



National Association of City and Town Sheriffs of  
England and Wales  
Cymdeithas Cenedlaethol Siryfion Dinas a  
Thref Lloegr a Cymru



# Winter Newsletter 2024



Dear Sheriff's Association Fellow Member,

It gives me great pleasure in writing my first Newsletter as the newly elected Chair of the National Association of City and Town Sheriffs of England and Wales.

Thank you to Xena Dion and Jan Lugg for nominating me and I look forward to steering the Association over the next three years together with the newly elected Vice Chair, Bob Rudd from Chester, the newly elected Secretary Xena Dion from Poole and the newly elected Treasurer Suzie Mercer from York.

I am particularly pleased to see that the executive team, who are responsible for the daily business of the Association, is now more representational across our cities and towns than in recent years, giving a greater demographic balance.

We, of course, have the fortune of being able to seek the advice or opinion from our President and

Founder of the Association, Andrew Gravels and when necessary. I will liaise with Andrew on a regular basis and keep him informed of all relevant matters. Andrew has kindly sent a short message to everyone for this newsletter which is to be found later.

This first newsletter is a lengthy one as I think it is important to set out our working ethos with you all from the beginning and keep you all updated on several key issues.

**This includes some compulsory actions for all Members**, both Full and Associate, in relation to Membership and the mandatory General Data Protection Regulation (GDPR). So please help us by completing the attached related documents which I will explain later.

Let's start, however, with our recent AGM weekend in Haverfordwest and reflect with pleasure and pride at the excellent event that the town hosted that we all enjoyed so much and that will stay in my memory for a long time.

Our hosts' hospitality, combined with great locations such as the Haverfordwest Cricket Club, Pembroke Castle and Wolfscastle Country Hotel, alongside wonderful food, was a model of success.



This led to my first task as Chair in personally writing to Sheriff Cllr Jill Owens and the civic team of Vanessa and Emma to thank them for an excellent weekend. I have safely planted my Daffodils and look forward to their annual appearance as a reminder of this beautiful part of Pembrokeshire and the glorious mid-Wales.

The weekend was captured nicely by an excellent article in the Pembrokeshire Herald.

<https://pembrokeshire-herald.com/99678/haverfordwest-hosts-prestigious-sheriffs-conference-an-ancient-civic-tradition/>

I then contacted the outgoing Officers, Chair, David Brown, Secretary, Jeanne Storrar, and Treasurer, Jan Lugg, to thank them for their contribution as executive officers of NACTSEW and their contribution to the organization of the AGM weekend.

I would like to highlight Jan in particular, who has been Secretary and then treasurer over several years and whom I have worked closely with in the past. I am pleased to see her hold the honorary post of Vice-President alongside our other two vice-presidents, former Chairs Barrie Ferguson and Jon Ebo.

## **NACTSEW Business**

I would now like to start on the business aspect of the Association and cover the following areas:

- Executive Officers
- Timeline of communication
- Membership and GDPR
- Finance - A New Bank Account
- NACTSEW Website
- Draft AGM minutes - Haverfordwest
- AGM - Motion
- Civic Society
- 40th Anniversary Booklet
- 40th Anniversary Luncheon
- NACTSEW Half Yearly Meeting
- Lichfield 2025

## **Executive Officers**

Alongside myself as Chair, the Executive Officer team comprises:



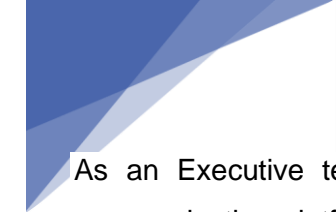
Bob Rudd, Vice-Chair  
[bobrudd@hotmail.co.uk](mailto:bobrudd@hotmail.co.uk)



Xena Dion, Secretary  
(and website admin)  
[nactsewsecretary@gmail.com](mailto:nactsewsecretary@gmail.com)



Suzie Mercer, Treasurer  
[nactsewtreasurer@gmail.com](mailto:nactsewtreasurer@gmail.com)



As an Executive team we have established a communication platform via WhatsApp and are in constant contact with each other and additionally hold regular online Business review meetings to conduct the Association's business and set targets and tasks to make sure we are carrying out our duties to the best of our abilities. I am pleased to say this is already proving to be very effective.

### **NACTSEW Timeline of communication**

The timeline of communication was originally drawn up by the late Sue Blakeley of Gloucester in her capacity as Secretary and has proven to be an efficient and effective communication strategy which I have now re-introduced in its full capacity.

