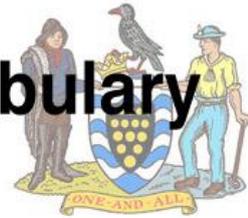




Friends of

Devon & Cornwall Constabulary

Heritage & Learning Resource



FRIENDS OF DEVON AND CORNWALL CONSTABULARY
HERITAGE AND LEARNING RESOURCE
COMMITTEE MEETING
1100 MONDAY 9 JANUARY 2017

Present Andy Bickley
Pam Giles
Sue Crowley
Andy Francis
Jane Wilkinson

Chairman
Vice Chairman
Treasurer
Web Master
Secretary

Hilary Bracegirdle

Curator

Apologies were received from Brian Edmunds - Transport Manager.

1. The Chairman opened the meeting at 1108.
2. Minutes of the last Committee Meeting held on Monday 5 September 2016 were approved as a true and accurate record.
3. Matters arising:
 - 3i. Gift for accountant - Complete
 - 3ii Friends bank account "read only" - ongoing
 - 3iii. Purchase of laptop for Friends. Considered not to be required.
 - 4i Contact BAFM regarding current situation of the Friends. Pam Giles stated that she had been in contact with Sue Eddisford, the Museum Development Officer and was awaiting a response. Hilary informed the meeting that she had various experiences of other groups in this position and would be happy to offer any advice/guidance on the matter.
 - 4iii. Letter of thanks to Tim Burge - Complete

4. OFFICERS REPORTS

CHAIRMAN.

- i. The Chairman introduced Hilary Bracegirdle to the committee and invited her to give an overview following his comments. Since the last meeting, Carmen Talbot had completed her role as the Communications Officer and the Chairman wished to minute a vote of thanks for all the work that Carmen had completed and been involved with which was echoed by the new curator,
- ii. The next meeting of the Board of Trustees was due to be held next week and that would be very important to begin establishing and clarifying the forthcoming role of the Friends. An advertisement was about to be release inviting applications for an additional trustee post.
- iii. Since the last meeting, the Deputy Chief Constable, Bill Skelly has relinquished his role due to a forthcoming move and the Chairman stated he had written thanking him for his efforts and support. He, along with the Chief Constable, had played pivotal roles in enabling us to achieve our current position.
- iv. The Insurance for the collection had now been resolved.

5. CURATOR.

The curator explained to the committee that she was in the process of drawing up a business plan which would include wide ranging topics including SWAT and risk assessments. The plan would be divided down to cover the first two years followed by the remaining three years. She identified her two priorities:

- a. Identification of a suitable location for the collection, giving members of the public access.
- b. Funding, which would be divided into capital and revenue.

As she was attending the meeting next week, she agreed with the Chairman that they needed to discuss what vision the trustees have for the role of the Friends going forward. Organisations, such as the HLF, consider the role of Friends to be important due to their contacts, commitment and enthusiasm. As stakeholders, they can offer financial help in respect of match funding for acquisitions however small that amount may be.

A discussion then took place regarding the title, branding and web site of the Friends and it was unanimously agreed that no changes could take place until more clarification had been received from the trustees. Hilary concluded by saying that with the continual growth of the Friends and more items being offered to the collection, it was her intention to write a collections policy detailing items that should and should not be accepted.

6. TREASURER

The Treasurer gave the committee a verbal financial report. To date amount in hand is £2027.16p. The outstanding amount of HLF money has been removed from the Friends account.

7. SECRETARY

Since the last meeting, the only outgoing correspondence was the thank you letter to Tim Burge. Membership number currently stood at 49 paid members, 11 awaiting renewal and 1 non renewal. Membership mojo was proving to be a great instrument towards a more efficient running of the membership database. It sent out automatic welcome emails, renewal reminders and already several members had very kindly taken the option to make a donation along with their renewal. Pam Giles said it was her intention to contact PayPal as they would be able to assist with the collection of gift aid.

8. TRANSPORT MANAGER

Nothing to report.

9. WEB MASTER

Andy Francis reported that the web site was as up to date as possible and could be accessed from a variety of devices. He also produced a printed display of the audience overview which included user statistics and session duration. (See attached) There was still a bigger volume of new visitors over returning visitors and Andy reiterated how important it would be going forward to ensure that the web site remained as professional and up to date as possible. It was encouraging to note that Facebook likes continued to increase.

10. AGM

The next AGM of the Friends will be on Tuesday 25 April 2017 at 1130 in the Police Station Okehampton. Calling notices will be sent out to all members in mid February.

11. DATE OF NEXT MEETING

The date of the next Committee Meeting will be Tuesday 25 April 2017 at 1030.

12. There being no further business, the meeting was closed at 1228.