



Stockton Town Pastors

MANAGEMENT BOARD

SUMMARISED RECORD OF MINUTES



Meeting Date:	Wednesday 11 th May 2011
Meeting Time:	3.45pm – 5.15pm
Location:	A Way Out, The Gate, 1-2 Castlegate Quay, The Riverside, Stockton-on-Tees, TS18 1BZ

Persons Present: (include initials)	Revd Derek Rosamond (DR) Peter Chapman (PC) Steve Brock (SB) Jane Harmer (JH)
---	--

Para No.		Action
1.	Welcome	
1.1	DR welcomed everyone to the management meeting.	
2.	Opening prayer	
2.1	DR opened the meeting in prayer.	
3.	Apologies	
3.1	Revd Jim Wright (JW) Jessie Jacobs (JJ) Andy Fox (AF) Jan Knox (JK) Stuart Cornwell (SC)	
4.	Minutes of Last Meeting - Accuracy	
4.1	PC suggested that the wording 'volunteer coordinator' in paragraph 5.7 should be replaced with the title 'project manager', to clarify the true position. This was agreed and the change was made accordingly.	
4.2	The minutes of the previous meeting (dated 10th March 2011) were agreed as being an accurate record, and a copy was signed by DR.	
5.	Minutes of Last Meeting – Matters Arising (but not on the agenda)	
5.1	<u>Paragraph 5.12, Briefing of volunteers</u> – DR reported that he met with volunteers on 1 st April 2011 prior to patrols and briefed them on the	

	changes agreed in the relationship between STP and AWO. There had been a feeling amongst volunteers that STP may be losing its identity and the recent briefing had provided reassurance that the two organisations were working in liaison with one another.	
5.2	<u>Paragraph 6.1, AWO / STP publicity</u> – JJ was to report back on this, but has given her apologies for the meeting. However, SB is meeting with her on the 20 th May to discuss this, and other related matters. ACTION: SB to report back to next meeting.	SB (agenda item)
5.3	<u>Paragraph 6.4, Prostitution initiative</u> – There was no update from JJ. ACTION: JJ to report back on progress at the next meeting.	JJ (agenda item)
5.4	<u>Paragraph 6.6, Legislation around volunteers</u> – SB asked if this could be held over until the next meeting as he hadn't been able to find the opportunity to progress this matter. Agreed. It was noted that the future of SRCGA was uncertain, and it may be that the level support we have had from them in the past will change. ACTION: SB to report back to next meeting.	SB (agenda item)
5.5	<u>Paragraph 11.1, Council of Reference</u> – DR clarified the understanding that 'Friends of STP' would be an organisation that generally supports the work of STP and may also be used in the fundraising process; whereas in the TVCC Forum (a council of reference) STP would be one of a number of organisations working together to a common purpose.	
5.5.1	SB informed the group that the assistant coordinator (Brian Jones) was increasingly involved in development of the 'Moses Project' and as a result did not have the capacity he once had to develop the 'Friends of STP' idea. Discussion resulted in the recommendation that SB should speak with Brian before opening up the opportunity of closer involvement around fundraising and the management of 'Friends of STP' with other STP volunteers. ACTION: SB to report back on progress.	SB (agenda item)
5.6	<u>Paragraph 12.2, 'Twitter' Account</u> – SB reported that he had looked at the possibility of using 'Twitter' to interact with others. The concept is very much account-holder led, with others picking up threads and commenting on them. STP's 'Facebook' account does not receive much in the way of traffic although there are regular visitors to the site. This, combined with the possibility of inappropriate comments given the nature of our work with those who are vulnerable, left SB feeling uncomfortable about pursuing this any further at the moment. Agreed that this should be placed on hold for the moment, but it was acknowledged this and other social networking sites was popular with younger generations and should always be considered.	
5.7	<u>Paragraph 13.3, Use of AWO café</u> – SB reported that he had spoken with the café manager Jane Perrot and agreed a 'Standard Operating Procedure' for STP's use of the café, and this seemed to be working well in practice. STP volunteers had been asked if they would like to	