As a result, members can expect a minimum of:

- Winter Newsletter – Report of AGM Conference weekend and AGM draft minutes
- February - Half Yearly Meeting
- Spring Newsletter – Short report on Half yearly meeting & generic overview of next AGM
- May/ June - Letter to New Sheriffs incorporating Membership/GDPR papers and last newsletter
- June – Host City or Town finalise costings and NACTSEW prepare Summer Newsletter
- July - Summer Newsletter and AGM booking forms, with call for AGM motions, nomination of Officers and deadline of 31<sup>st</sup> August for AGM bookings
- September - AGM Newsletter with AGM Agenda and any motions
- AGM weekend (usually last weekend in September)

The communications will primarily be via email and, if appropriate, by personal letter and will be supported simultaneously by the NACTSEW website.

### **Membership and GDPR**

I would like to do some housekeeping in terms of these subjects which sit side by side.

May I clarify and set the record straight that the Membership year is from the 1st of September. This ensures that all members are fully paid up in order to attend and vote at the AGM and Conference weekend, which is normally at the end of September.

The timing of Membership fees being payable also coincides nicely with the AGM booking forms and payment due between July and August.

New Sheriffs entering office in May are given a grace period of free membership until the 1st of September when this ceases and payment is due for the year ahead.

The Executive team have reviewed the current membership database and the GDPR statement and policy in terms of its validity against the new website created by Xena Dion.

As a result, to comply with the mandatory GDPR and ensure our records are accurate, timely and efficient, it has been decided to invoke a **Compulsory requirement for ALL Members** to complete the attached Membership Form and GDPR consent form irrespective of whether you have done this in the past or not.

**This is a key action, so we can function legally and efficiently. Please send the completed documents to our Treasurer, Suzie Mercer as soon as possible by email to:**

**[nactsewtreasurer@gmail.com](mailto:nactsewtreasurer@gmail.com)**

Thank you for your understanding and cooperation

## Finance and New Bank Account

The Executive team in consultation with the outgoing treasurer have taken the decision to change Bank Accounts due to several issues with HSBC, and to establish full online banking for the first time and move forward from a technical perspective.

As a result, a new Community Account with Lloyds Bank has now been successfully opened. The old HSBC accounts are in the process of being closed and funds transferred.

**Please do NOT use the HSBC account. All payments to NACTSEW, including direct debits, must be to the new Account with immediate effect. Bank details are:**

**Bank:** Lloyds

**Account name:** NACTSEW Community Account

**Account number:** 17875660

**Sort code:** 30-54-66

The new signatories are Suzie Mercer and Andrew Swinburne. Thank you to Suzie for dealing with this so quickly.

Please note that the Membership form has been updated to include the new bank details and is attached to this newsletter email. All forms have been updated and added to the NACTSEW website.

Finally, on financial matters, I wish to thank Robbie Dalgleish from Berwick for stepping forward at Haverfordwest as the new examiner of our accounts. Once these have all been handed over by Jan to Suzie, Robbie will be able to examine each of the accounts from 2020 when they were last done.

## NACTSEW Website



Our website is an excellent masterpiece created and maintained by Xena and I am really pleased to see this role merged with her role as Secretary

The website is regularly updated and holds a mindful of information and documents and will be an anchor of reference and work in partnership with our newsletters and timeline of communication as already mentioned.

Thank you, Xena, for all your hard work.

The Website link:

<https://www.sheriffsofenglandandwales.org/>

### Draft AGM minutes - Haverfordwest

Please find attached a draft copy of the AGM meeting at Haverfordwest. This is circulated at the earliest opportunity in accordance with our Constitution (also attached for reference)

The minutes will be ratified at the AGM meeting in Lichfield in 2025.

### AGM motion at Haverfordwest

Proposed by John Butler (Chester) and presented in his absence by Andrew Storrar (Chester) about the perceived threats to Civic Office.

Several good ideas and suggestions were raised in the limited time on the day at the AGM. As promised, the NACTSEW committee wish to consult all our members on this important subject, consider and consolidate the replies and provide an overview in order to determine a proposed course of action.

To achieve this and retain an organized and constructive approach, a single point of contact was identified in each City or Town. A pro forma questionnaire was sent to each of them for completion and return by 1<sup>st</sup> of December 2024.

This will give the Executive Officers time to evaluate the answers, consolidate and produce a provisional plan of action for discussion at the Half yearly NACTSEW committee meeting in February 2025. Members will then be updated.

We have already received several responses as I write this newsletter and I know from attending the recent extraordinary meeting of the Berwick-upon-Tweed Sheriffs Club, it provoked some deep meaningful thought and raised points not considered before by members.

### **Civic Society**

The contact with the Chair of The National Association of Civic Officers (NACO), Tracy Frisby, was originally conducted by our former Chair, David Brown and is an excellent example of partnership, synergy and initiative, which I was only too pleased to take on as part of my role.

