



Stockton Town Pastors

MANAGEMENT BOARD



SUMMARISED RECORD OF MINUTES

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| Meeting Date: | Thursday 10 th March 2011 |
| Meeting Time: | 3.30pm – 5.30pm |
| Location: | A Way Out, The Gate, 1-2 Castlegate Quay, The Riverside, Stockton-on-Tees, TS18 1BZ |

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| Persons Present: (include initials) | Revd Derek Rosamond (DR) Peter Chapman (PC) Steve Brock (SB) Jessie Jacobs (JJ) Jane Harmer (JH) Andy Fox (AF) Jan Knox (JK) Stuart Cornwell (SC) |
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| Para No. | | Action |
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| 1. | Welcome and Introductions | |
| 1.1 | DR welcomed everyone to the management meeting. Introductions were made. | |
| 2. | Opening prayer | |
| 2.1 | DR opened the meeting in prayer. | |
| 3. | Apologies | |
| 3.1 | Revd Jim Wright (JW) | |
| 4. | Minutes of Last Meeting (a) Accuracy | |
| 4.1 | (a) Minutes of the previous meeting (dated 13 th January 2011) were agreed as being an accurate record, and a copy was signed by DR. | |
| 5. | Position Statement | |
| 5.1 | DR invited SC to describe the ‘A Way Out’ (AWO) position in relation to its association with Stockton Town Pastors. SC acknowledged the consultation process that had already taken place | DR, SB & JJ (agenda item) |

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| | <p>between representatives of both organisations, and described it as being helpful. This led to SC, JJ, DR and SB meeting on 01/03/10 and agreeing on a revised agreement, which will lead to a re-writing of the previously agreed Memorandum of Understanding (MofU)</p> <p>This is a great opportunity for two Christian organisations to work closely together to the benefit of each other and in greater support of the wider community.</p> <p>ACTION: Revised MofU to be brought to the next meeting.</p> | |
| 5.2 | <p>SC asked for it to be recorded that the concept of organisations such of ours supporting each other at this level, and our current positive position, would not have been achieved without PC's vision and initiative. Our arrival at this point is in no short measure due to the amount of work he has put into this. DR supported this statement and thanked PC for all of his efforts.</p> | |
| 5.3 | <p>The need for Stockton Town Pastors (STP) to have its own governance separate from AWO was understood and supported by the AWO Board, because STP was already seen as a constituted body with established links between other public service organisations.</p> | |
| 5.4 | <p>SC summarised the AWO administrative, training and resource facilities already in place, and invited STP to share in these rather than duplicating them. The AWO Board firmly wish to have an alignment with STP, is indicated in the attached document (circulated at the meeting for consideration). Two minor alterations were subsequently made – the amended version being attached.</p> <p> 2010_03_10 STP-AWO Statement</p> | |
| 5.5 | <p>DR responded by stating he was pleased that AWO and STP wish to work closely together in a less legalistic but more collaborative way, and he commended the attached document to this meeting.</p> | |
| 5.6 | <p>SC also offered himself and JJ (as a part of the AWO Board) to be represented on the STP Board, and in reciprocal agreement there would be STP representation on the AWO Board. This arrangement (6xSTP and 3xAWO representatives on the STP Board) was readily agreed by all present, with AWO being able to bring particular expertise in respect of governance and funding applications. PC added that there may be at times a 'conflict of interest' arising out of such mutual representation, and this should be openly considered.</p> | |
| 5.7 | <p>AF asked what financial implications there might be. JJ replied that once there was more detailed information into the specific level of resource supplied to STP, then the full cost will be identified. The services on offer (for example employment services in respect of a project manager) would have to be resourced in any event and it seems appropriate that organisations such as our own with a common ethos should support one another without making a profit from our association.</p> | |

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| 5.8 | DR referred to the development of a budget and business plan (see paragraphs 9 & 10) which details STP's financial resources for the next 1 – 2 years. | |
| 5.9 | It was agreed by all that the attached document outlines the principles of the way forward, with STP having self-governance and control of its own destiny, but this is sought in partnership with AWO. | |
| 5.10 | DR said that it was important to brief STP volunteers in respect of the changes to the original Memorandum of Understanding, and he would look towards doing this as soon as practicable. JH asked if the practical outworking of this partnership could be explained in any volunteer briefing. | |
| 5.11 | ACTION: SB to make changes discussed at this meeting and incorporate into a revised Memorandum of Understanding (see action at paragraph 5.1 above). | SB |
| 5.12 | ACTION: SB to confer with DR to consider best means of briefing STP volunteers in respect of changes to the Memorandum of Understanding. | SB |
| 6. | Minutes of Last Meeting (b) Matters Arising (but not on today's agenda) | |
| 6.1 | <u>Paragraph 7.1 AWO / STP Publicity</u> – JJ states there is possibly some work we could still do around this. ACTION: JJ to consider and report back. | JJ (agenda item) |
| 6.2 | <u>Paragraph 9.2 Photo ID Cards</u> – SB circulated an example of an internally produced volunteer Photo ID card which can be produced at £1.06p per unit; as opposed to external products ranging from £2+ to £8. It was agreed that the circulated example was appropriate, with JK suggesting that volunteers may wish to make a contribution to this cost on a personal basis. | |
| 6.3 | <u>Paragraph 9.3 – STP Evaluation</u> – AF reported he had met with Teesside University (Professor Philip Whitehead) who were very keen to do a formal evaluation. A post-grad student (Justin Kotze) has been assigned, and work will take place at the beginning of May 2011, with a published report expected by the autumn. Only expense costs (£500) will be incurred by STP, and this is likely to be equally shared four ways between Stockton Police, Stockton Council Management Team, Stockton Council Community Safety and the STP Management Board (now confirmed). STP will pay these expenses in advance to facilitate early commencement of the evaluation process. ACTION: PC to raise cheque – payable directly to Justin Kotze. When Justin is ready to start he will contact SB who will then inform JK, who is keen to assist him in this project as she has previous experience. | PC |