5.7.1	<p>be represented on a 'Café Steering Group' which was being considered by AWO, but as yet there had been no-one wishing to take this up.</p> <p>STP volunteers had settled well into the new operating base and the initial reluctance had been overcome. Use of the facility is initially only for a six month trial period. SB will continue to monitor the situation and report back towards the end of the trial (Sept 2011).</p>	
6.	Volunteer Handbook Revision	
6.1	SB had circulated the draft electronically in advance of the meeting, to provide an opportunity for others to comment.	
6.2	There were currently two 'forewords' included – one from the Most Reverend John Sentamu (Archbishop of York) who, through the Christian Nightlife Initiatives CNI) charity had indicated support for all like projects and agreed a written statement. The second was from James Wharton, Member of Parliament for Stockton South, who had been out on patrols with STP and had agreed a written statement of support. Both had been appended to the draft handbook.	
6.3	<p>Sir John Rowling had provided a foreword for our previous edition and it was agreed that PC should approach him to ask if he would be kind enough to provide further endorsement of STP, for use in our documents.</p> <p>ACTION: PC to speak with Sir John and forward text to SB for inclusion in the handbook.</p>	PC
6.4	SB reported that the draft handbook contained all of the information present in the previous version, but included further detail in respect of volunteer training. Additionally, a formal internal and external complaints process (reflecting that currently in use by AWO) had been inserted.	
6.5	It was agreed that, once the foreword from Sir John was received, the revised document would be placed on the STP website and all volunteers informed.	SB
7.	Coordinators Report	
7.1	SB reported there are currently 47 'active' volunteers, with 8 of those volunteering on an irregular basis (but who still wish to be involved). A further 6 are going through the training and application process; with a further 16 on the 'reserve' list – those who are trained but not currently available.	
7.2	Patrols continue to involve two teams on a Friday and one on a Saturday and any occasional shortfalls are readily filled by volunteers in response to the weekly email to all volunteers.	

7.3	A First Aid training course arranged via SRCGA for March had to be cancelled owing to insufficient numbers of volunteers available. The 2 x 8hr. sessions were inconvenient to them. However, numbers of trained volunteers are high. A revised 4hr. course is now available and is being offered to our volunteers free, through the Salvation Army in conjunction with their own staff training. There are 6 STP volunteers booked into these courses, scheduled for June 2011.	
7.4	A two-day Mental Health first aid course offered free via SRCGA was well received by four volunteers with others requesting this, but as yet no further free courses are available.	
7.4	Conflict management courses continue to be provided by the Police Training Department as and when needed, with the next occurring on 12 th May in Hartlepool (as a part of their volunteer training package), with five STP volunteers attending this session.	
7.5	SB is now a member of the CNI Management Board, and has been asked to look at developing a national training package for use by those projects under their umbrella. There is currently a wide variation in the quality and quantity of training being delivered, and the hope is to provide an element of commonality within all 'street angels' initiatives.	
7.6	Hartlepool Town Pastors is developing well, with a Steering Group in place and the six-month pilot scheduled to commence on Friday 27 th May 2011. It has active support from the police and local council, and there are currently 20 volunteers, and their coordinator has made the decision to operate on both Friday and Saturday evenings from the outset. The operating base will be the Elim Pentecostal Church in Whitby Street, which is undergoing renovation to meet a variety of plans, but will be ready for the start of this project. Some of their volunteers have been on patrol with STP as observers in order to gain experience.	
7.7	The STP Evaluation by Teesside University has commenced, with post graduate student Justin Kotze having started part one of a three-part process. The first part involves gathering background information and the second part, in June and July, will involve a five-point evaluation programme. Part three, starting in September, will involve writing up the findings. Justin has received the agreed up-front expenses from STP.	
7.7.1	It was agreed that Justin should be invited to the next STP Management Board meeting. ACTION: SB to arrange.	SB
8.	Revised Memorandum of Understanding	
8.1	This document was circulated electronically to allow board members the opportunity to consider its content. Owing to the absence of AWO members it was not appropriate to sign off the document today.	

8.1.1	<p>Those present were satisfied with the document and offered no amendments. SB reported that JJ had emailed him yesterday saying she had no issues with any of the circulated documentation.</p> <p>It is intended to sign the document (embedded below) at the next meeting when more board members are present, and in the meantime if anyone has any comments in respect of us doing that they should contact SB prior to the meeting. DR thanked SB, PC and JJ for the work that had gone into producing the document.</p> <p>ACTION: SB to collate any correspondence from board members.</p>  <p>Memo of Understanding - REVI</p>	SB (agenda item)
9.	AWO / STP Publicity	
9.1	SB is meeting with JJ to discuss this, and will report back to the next meeting (See also paragraph 5.2 above).	
10.	Company & Charitable Status	
10.1	<p>PC reported that he had received the draft application back from our advisors and requested that each board member checked the personal detail contained within it. There was a query in at item 9 querying whether the correct phraseology had been used in respect of working with children and vulnerable adults, which had been resolved. The document will be submitted online, with a request for any supporting documentation being made later. The application will very shortly be in the hands of the Charity Commission.</p>	
10.1.1	DR thanked PC for all the hard work he has done in respect of this matter.	
11.	Financial Report	
11.1	<p>The financial report had been circulated earlier (embedded), and PC reported that it was with pleasure he was able to report that the surplus was now banked with NatWest, in STP's own account. He has sent letters expressing our thanks to the Tabernacle and to Joyce at AWO for allowing use of their banking facilities and all of the hard work this had entailed.</p>  <p>Finance Report 07 May 2011.doc</p>	
11.2	<p>We are still waiting for £125 from the Town Centre Manager as a contribution to the evaluation which is currently taking place.</p> <p>ACTION: SB to follow up this outstanding sum.</p>	SB
11.3	We also have a promise of a £500 personal donation, which will be made once STP is able to take advantage of 'gift aid.' Additionally, a	

