made prior to or after our name change. Current membership stood at 52 and all aspects of the membershipmojo was working well.

Action. Secretary

iv. TRANSPORT MANAGER. A request for the attendance of the van at a blue light day in Exeter had been received for August and other earlier requests usually followed. Therefore there was some degree of urgency to resolve the van livery. The Web Master suggested he put some ideas on line and send to the committee for comment. Nothing further to report.

Action Web Master

v. WEB MASTER. Many of the protocols currently used by the likes of Google we're changing and our site had fallen slightly behind. This would require the web Master to make changes that we would see on the screen and those we would not. Once the logo had been confirmed then he would go ahead and make all the necessary changes. He informed the meeting of the excellent information that Bill Tupman was supplying regarding officers from the First World War and was being shown on retired officers and linked sites.

5. Communications Officer. The Secretary informed the meeting that, the Communications Officer, Janette Greenslade had found she was unable to continue in the post due to current work commitments. It was decided that the position should be placed on the AGM calling notice to see if any volunteers may be interested.

Action. Secretary

6. Date of AGM and Committee Meeting. Monday 30 April 2018. The committee meeting to commence at 1030 and the AGM to commence at 1300. Calling notice to be sent to members.

Action. Secretary

7. Curator Update. The Curator updated the meeting and covered items which included:
 - The Trustees were working hard to identify a suitable location for the collection.
 - Funding to employ an archivist for approximately 18 months. The position was about to be advertised.

- A fundraising session to be held on 27 Feb with Jill Taylor.
- Meeting with the federation to discuss the rotation of displays and offering our facility to long term sick to aid with return to work processes.
- CALM. Personal from the South Devon Records Office had offered assistance during the initial stages of cataloging.

8. There being no further business the meeting concluded at 1240.

Enclosure 1

Copy of an email from Chairman, Friends of South West Police Heritage Trust following attendance at a meeting on 6 Nov 2017 with Mr David Rees, Chairman of Trustees and Hillary Bracegirdle, Curator.

1. It's clear the SWPHT are addressing a number of competing priorities and making progress with how some of these will be delivered.
 - Suitable accommodation for the collection. Hilary has set the specific requirements needed for accommodation and these are being discussed at the SWPHT meeting, 13/11. In house options (force premises) is one of the preferred options which will be raised with the force estates team. There is no notice to quit Okehampton but the fragility of remaining there is clear to all.
 - The written collection. Work is progressing with the Devon Records Office to digitalise and secure these. The plan is for the SWPHT to employ an Archivist for circa 18 months to assist with this work. Key issue is to ensure they are professionally stored and accessible.
 - The uniform and photographic collection is being assessed by specialists in terms of setting clear requirements which will ensure their future integrity.
 - Raising an endowment. This is an important part of their work and is a sizeable challenge. In the region of £500,000 to £1,000,000. There is no expectation this will fall to the Friends!! They are scoping the use of skilled and experienced fund raisers to help with this, on e they have identified what the, 'story' is of the collection - ie what's it all about, how can they connect the history of the force to the present and future. Contributions from our current Friends network in the form of talks and coffee mornings is all that is expected here.
2. In terms of our role, Hilary impressed that her previous paper has been agreed by the SWPHT and should be used as the point of reference for our work. I will forward again by separate email. This paper endorses the new name for the Friends etc and has been tabled at our committee meetings.
3. The Trustees are reviewing and suggesting amendments to our constitution to ensure this aligns with the recommendations in Hilary's paper.
4. Hilary will draft a paragraph setting out the nature of the Friends relationship with the SWPHT. I see this as 'two sides of the same coin', but we need to be explicit in terms of direction, control and identity. We should be complimentary and supportive but not in a hierarchical relationship. Hilary will also provide a next steps briefing on the issues being addressed by the SWPHT.

5. Financing the public liability and indemnity insurance - Hilary requested a formal letter of request which Pam is working on.
6. Marketing/branding - very positive feedback with Andy's work on this. They recognise the limitations of their current arrangements and acknowledge we are ahead of the game. They will approach Andy to see how we can join this up and generate an approach for SWPHT.
7. In terms of the logo - they support our choice but following discussions I would like the strap line to be, 'policing past, community present'. We can implement this in our social media space and letterheads, accepting in the medium term, once the SWPHT have caught up, we may need to tweak.
8. Outreach work with the van- SWPHT are very supportive of this work but would like to do more to help us. They are keen to join up community engagement opportunities for their work and that of the force. I would suggest we work with them on this and hold off any deployments until we have a chance to work this up in more detail. Happy to discuss this in more detail if necessary before our next meeting.