

# CaP

## THE CRIME AND PUNISHMENT COLLECTIONS NETWORK

**Minutes of 10th AGM held 13<sup>th</sup> March 2015,  
Castle Museum, York 11:00**

### **Attendees:**

Bev Baker (Galleries of Justice, Nottingham) (in the Chair)  
Cath Fell (National Offender Management Service, Learning and Development Library) (Secretary)  
Stuart Stone (Radzinowicz Library) (Website Manager)  
Angela Sutton-Vane (Devon and Cornwall Police Heritage Centre) (Treasurer)  
Chris Williams (Open University) (JISC Manager)  
Helen Johnston (University of Hull) (Committee Member)  
Gaby Rivers (Judge's Lodgings, Presteigne) (Committee Member)  
Peter Aikens ( RUC GC Foundation)  
Paul Bickley (Metropolitan Police Crime Museum)  
Alison Bodley (York Museums Trust)  
Anthony Chadwick (Ripon Museums Trust)  
Holly Parsons (Brighton Old Police Cells)  
Heather Shore (Leeds Beckett University)  
Jason Stewart (Ministry of Justice library)  
Joyce Walmsley (Ripon Museums Trust)

### **Apologies:**

Brian Dingle (HMP Dartmoor)  
Stephen Harber (Ruthin Gaol)  
Patricia Hughes (National Police Library)  
Dot Jeffcott (National Offender Management Service, Learning and Development Library)  
Martha Lawrence (Buxton Museum & Art Gallery)  
Mary Lindley (Ripon Museums Trust)  
Ralph Lindley (Ripon Museums Trust)  
Stewart McLoughlin (HMP Wandsworth)  
Neil Paterson (Metropolitan Police Heritage Centre)  
Lisa Price (Oxford Castle Unlocked)  
Ros Westwood (Buxton Museum & Art Gallery)

### **Minutes of the last AGM:**

These were agreed as a true record.

### **Matters arising:**

Nothing to report

### **Report from the Chair:**

See [Chair's Report](#)

## Financial Report:

See [Treasurer's Report](#)

## Open Forum:

The Forum began with a general discussion on the future of CaP. **Bev Baker** hoped that the new AGM date of March would prove more convenient for most members. She reported that the Committee had carried out a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis following the last AGM, which had a generally positive result. **Helen Johnston** expressed the view that it was hard to know what members wanted from the network, as there was a lack of feedback from them to questions from the Committee. **Stuart Stone** commented that there was passive use of the network and that our ambitions for the group and our ability to fulfil them didn't always align. **Heather Shore** commented that resources are strained for most members and there was only a limited time for them to attend CaP events. **Peter Aiken** suggested we should organise an event aimed at a particular section of the membership and then try to widen appeal, or that we could possibly team up with other similar organisation to host events. **Angela Sutton-Vane** expressed concern that we weren't doing enough to justify the subscription fee, although our membership has stayed fairly stable over the past year. She also commented that part of our role could be a support for organisations who find themselves in straitened circumstances, with **Heather** commenting that the push for digitisation meant that physical collections are increasingly at risk. **Chris Williams** said that the existence of a passive network was still as positive thing, if that's what the members needed and wanted. **Holly Parsons** contributed that a push for new members could bring in new ideas to the network. **Chris** expressed concern that although he knew other academics who would be interested, he was concerned that they could 'over-balance' the network. **Angela** commented that the Police History Society are currently recruiting. Although they offer something different from CaP, they could be an organisation with which we could possibly hold a joint event. **Anthony Chadwick**, picking up on **Angela's** comment about threatened collections, raised concerns about what had happened to artefacts from those prison establishments closed within the last two years. **Helen** and **Cath** both expressed the view that this aspect may have been overlooked, despite official instructions existing whereby unwanted artefacts should be offered to the Prison Service Collection at the Galleries of Justice and unwanted documents should be offered to the relevant county record office. **Jason Stewart** confirmed that Ministry of Justice documents, including those published electronically, are passed to the National Archives (TNA). **Chris** thought it would be a good idea to try to recruit someone from TNA to join CaP, or to talk to a future AGM.

The conversation moved on the CaP website/ blog:

<http://capcollections.wordpress.com>

**Stuart** reported that the website, designed for the sharing of information, was used very rarely, with a maximum of eight visitors a month. It is up to members to register on it and then add content. **Bev** wondered if it would be worth getting a student placement to assist with adding material. Several members said that they had problems accessing Wordpress via their official computers which meant that they were less likely to visit the site. Others mentioned that they were unfamiliar with the concept of the blog.

**Actions:** **Heather to use her personal contacts at TNA to see if anyone is interested in joining / working with / speaking to CaP; Stuart to re-issue his**

**guide on publishing on the blog; all members to visit the website (if possible) and register to use it; Cath to send up-dated CaP directory to Stuart for publication on the website.**

**Election of officers:**

**Stephen Harber** has resigned from the Committee due to ill-health. **Cath** expressed her desire to stand down as Secretary after a period of 10 years. **Heather** volunteered to take over the role of Committee Secretary and **Peter** volunteered to join the Committee in an unspecified role. **Cath** was asked to remain on the Committee, which she agreed to do. **Bev** had drafted role descriptions for various Committee roles, in order to clarify responsibilities. It was agreed that these should be circulated to the membership to generate interest in Committee work. There was some discussion about the specific role of Membership Secretary, which has previously formed part of the Treasurer role. **Stuart** suggested that all members try to recruit and **Heather** suggested the creation of a standardised email to send to potential members. We can then assess if we need a formal Membership Secretary. **Gaby** was confirmed in the role of Events Secretary.