	further £500 donation from the Tabernacle is to be forwarded once their new treasurer is established.	
11.4	SB had forwarded a revised insurance quotation to PC resulting from his contacts within CNI, which was substantially less than our current premium. This has been forwarded to our brokers for their consideration and will form a part of future insurance negotiations at the time of renewal in November 2011.	
11.5	PC asked the board to consider approval of a further donation of £400 to Stockton Parish Church to cover use of their premises as an operating base, prior to us relocating within AWO (making an overall contribution of £1,000 to cover our time there). This was agreed. ACTION: PC to arrange as above.	PC
11.6	SB reported that he would be submitting a personal claim for reimbursement amounting to approximately £200, incurred in part through the purchase of materials using in building a storage cupboard for STP equipment which had been designed and constructed by a volunteer Jim Clementson. ACTION: DR to personally thank Jim for his hard work.	DR
12.	Project Manager Appointment	
12.1	DR and PC have consulted with one another, and the proposal is that formal employment of a project manager will commence on 1 st July 2011 on the basis of 1.5 days per week, pro rata, based on an annual salary of £19,000 (the figure resulting from earlier consultations with AWO). The hours of employment will be increased to 3 days per week from 1 st October 2011 – conditional upon seeing sufficient funding streams in place. Employment will be by the STP Management Board, with payroll services being managed by AWO. ACTION: PC to speak with JJ to formalise contracts of employment and establish formal agreement between STP and AWO.	
12.3	The following points were clarified: <ul style="list-style-type: none"> a) The two-step approach to hours of employment is borne of financial caution, with a fundraising campaign providing the resources for increased and continued employment. b) Formal employment of a project manager underlines to other organisations our professional intent for further development. c) The appointment is not a new one as the post has been filled by the same person on a voluntary basis since the project commenced, and there is therefore no need to undergo a formal selection procedure – the post-holder has been ‘head-hunted’ in order to secure specific skills and qualities. d) There are no restrictions imposed on already secured funding which requires prescribed employment processes to be adhered to. 	
12.3	PC, DR & JH agreed with this proposal but it was noted that five board members were absent from this meeting (although it was recognised this decision was ‘quorate’ under the terms of our	SB

	constitution – 3 members being the minimum required). ACTION: SB to circulate this agreement within the minutes and, within the accompanying email, request that any dissenters from the above should let DR know forthwith.	
13.	Fundraising Campaign	
13.1	PC reported that this was incorporated within the draft Business Plan, but it ‘majors’ in the first year upon individuals making personal contributions to STP. However, this should involve the ability to increase funds through the ‘gift aid’ process, which requires full charitable status. He recommended this should be the focus of our attention as soon as this status is secured.	
13.2	There were some grant applications to be considered, and PC will attend to these within the next few weeks. A meeting of the STP Finance Group (PC, AF & JK) will be convened by PC, with a proposal that it identifies someone who is able to run a donor database; and a division of duties. ACTION: PC to convene Finance Group meeting	PC (agenda item)
13.3	DR reported there are two major church conference events scheduled for 19 th and 20 th September (Anglicans and Methodists respectively), at which he is trying to secure STP presentations and this will include information packs providing details of how churches and individuals could support STP. ACTION: DR to report back on progress.	DR (agenda item)
13.4	PC will also meet with JJ to agree a joint fundraising strategy between AWO and STP in respect of local churches. ACTION: PC to report back on progress.	PC (agenda item)
14.	Business Plan	
14.1	DR referred to the draft business plan circulated electronically, and commented that it was an extremely impressive document – he thanked SB, PC and JK for the effort they had put into its preparation.	
14.2	All present accepted the draft, and it was formally agreed that it should be placed onto the STP website and will form a part of our policy documentation pack.  Business Plan 2011 to 2013.docx	
14.3	DR recommended that appropriate parts of the business plan should be contained within future information packs particularly in respect of fundraising.	
15.	Any Other Business	

15.1	JH asked for clarification in respect of item 9 of the charity application, concerning the need for trustees to be CRB checked. The document confirms this action is not required, but is allowed if the board considers it appropriate.	
16.	Time & Date of Next Meeting	
16.1	<p>To be decided – DR to circulate a range of dates to board members to determine availability. However, it is anticipated the next meeting will take place in early July 2011.</p> <p>ACTION: DR to pursue date as above.</p> <p>(Now arranged for 2pm on Monday 4th July 2011, at Saint Pauls Church, Bishopton Road, Stockton-on-TeesTS19 0XA)</p>	DR