



FRIENDS OF DEVON AND CORNWALL CONSTABULARY
HERITAGE AND LEARNING RESOURCE
COMMITTEE MEETING
1100 MONDAY 02 NOVEMBER 2015

Present	Andy Bickley	Chairman
	Pam Giles	Vice Chairman
	Brian Edmunds	Transport Manager
	Andy Francis	Web Master
	Carmen Talbot	Communication Officer
	Jane Wilkinson	Secretary

Apologies were received from Sue Crowley, Treasurer.

1. The Chairman opened the meeting and welcomed those present.
2. Minutes of the previous meeting were read and accepted as a true and accurate record by the committee.
3. Matters Arising:
 - a. An acknowledgment of the £100 donated by the Friends towards the restoration of the Jenkins portrait had yet to be received. The Chairman reported he had spoken with Tanya and was sure the letter, in order to complete the Treasurers records, would be forthcoming.
 - b. Expenses Policy. Pam Giles reported that a draft policy and form had been compiled, a copy of which was passed to all committee members. Following a discussion the Chairman suggested that a review of all claims should be undertaken at subsequent committee meetings with a mileage rate of 45pence per mile being set. All committee members would be provided with forms for completion as required.
4. Officers reports:
 - a. **Chairman:** The Chairman reported that the curator remained on sick leave and gave an update as to the current situation.

Tim Burge, the new project manager was continuing to move the project forward and the Friends were being kept informed at all stages of his progress. The Chairman confirmed that his position was force funded from existing allocated monies. An extension for completion of Phase One had

been approved by the HLF and this looked likely to be the end of March 2016. Pam reported that Tim had been present at the recent steering group meeting and the overview was that the project was going well and very positive comments had been made. Tim asked if a brief comparison could be made regarding the Charitable Incorporated Organisation and the Charitable Company limited by Guarantee to ensure, for completeness, that all available options had been considered.

As regards to Okehampton, the Deputy confirmed that any move would be funded by the force and carried out by a professional company who had experience of moving this kind of organisation.

The Chairman finally reported that due to the time of year and other factors, the adverts for the Trustees had been delayed until January 2016.

**Contact John Casson
Resume for Steering Group on CIO**

**Action: Chairman
Action: Communications Officer**

b.**Treasurer:** In her absence Pam reported that the current amount in the Friends bank stood at £10342.93pence. £2343.09 was the Friends with the outstanding balance earmarked for HLF. A £40 donation had also to be put in the bank and a £200 from the Federation. Carmen asked about other corporate bodies that could be targeted, she would investigate.

**Draft Letter of thanks to D&CJBB
Investigate corporate bodies**

**Action: Secretary
Action: Communications Officer**

c.**Secretary:** Secretary reported that a £40 donation had been received from Mrs Katherine Pass for work done by Peter, this had been responded to. There were currently 57 members with 13 whose fees remained outstanding. An email had been sent to each Friend to remind them that their fees were now due.

d.**Web Master:** Andy reported the statistics regarding the viewing of the website and how that was accessed, ie telephone, tablet etc. It appeared there still remained areas of confusion about which organisations were involved in what and Andy felt this uncertainty may be a contributory factor in low member numbers. A discussion was held about the three web sites currently in use and it was decided that, for clarity, the policeheritagecentre.co.uk should be pulled down. Carmen would compile a list of Frequently asked Questions (FAQ's) and Andy would look to refresh the web site and make it more tablet responsive by the next meeting. It was also felt that in the interim this would help to reassure people that the project were still moving forward.

Andy Francis + Carmen Talbot

Action

e.**Van Representative:** Brian stated that all expenses for the van were currently up to date. There had been a very successful visit to Truro the previous week making contacts with, amongst others Ian Rowe of the Truro Learning Register who indicated that he would be happy to share information as the Friends records had material and references relating to Cornwall. In the next couple of weeks the van would be going to an event in Plymouth University within the Law School. Finally Jean Ford's name, in acknowledgment of her donation to the Friends, would be placed on the doors of the van very shortly and would likely to cost about £15 - £20 pound.

f.**Communications Officer:** Carmen will be taking on the production of the newsletter and the time frame for completion would be by the end of November, following which it would be emailed to all

Friends and interested parties.

5. AGM: To be held at a date TBC in 2016, it was decided this should be at the end of the financial year, March/April to allow a complete production of financial matters to be presented to the Friends.

6. Clothing: Pam suggested that following on from recent visits the Friends had made, apart from their ID, the general public had no way of identifying its members as being part of an organisation. She therefore suggested navy blue fleeces and pale blue polo shirts be purchased to project and advertise the Friends group at events.

Andy Francis suggested badges with volunteers names.

Prepare badges

Action: Andy Francis

Purchase Fleeces/polo shirts

Action: Pam Giles

7. **A.O.B:** Brian asked if there were any plans to hold another open day to the public in the near future. The Chairman said it was a very good idea and asked if this could be taken forward to the next Committee Meeting.

Action: Item carried forward

8. Date of next meeting: TBC but end of January 2016

There being no further business the meeting closed at 1210.

A Bickley

Chairman

Friends of Devon and Cornwall Heritage and Learning Resource