



Stockton Town Pastors
Management Board Meeting
Summarised Record of Minutes



Meeting Date:	Monday 4 th July 2011
Meeting Time:	1.30pm – 3.50pm
Location:	St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA

Persons Present: (include initials)	Revd Derek Rosamond (DR) - Chair Peter Chapman (PC) Steve Brock (SB) Andy Fox (AF) Jessie Jacobs (JJ) Jim Wright (JW) Jan Knox (JK) Justine Kotze - Guest
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Para No.		Action
1.	Welcome	
1.1	DR welcomed everyone to the Stockton Town Pastors (STP) management board meeting, expressing a particular welcome to Justin Kotze, who is currently carrying out an evaluation of Stockton Town Pastors and is attending this meeting as an observer.	
2.	Opening prayer	
2.1	DR opened the meeting in prayer.	
3.	Apologies	
3.1	Stuart Cornwell (SC) Jane Harmer (JH)	
4.	Minutes of Last Meeting – Accuracy	
4.1	The minutes of the last meeting, dated 11 th May 2011, were accepted as being an accurate record, and a copy was signed by DR.	
4.2	Minutes of Last Meeting – Matters Arising (but not on the agenda)	
4.3	<u>Paragraph 11.2, Financial Contribution to Evaluation Expenses</u> – SB reported this was still in progress. He had sent an email to the town centre manager James Glancey to arrange a meeting.	SB

4.4	<u>Paragraph 11.6, Letter of Thanks</u> – DR reported that he had passed a letter of thanks and chocolates to STP volunteer Jim Clementson in recognition of the work he had done in constructing the STP storage cupboard at the A Way Out premises.	
4.5	<u>Paragraph 12.1, Employment of STP Project Manager</u> – DR reported that, as of 1 st July 2011, SB commenced his duties at STP Project Manager with a £19K p.a. pro rata salary, working 1.5 days per week. DR believed this change may have ramifications for the Management Board as SB is currently Board Secretary and may need to stand down from this officer position and a new Board Secretary appointed, with SB continuing to perform the role of minute-secretary.	
4.6	DR asked for additional agenda items to be added to today’s meeting in respect of this matter, and in respect of the election of a vice-Chair for STP (see Paragraph 6 below).	
4.7	<u>Paragraph 13.3, Anglican and Methodist Conference Events</u> – DR confirmed that STP presentations at these meetings on 19 th and 20 th September 2011 had been secured, with DR and SB attending to raise awareness of STP and let those organisations know we are looking for support in terms of prayer, funding and volunteering.	
4.8	<u>Paragraph 13.4, Fundraising Strategy and Grant Applications</u> – PC reported that he had not had the opportunity to progress this matter, but proposals will be dealt with in agenda item 15 of this meeting.	
5	Charitable Status Application – Amendment of Formal Constitution	
5.1	This item was dealt with as a separate matter within a ‘special general meeting’ of STP members, which had been called in accordance within the STP constitution. Minutes of this meeting were recorded separately.	
6A	Resignation of STP Secretary	
6A.1	Resulting from his salaried employment as STP Project Manager as from 1 st July 2011, SB offered his resignation as STP Secretary. This was accepted by all present.	
6A.2	Discussion took place in respect of SB remaining as a trustee on the STP Management Board, taking into consideration Part 1, paragraph 4 and sections 4, 5 & 6 of STP’s constitution (concerning payment/receipt of benefits by trustees).	
6A.3	Consideration was given to the following facts: <ul style="list-style-type: none"> • SB has been actively involved in the development of STP’s policies, procedures and volunteer training since the inception of the project, and has accumulated a wide range of knowledge and experience in so doing • His management skills and subsequent experience are essential 	

<p>6A.4</p> <p>6A.5</p> <p>6A.6</p>	<p>to STP as it continues to grow</p> <ul style="list-style-type: none"> • His personal partnership contacts with the police and local council remain essential for the continued development of STP within the wider local community • There is no other suitably qualified candidate for this salaried post, given the relatively short period of time between STP's inception, development and implementation <p>The STP Board acknowledged the need to demonstrate a balanced decision making process when considering between employing a non-trustee in this role and the advantages/disadvantages of appointing a current trustee.</p> <p>Having taken all of these things into consideration, is was unanimously agreed that SB should remain as a trustee even though he was now in receipt of a salary from STP</p> <p>All agreed that PC should seek further advice from our independent advisor David Dorman Smith in respect of this matter. ACTION: PC to pursue and report back.. [<i>David Dorman-Smith subsequently reported to PC "I have clarified this with a discussion with the Commission, and unless they raise any objection when they receive the constitution, it will be OK for Steve to be a Trustee"</i>]</p>	<p>PC</p>
<p>6B</p> <p>6B.1</p> <p>6B.2</p>	<p>Appointment of New STP Secretary</p> <p>JK offered to stand as new STP Secretary. She was nominated by DR and the proposal seconded by JJ. There being no other nominations, the motion was voted upon and all present voted in favour.</p> <p>JK was subsequently appointed to the office of Secretary for STP.</p>	
<p>6C</p> <p>6C.1</p> <p>6C.2</p>	<p>Appointment of Vice Chair of STP</p> <p>DR proposed that we appoint a Vice Chair. JW offered to take up the role of Vice Chair, and there were no other nominations</p> <p>DR proposed that JW be voted into this post, and the motion was seconded by PC. The motion was voted upon and all present voted in favour.</p> <p>JW was subsequently appointed as Vice Chair of STP.</p>	
<p>6D</p> <p>6D.1</p>	<p>Telephone Contact with STP Members JH and SC</p> <p>SB spoke on the telephone with JH at 3.20pm and explained the above items requiring her vote. JH voted as follows:</p> <ul style="list-style-type: none"> • in favour of the motion listed at 6B.1 • in favour of the motion listed at 6C.2 <p>Details of the conversation were relayed to the meeting.</p>	

