



**Stockton Town Pastors
MANAGEMENT BOARD
RECORD OF MINUTES**



Meeting Date:	Monday 29 th November 2010
Meeting Time:	1pm – 3pm
Location:	St Pauls Newtown Church, Bishopton Road, Stockton-on-Tees TS19 0SQ

Persons Present: (include initials)	Revd Derek Rosamond (DR) Peter Chapman (PC) Steve Brock (SB) Jessie Jacobs (JJ) Revd Jim Wright (JW) Jan Knox (JK) Amy Davies (AD)
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Para No.		Action
1.	Welcome and Introductions	
1.1	DR welcomed everyone to the inaugural management meeting. Introductions were made.	
2.	Opening prayer	
2.1	DR opened the meeting in prayer.	
3.	Apologies	
3.1	Inspector Andy Fox (AF) Jane Harmer (JH) Stuart Cornwell (SC)	
4.	Agreement to the Appointment of Provisional Officers of the Management Board	
4.1	DR expressed that it was the proposal of the STP steering group that the following were nominated as members of the management group. Each name was then raised, proposed and then seconded as follows;	

	<ul style="list-style-type: none"> • PC as Treasurer (proposed by DR and seconded by JJ) • SB as Secretary (proposed JW and seconded by PC) • DR as Chair (proposed by SB and seconded by JK) <p>These positions to be occupied by the above until such time as elections are held.</p>	
4.2	AD accepted as to provide secretarial support for this and further meetings.	
5.	Approval and Signing of the Memorandum of Understanding	
5.1	This previously circulated document was examined and the following issues were raised;	
5.2	<u>Appendix 2</u> Paragraph 1: Change to "...have a heart to serve the needs of the community and to particularly work with vulnerable people." ACTION: Original document to be amended.	SB
5.3	<u>2.4 Governance of STP</u> On behalf of JH, SB raised the issue of AWO being the sole member of this company and will therefore be ultimately responsible for all appointments to the management board. JJ explained that this was a condition of AWO's provision of governance and a CEO role to STP, as required by the AWO board of Trustees. However AWO (as the sole member) have delegated responsibility for managing the affairs of STP to the STP management board; there is still a mechanism in place whereby accountability is deferred back to the AWO board of trustees.	
5.4	JJ made reference to the possibility of a 'Council of Interest' being formed, within which a board of reference made up of Stockton church ministers might take responsibility for arbitration in the event of dispute between Christian partnership.	
5.5	Reference was made of the links between paragraph 2.4 and paragraph 14 (Termination of agreement).	
5.6	After discussion, everyone agreed that the 'memorandum of understanding' document would be subject to review and may change as company limited by guarantee and Charitable Status are secured. DR and JJ (on behalf of STP and AWO) formally signed the document.	

6.	Communication of the New Arrangement between STP and AWO	
6.1	ACTION: SB to circulate appendices 1,2 and 3 between STP volunteers. To be discussed with volunteers at STP birthday party. JJ to do similar within AWO.	SB JJ
6.2	ACTION: SB & JJ to discuss possibility of press release with regards to STP/AWO partnership in light of STP first birthday.	SB JJ
6.3	Future communication with churches considered. JJ and SB to meet to discuss this.	SB JJ
7.	Agreement of 'Objects'	
7.1	Document circulated - all in agreement. No objections.	
8.	Commissioning Work for Charitable Status and Company Limited by Guarantee	
8.1	ACTION: PC, SB and JK agree to look at this with the consultancy of David Dorman Smith.	PC SB JK
9.	STP Co-ordinators Report	
9.1	SB presented report.	
9.2	SB proposed a review of the STP volunteer handbook in early 2011 in conjunction with work being done with AWO and their handbook. ACTION: SB to progress.	SB
9.3	ACTION: SB to talk to AF about commissioning of an evaluation of STP in 2011 through the Police.	SB
9.4	DR reports that South Tyneside Churches Together have made contact regarding advice and support from STP.	
10	Financial Report	
10.1	PC circulated document 'Receipts and Payments' for Period 20 July 2009 to 28 November 2010.	
10.2	PC stated he has drafted a budget which includes allowance for a paid co-ordinator. ACTION: JJ and SB to work on job description for position of paid co-ordinator.	SB JJ
10.3	PC expresses thankfulness to God for all the people who have donated money and time.	

11.	Any Other Business	
11.1	No other business.	
12.	Time and Date of Next Meeting	
12.1	Thursday 13 th at 15.30 until 17.00. To be held at AWO Premises, The Riverside, Stockton-on-Tees TS18 1BZ	
13.	Closing Prayer	
13.1	JW closed the meeting in prayer.	