I am pleased to say the NACO and Tracey have been very receptive and re-affirmed their invitation to myself as Chair of NACTSEW to their training day in March 2025 in London.

In addition, I have accepted their invitation to join a Panel for a Q&A Plenary session titled "Uniting for Excellence: A Collaborative Journey". As I understand this session aims to provide an opportunity to learn from and engage with a diverse range of professional associations. It also explores how these various bodies of expertise can come together to help us all enhance our skills and achieve greater success in our respective fields. It should certainly be a very interesting and informative day. I will report back!

To reciprocate NACO's kindness and welcome I have personally invited the Chair as my guest at the top table in Lichfield for our 40th anniversary dinner so NACTSEW members will have the opportunity to meet her.

For those who wish to learn more about the National Association of Civic Officers a link to their website is: [www.naco.uk.com](http://www.naco.uk.com)

### **40th Anniversary Booklet**

At Haverfordwest Lichfield proposed that the 40th Anniversary Booklet should also be available in print in similar fashion to the 30th anniversary edition. I have, therefore, sought several quotes and found prices are certainly far more competitive than ten years ago, when I recall it being a huge outlay, as I was Treasurer at the time!



The quotes and decision to print or not will be taken at the half-yearly meeting in February and the outcome conveyed in the March Spring newsletter.

### **40th Anniversary Luncheon**

I recall, I believe, that at Norwich our President Andrew Gravels raised the idea of holding a 40th Anniversary Luncheon in March 2025 in London. Unfortunately, it lost traction until Andrew raised it again with me at Haverfordwest.

The Executive officers are giving this due consideration but we are conscious of some of the challenges it presents. These include the short timeline for planning and preparation, the financial outlay of potentially huge hire charges, whether such an event is necessary, in light of Lichfield's plans, and if there would be sufficient uptake from members to make it viable.

It might be wise to seek some feedback from members and I wonder if I may ask the nominated single points of contact established for the AGM motion at Haverfordwest to seek their own shrievalty views and report back to Xena by the end of the year with your thoughts. We could then quickly assess the initial response and go from there. Thank you in advance

### **NACTSEW Half Yearly Meeting**

This meeting between the executive officers and the four committee members of the next two host Cities or Towns is a key step in the governance of the Association and the successful planning of the yearly AGM weekend and other matters pertaining at the time. An example of this is the Haverfordwest motion by John Butler

Historically for several years this was an in-person meeting until Covid when it became 'virtual' via a Teams call. However, in view of the topics on the agenda and post Covid I have decided to reinstate

the February Half yearly meeting as an in-person meeting and Xena is busy looking at potential venues which will revolve yearly and may include charity/community meeting rooms in London, Birmingham or York for example.

I would like to welcome to the committee the four elected members:

- Robert Yardley - Lichfield
- Michael Mullarkey - Lichfield
- Melanie Tointon - Lincoln
- Jo Rimmer - Lincoln

Additionally, it is customary for the President to be invited to this meeting in his honorary position.

Availability will be called for shortly and thereafter the date, venue and agenda confirmed.

I look forward to seeing you all then.

### **Lichfield – 26<sup>th</sup> to 28<sup>th</sup> September 2025**

My thanks go to the Lichfield Shrievalty for their excellent planning, and I know they are well prepared to give us all a great weekend in their city.



A summary of events will be published in the Spring newsletter and the booking forms will, as always, be circulated in the July newsletter. However, details as known to date including accommodation information is currently on the NACTSEW website for members to peruse.



Haverfordwest 2024



**A Message from our  
President**

Dear Member,

I hope this finds you well. I'm pleased to have this opportunity to thank everyone who made the 2024 AGM weekend such a successful and happy one. David Brown and I worked closely with Haverfordwest to ensure they had all the information they required to make the weekend go well. I've attended nearly all the AGMs since I formed the Association all those years ago and without doubt this was one of the most memorable. And there was no huge Council that Vanessa at Haverfordwest Town Council could call on to assist them. Their Town Council had only a fraction of the resources and finances available to other bigger City Councils. So, three cheers for Vanessa and Emma, a huge thank you!! As we approach Christmas, please can I wish you all a Very Happy Christmas and I look forward to meeting you all in Lichfield next year.

Lastly thank you for taking the time to read a lengthy newsletter along with the attached documents for either reference or compulsory action. I promise the remainder of my newsletters will be shorter and less formal, now we have set out our stall!

It only leaves me to wish you all a peaceful and happy Christmas and best wishes for the New Year in 2025.



Kind regards

Andy Swinburne  
Chair NACTSEW  
Email:

[andyswinburne322@btinternet.com](mailto:andyswinburne322@btinternet.com)