6D.2	<p>DR spoke on the telephone with SC at 3.35pm and explained the items requiring his vote. SC voted as follows:</p> <ul style="list-style-type: none"> • in favour of the motion listed at 6B.1 • in favour of the motion listed at 6B.2 • SC also recommended the action listed at paragraph 6A.6 above <p>Details of the conversation were relayed to the meeting.</p>	
<p>7</p> <p>7.1</p>	<p>STP Project Manager’s Report</p> <p>SB referred to the previously circulated document (embedded below). Matters arising were as follows:</p>  <p>PM Report 2011_07_04.doc</p> <ul style="list-style-type: none"> a) First Aid Training – the Salvation Army had recently funded six STP volunteers for a half-day training course. ACTION: SB to forward details to DR, who will write a letter of thanks on behalf of STP. b) Operating Base Accommodation – the proposed annual fee paid to AWO for use of their premises by STP, based entirely upon utility costs and taking into consideration partnership working by both organisations, is £1,560. This was approved by the Board. ACTION: SB to arrange for signature of hire agreement and liaise with PC over payment. c) STP Evaluation – Justin Kotze provided an update of progress. It was agreed that, if a focus group was required to gather further information, JK would be prepared to act as facilitator. Additionally, it was agreed that a questionnaire to seek public perception outside of the night-time environment was not required. d) STP Involvement in SIRF – Stockton International Riverside Festival to take place 4th – 7th August and STP will be providing patrols, using AWO as a base. The premises are located close to the centre of main activity. ACTION: SB to speak with AWO Manager Anna Mountford to coordinate use of café. e) Volunteers from STP, Hartlepool, Middlesbrough and Durham are keen to do ‘swaps’ within these local projects to experience the work in a different geographical area and to extend fellowship. ACTION: SB to liaise with other coordinators to facilitate this. 	<p>SB & DR</p> <p>SB</p> <p>SB</p> <p>SB</p>
<p>8</p> <p>8.1</p>	<p>STP and AWO Publicity</p> <p>SB circulated a draft of the proposed new STP leaflet for consideration (embedded below). SB and JJ have met in respect of</p>	<p>SB</p>

	<p>this and it had been agreed that we need a working or development group around marketing and communication.</p>  <p>STP Flyer 08 DRAFT.pdf</p>	
8.2	<p>It was agreed that more work needed to be done on the leaflet and this should be delegated to a sub-group – SB, JJ and JK, for development. ACTION: SB to pursue</p>	
8.3	<p>AF confirmed that he would be able to secure printing of more leaflets, but this would be at a cost to Stockton police – which their Senior Management Team would be able to support on this occasion.</p>	
9	AWO Prostitution Initiative	
9.1	<p>JJ reported that the police are driving forward a multi-agency approach and there has been local newspaper coverage around prostitution. There is a focus on prolific offenders and repeat victims with meetings between relevant agencies. Conversations between JJ and SB have led to an understanding that there is no need for STP to be a part of multi-agency group meetings and that working arrangements between AWO and STP volunteers on a Friday evening can be agreed outside of the formal meeting environment.</p>	
9.2	<p>SB has spoken with Stockton Council’s CCTV Manager in respect of the potential use of their radios (on permanent loan to STP) by AWO in respect of this initiative, and he was in favour in principle but would wish to see an agreed protocol and relevant training prior to this happening. ACTION: SB to work with JJ in developing this.</p>	SB & JJ
10	Employment Legislation and Volunteers	
10.1	<p>DR thanked SB for this informative piece of work, which resulted from a request made by SC at the meeting dated 10th March 2011. A document was circulated in advance, and is embedded below.</p>  <p>Employment and the Volunteer.doc</p>	
10.2	<p>SB reported that his ports of enquiry had consistently referred him back to the ‘Volunteering England Good Practice Guide’. The guidance contained within this publication had been compared with current STP policies, with the conclusion being that no amendments were required in terms of STP’s volunteer processes. The conclusions were accepted by all present.</p>	
11	Assistant Volunteer Coordinator	
11.1	<p>It was acknowledged at the last meeting that SB’s volunteer coordinator assistant Brian Jones was unable to give the amount of time to STP duties that had previously been devoted, owing to his development of the ‘Moses Project’. DR and SB have had separate</p>	