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| 6.4 | <p><u>Paragraph 9.4 – Prostitution Initiative</u> – JJ reported there was no progress in respect of this, and will update at the next meeting. ACTION: JJ to provide update.</p> | JJ |
| 6.5 | <p><u>Paragraph 14.1 – Closed Session</u> – DR confirmed that he met with JJ and SB and discussed future governance in respect of such issues and these would be covered in the next version of the STP volunteer handbook. SB reported that the matter was still in the process of being resolved involving a third party (an AWO worker); with the hope there will be a structured return to STP for the volunteer concerned.</p> | |
| 6.6 | <p>SC suggested we might explore the difference in legislation between employed and voluntary staff in terms of ‘employment’ rights of individuals, so that we might understand the entitlements of two different groups of people. If we offer entitlement to someone who isn’t in technically entitled to it then they have rights over and above the normally understood level, which might place extra liability on the STP Board. ACTION: SB to take advice from Stockton Residents & Community Groups Association and report back to the next meeting.</p> | SB (agenda item) |
| 7. | <p>Memorandum of Understanding</p> | |
| 7.1 | <p>Resulting from the Position Statement at Paragraph 5 (above), a revised Memorandum of Understanding will be prepared and brought back to the next meeting for approval.</p> | |
| 8. | <p>Company & Charitable Status</p> | |
| 8.1 | <p>PC reported that, subsequent to the change in relationship between AWO and STP, legal advice was that we should become an ‘Unincorporated Association’ meaning that STP could pursue charitable status without having to go down the ‘company limited by guarantee’ route. Ultimately we may wish to change to a ‘charitable incorporated organisation’ once this avenue becomes available.</p> | |
| 8.2 | <p>PC, SB and JK have worked on a document outlining the STP constitution and this had been circulated in advance to members (attached), together with a covering briefing note highlighting significant areas for consideration. PC proposed the constitution should be accepted by the board, and all present signed the document (PC to secure signature from JW, the only board member not present at the meeting).</p> <div style="text-align: center;">   </div> <p>STP Constitution Mtg 10 March 2011 2011_03_10.docx Agenda Item 8 re Coi</p> <p>The constitution document will then be submitted to the Charities Commission for consideration, and may be subject to minor alteration upon their recommendation. Once charitable status is secured STP will be able to benefit from ‘gift aid’ through donations.</p> | |

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| 8.3 | Signature of the document means that we are now formally a constituted body, and as such are in a position to open an appropriate bank account. | |
| 8.4 | It was resolved that the NatWest Bank be requested to act as the bankers of STP, and the completed application form be signed on behalf of STP by DR, SB, JH & PC; and that these individuals would be mandated to sign cheques and give any other instructions to enable the banking activities of STP to be carried out. Cheques are to be signed by any two of these authorised signatories. | PC (agenda item) |
| 9. | Financial Report & Budget Plan | |
| 9.1 | PC referred to the regular financial report circulated earlier together with 2011/12 budget and fundraising plan updates (attached), for consideration by the board.    Finance Report 07 March 2011.doc BUDGET exp 11 to 12.doc BUDGET Fund raising 11 to 12.doc | |
| 9.2 | <u>Finance Report</u> : PC stated that STP still had over £5,000 in the account, and the document was accepted by the board. | |
| 9.3 | <u>Draft Budget 2011/12</u> : PC stated the document had been constructed using recent expenditure figures, but specific costs in respect of rental in respect of the AWO 'Cave' café, salary costs etc. had not been confirmed but allowed the board to understand what the annual budget might look like. Fine tuning will continue to take place as project development continues. | |
| 9.4 | <u>Budget Fundraising 2011/12</u> : PC stated that funding in the past had been secured mainly through Christian giving from individuals and groups, with the police occasionally gifting money to the project in recognition of its contribution to public safety. Now that STP is looking to sustain its activity it needs to be more organised in securing funds. Because of the Christian nature of STP it is appropriate that the core of funds should continue to come from individuals, Christian trusts and charities, and then from the wider public funding streams. A lot of people giving a small amount of money regularly is a great support base, but charitable status should be secured in the first instance to ensure we are able to capture the benefits of 'gift aid'. | |
| 9.5 | The Goshen Trust has an arrangement with the Tees Valley Community Foundation and PC will submit a funding application on behalf of the board – the maximum grant being £5,000. He will also pursue other potential funding streams that he has been made aware of in recent months. | |
| 9.6 | There are 16 churches within Stockton are currently involved in STP, and to date only Stockton Baptist Tabernacle and the Destiny Centre | |