The Committee for 2015 is therefore:

Bev Baker	Chair
Heather Shore	Committee Secretary
Angela Sutton-Vane	Treasurer
Stuart Stone	Website Co-ordinator
Gaby Rivers	Events Secretary
Peter Aikens	'Member without Portfolio'
Cath Fell	'Member without Portfolio'
Helen Johnston	'Member without Portfolio'
Chris Williams	JISC Manager (but no longer a full-time member)

**Action: Cath to contact Heather to clarify Secretarial duties; Cath to draft a formal thank you to Stephen for his contribution; all members to consider potential new member of CaP.**

**Any other business:**

**Angela** distributed invoices for the day.

**Date and venue of next AGM:**

The Committee are looking for suggestions for next year's AGM. **Holly** repeated last year's invitation to visit Brighton, which was received in a positive light. It was suggested that the protection of police and/or prison archives would be a helpful topic for a presentation and that this could possibly be run as a joint event with the Police History Society.

**Action: Date and venue of next meeting to be discussed and confirmed by the Committee.**

Formal business of AGM ended 12:45

Catherine Fell  
17 March 2015

# THE CRIME AND PUNISHMENT COLLECTIONS NETWORK

## CHAIR'S REPORT TO AGM

Bev Baker, March 2015

### OVERVIEW

This report concerns the tenth year following the formation of the Crime and Punishment Network and details the achievements made during this period. The network was formed following the MLA sponsored consultation process which resulted in overwhelming support for the creation of a subject specialist network to support the aims and objectives of Museums, Libraries, Archives and historic sites concerned with the topic of Crime and Punishment and related topics.

### COMMITTEE PERSONNEL

During this period the committee has consisted of the following members:

**Chair** – Bev Baker (Galleries of Justice Museum)

**Vice Chair** – vacant

**Secretary** – Catherine Fell (HM prison Service)

**Treasurer** – Angela Sutton-Vane (Devon and Cornwall Police Museum)

**Conference Organiser** – Gabrielle Rivers (Judge's Lodgings, Presteigne)

**Publications Editor** – vacant

**Fundraising Director** – vacant

**Website Co-ordinator** – Stuart Stone (University of Cambridge)

**Member without portfolio** – Helen Johnston (Hull University)

**Member without portfolio** – Stephen Harber (Ruthin Gaol)

### Thanks

I wanted to start this report, as usual, with a vote of thanks to all the committee members, but in particular Gaby, Angela & Cath, whose dedication and hard work has helped to keep this network going. I am indebted to their commitment and willingness to be part of the committee. A special thank you has to go to Cath, who after 10 loyal years as the Network's secretary, has decided to step down. She has been a real asset to the Network, attending all the committee meetings and AGMs. She has been a very efficient and effective secretary. She is however, willing to stay on the committee without portfolio, which is wonderful. Stephen Harber has also stepped down from the committee, therefore I would like to thank Stephen for his input over the past few years and wish him well.

This year, like previously, has been a fairly inactive year, with the main focus on organising the AGM. Committee meetings had been held in 2014, where discussions were had with regards the potential of creating a website for promotional purposes to aid the marketing of the heritage sites/museum members of the network. This is to be discussed in the open forum at the AGM. The committee has decided to move the AGM to March as it is difficult for some members to attend in the winter months. The format of the AGM is to continue to provide interesting talks by members or external experts (where applicable), and when possible tours of the venue used for the AGM.

### **AGM & Conference**

The AGM still seeks to provide transparency to the work undertaken by the committee, its finances and also to provide a forum in which the members may address issues which they wish to be considered by the committee. In addition to this the AGM provides an opportunity for members to elect a new committee to represent them over the forthcoming year. Therefore, I have reviewed the roles of the committee, and created role descriptions (which is something we've not had since setting the Network up 10 years ago). This helps to clarify committee members' roles, and will hopefully assist recruiting new members in the future.

The AGM forms part of the CaP Conference event which this year consists of two talks: first from Chris Williams who will be talking about a new book that he has recently had published entitled 'Police Control Systems in Britain 1775-1975'.

The second talk will be from Alison Bodley, the Senior Curator at the Castle Museum in York. She will be giving us an insight into the history of the site and its redevelopment funded by HLF. Delegates will then have the opportunity to take the tour around the site and see their new World War 1 exhibition.

[Top](#)



**Treasurer's Report for CaP AGM: 13th March 2015**  
**Financial Year 1st April 2014 to 31st March 2015**

Barclays Bank statement balance at end of financial year 2013 / 2014: £ 698.81 -£ 55.43  
 CaP account balance at end of financial year 2013 / 2014: £ 754.24

**Starting balance 1st April 2014: £ 698.81**

<b>INCOME</b>	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Totals
<u>Description</u>													
Subscriptions	£ 12.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 36.00	£104.00	£ 24.00	£ 34.00	<b>£210.00</b>
AGM	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 20.00	<b>£ 20.00</b>
	£ 12.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 36.00	£104.00	£ 24.00	£ 54.00	<b>£230.00</b>
	<b>Total income: £ 230.00</b>												

<b>EXPENDITURE</b>	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Totals
<u>Description</u>													
AGM catering	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£222.72	<b>£222.72</b>
AGM speaker	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£100.00	<b>£100.00</b>
AGM admin	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 34.86	<b>£ 34.86</b>
	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£357.58	<b>£357.58</b>
	<b>Total Expenditure: £ 357.58</b>												

**End balance 13th March 2015: £ 571.23**

Outstanding membership subscriptions (invoiced): £159.00 (13 subs)  
 Outstanding 2015 AGM fees (invoiced): £110.00 (11 x £10.00)  
 £269.00  
**£ 840.23**