	meetings with Brian, and STP volunteers have been consulted over the course of the last few weeks, with a view to securing on-going support.	
11.2	<p>The result of this has been that the following volunteers have all agreed to become part of an ‘Operational Group’ which will meet regularly, deal with practical operational STP matters and provide support for on Friday and Saturday evenings when volunteers are on patrols; subject to the agreement of the STP Management Board:</p> <ul style="list-style-type: none"> • Ian Bartle • Steve Johnson • Cath Harris • Brian Jones (for as long as he is able to continue) 	
11.3	An initial meeting of the above is scheduled for this evening, and written guidance notes will be agreed to ensure consistency and a clear understanding of responsibilities. SB will continue to be responsible for all administrative duties, with others providing the level of supervision and management required to ensure affective patrols.	
11.4	If approved, this operational group would address the concern that the STP Management Board continues to be involved in taking operational decisions rather than focusing upon strategic direction. SB would chair the operational group and feed back decisions to the Management Board, thereby releasing Board members and enabling practitioners to make quick-time decisions.	
11.5	The only concern voiced was that the process might stop the integration of Destiny Centre (DC) volunteers into the weekly STP patrols process. This needs to be managed so that DC volunteers don’t exclusively provide patrols on any one night, as one of the successes of the project has been the fellowships formed across the Christian church community and this should continue to be encouraged.	
11.6	ACTION: SB to report back on progress to the next meeting.	SB
12	Memorandum of Understanding – Final Agreement	
12.1	<p>This document (embedded, below) was circulated in advance of the previous meeting with a request that members study its content and feed back any suggested amendments to SB. No amendments had been received, and members had indicated they were in favour of its content.</p>  <p>Memo of Understanding - REVI</p>	
12.2	The agreed document needs to be signed by representatives from the STP and AWO Management Boards. ACTION: SB to provide copy	SB, DR

	to DR, who will take the document to the next AWO Board meeting on 13 th July 2011 for completion.	
13.1	Financial Report	
13.1.1	<p>PC referred to a report circulated earlier, along with the minutes of this meeting (and subsequently amended – see embedded document below). There had been little change since the last meeting and there is plenty of cash deposited in our own bank account. The report was accepted by all present.</p>  <p>Finance Report 05 July 2011.doc</p>	
13.1.2	From the 1 st July 2011 there will be a monthly extraction of approximately £500 to cover SB's employment salary (including national insurance etc); rising to £1,000 once employment increases to 3 days per week. PC explained that there was an agreed proviso built into the contract of employment that, should funds be insufficient to cover employment costs then employment of the project manager would cease.	
13.2	STP Insurance Policy	
13.2.1	PC reminded the meeting that he had received an insurance quotation from SB resulting from his contacts within the Christian Nightlife Initiative, 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.	
13.2.2	DR asked whether we needed to amend our current policy of insurance in order to take into account SB's employment status within STP. ACTION: PC to enquire with insurance brokers and report back to next meeting.	PC
14	Project Manager Employment – Update	
14.1	This matter has been covered at paragraph 4.5 PC confirmed that SB was now an employee for STP and the payroll services will be administered by the STP Treasurer (rather than the service being outsourced to AWO, as originally been suggested).	
14.2	DR reported that he had issued a letter to SB offering him the post of project manager. This had been accepted verbally and will be backed up by a written reply in due course. The formal contract of employment will be finalised soon, and the legal position of having a maximum of three months in which to do this was acknowledged. ACTION: DR, PC and SB to pursue finalisation and agreement of contract of employment, and report back to the next meeting.	DR, PC & SB (agenda item)

14.3	DR extended a warm welcome to SB on behalf of STP, as our first project manager.	
15	Fundraising Campaign – Update	
15.1	<p>PC reported that he had not been able to advance this. Discussion took place around the need for a sub-group to be convened in order to develop this (at the last meeting – paragraph 13.3 – it was agreed that PC, JK and JK would form this group). ACTION: PC to convene the group and report back at the next meeting.</p> <p>PC said that as soon as charitable registration had been secured there will need to be a range of activities involving the project manager and other volunteers. Additionally, all our publications and communications will have to contain our charitable registration number.</p>	PC (agenda item)
16	Any Other Business	
16.1	There were no other business submissions.	
17	Time & Date of Next Meeting	
17.1	To be decided – DR to circulate a range of dates to board members to determine availability. ACTION: DR to pursue date as above.	DR