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| | are the only ones to have offered financial support. There are opportunities for each to make small annual contributions, which will add up to a sizeable amount, and this area of fundraising will be explored. | |
| 9.7 | Fundraising events should also be considered, as they also help raise awareness of STP within the community. Additionally, continued public funding opportunities should be considered. | |
| 9.8 | JJ expressed that in the organisation's formative years it was important to have the freedom to decide 'who you are' in terms of which funding streams you take advantage of without having terms dictated from outside. The diversity of funding as suggested by PC is a wise strategy with will ensure it is led by vision. She would be willing to work closely with PC to develop the STP funding strategy. | |
| 9.9 | Discussion took place around the formation of a fund-raising sub-committee for STP, and it was agreed that PC, AF & JK should make up that group. ACTION: PC to provide update on funding strategy etc. at next meeting. | PC (agenda item) |
| 10. | Business Plan | |
| 10.1 | SB reported that, resulting from the proposals in paragraph 9 above, he is now in a position to do further work on a Business Plan and will bring this to the next meeting for consideration. ACTION: SB to circulate business plan in advance of next meeting, for discussion. | SB (agenda item) |
| 11. | Council of Reference | |
| 11.1 | JJ attended a planning meeting for the TVCC 'Forum' (a network of Christian charities) which was looking at the potential for developing a volunteer development agency for a range of Christian projects. She advised that we wait to see how this develops before considering setting up a council of reference, and she would feed back any STP matters into the on-going process. | |
| 12. | Friends of STP | |
| 12.1 | SB reported he was still in consultation with Brian Jones in respect of this, and acknowledged this would have close links with the potential for funding through donations, with a requirement that this would need to be supported by regular STP updates in the form of newsletters, emails etc. Closer engagement with the local business community (pubs, clubs, market traders and town centre shops) involving STP posters, leaflets and possibly beer mats and other merchandise such as tee-shirts. | |
| 12.2 | It was agreed that a 'Twitter' account might also encourage others to comment upon STP. ACTION: SB to explore this possibility and report back to the next meeting. | SB |

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| 13. | STP Operating Base | |
| 13.1 | SB has been in consultation with JJ and AWO's 'The Cave' café manager and it has been agreed that STP will use this as an operating base for a six-month trial period, starting late March or early April 2011, once storage facilities have been secured. Volunteers had indicated concerns including the crossing of a busy road and toilet accessibility, but these negatives have been weighed up against the positives the chief one being that, in the eyes and mind of the public, those who are helped by STP on a Friday and Saturday evening will see there is a place they can return to during the week where they can access further support if they feel in need. | |
| 13.2 | ACTION: SB to liaise with the café manager to agree an STP user policy for the premises. | SB |
| 13.3 | ACTION: SB to identify an STP volunteer who might like to sit on a newly formed steering group that will consider development of 'The Cave' as an outreach ministry. | SB |
| 14. | Coordinators Update | |
| 14.1 | SB referred to the report circulated earlier (attached), and reported the following by exception:  Coordinator Report 2011_03_10.doc | |
| 14.2 | <u>Volunteer Availability:</u> occasionally STP has struggled to secure two teams on a Friday and one team on a Saturday because some volunteers are not committing themselves in advance to a rota, meaning that requests (which are always met with a positive response) occasionally have to be made at the last minute to secure volunteers. This indirectly sends out the wrong message in that we are struggling for volunteers when, in actual fact, we have the numbers but communication of the need for volunteers to commit their time in advance needs to take place. | |
| 14.2 | Additionally, 12 members of the Destiny Centre church have recently become STP volunteers. This is very much a cell-based church and everything is done together, leading to a 'glut' of volunteers on the one evening a month they turn out for STP. SB is in consultation with a church leader there into the possibility of their volunteers splitting into at least two teams, thereby spreading the burden more widely across the volunteer base. | |
| 14.3 | <u>Hartlepool Town Pastors:</u> SB reported that this project is taking shape, with the Elim Pentecostal church taking the lead but with volunteers from a further six churches also engaged. A steering board has been established and a volunteer training schedule has been planned. It is hoped that the project will 'go live' on Friday 27 th May, | |

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| | and SB will remain involved in the setting up of the project but will step back once it is established and from then on maintain fellowship and advice as a part of his national Christian Nightlife Initiatives (CNI) board membership. | |
| 15. | Any Other Business | |
| 15.1 | There were no other items of business raised. | |
| 16. | Time & Date of Next Meeting | |
| 16.1 | Wednesday 11 th May 2011 3.30pm – 5pm A Way Out, The Riverside, Stockton-on-Tees TS18 1BZ | |