

# STOCKTON TOWN PASTORS

*Care and Compassion in the  
Night-Time Environment*  
Registered Charity No. 1143017



## Management Board Meeting Summarised Record of Minutes

<b>Meeting Date:</b>	Wednesday 7 <sup>th</sup> September 2011
<b>Meeting Time:</b>	7pm – 8.50pm
<b>Location:</b>	St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA

<b>Persons Present:</b> (include initials)	<b>Reverend Derek Rosamond (DR) – Chair</b> <b>Peter Chapman (PC)</b> <b>Jane Harmer (JH)</b> <b>Jan Knox (JK)</b>	<b>Steve Brock (SB)</b> <b>Jessie Jacobs (JJ)</b>
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Para No.		Action
<b>1.</b>	<b>Welcome</b>	
1.1	DR welcomed everyone to the meeting.	
<b>2.</b>	<b>Opening prayer</b>	
2.1	JJ opened the meeting in prayer.	
<b>3.</b>	<b>Apologies</b>	
3.1	Andy Fox (AF) Stuart Cornwell (SC) Jim Wright (JW)	
<b>4.</b>	<b>Minutes of Board Meeting 4th July 2011 Meeting</b>	
4.1	<b>Accuracy</b> – 15.1 (fundraising campaign update): working group to read PC, JK, AF & JJ. Amendment made.	
4.2	The minutes were then accepted as accurate, and signed by DR.	
4.3	<b>Matters Arising</b> – 12.2 (memorandum of understanding): DR reported that this was signed by SC on behalf of AWO and by DR on behalf of STP, with copies for both organisations.	
4.4	13.2.2 (STP Insurance Policy): PC reported that he needs to contact the insurers to determine whether any changes are necessary to the policy, given the recent employment of a project manager. ACTION: PC to report back to next meeting	PC

4.5	14.2 (Project Manager Contract of Employment): DR reported that a contract had not yet been formalised and this needs to be done by the end of September 2011. ACTION: JJ to have Rob Pepper forward a copy of AWO's draft contract; and DR to issue contract to STP project Manager.	JJ & DR (agenda item)
<b>5</b> 5.1	<b>Minutes of Special Members Meeting 4th July 2011 Meeting</b> <b>Accuracy</b> – the minutes were accepted as accurate and signed by DR.	SB (done)
5.2	<b>Matters Arising</b> – JK asked if it would be possible to have a signed copy of the constitution to attach to a Goshen Trust funding application she is making on behalf of STP. ACTION: SB to forward copy of constitution to JK.	
<b>6</b> 6.1	<b>Charitable Status - Update</b> DR confirmed that, as from 21 <sup>st</sup> July 2011, STP became a registered charity with the Charity Commission (no. 1143017). A copy of the certificate is on the STP website for general information.	
<b>7</b> 7.1	<b>Future Board Membership</b> DR reported that PC is planning to stand down from the STP Board around Christmas 2011, and as a result we need to be thinking about a replacement not only as a board member but as Treasurer of STP.	
7.2	JJ confirmed that SC was also considering stepping down from the AWO Board and, as he sits on the STP Board as a representative (and Chair) of AWO, we need to be aware of a further possible replacement for him. Whether his replacement on the STP Board needs to be with another AWO Board member will be reviewed by the new AWO Chair.	
7.3	Discussion took place as to whether it would be possible for STP to have a Treasurer who was not a Board member. PC commented that although it was possible, it would be preferable that the Treasurer was also a Board member as they would then have sight of all current and future STP activity.	
7.4	SB said that one of the STP volunteers Ray Dang had been recommended to him as a potential STP Board member. Ray is a consultant haematologist with a busy home and professional life. It was agreed that SB should approach Ray with a view to becoming a member of our Board.	
7.5	It was understood that Ken and Fiona Toop (both STP volunteers) had recently moved to part time employment and may be available to become Board members as each has the necessary skills and experience. Additionally their daughter Carlie used to be Treasurer for Stockton Baptist Tabernacle and she may be willing to carry out these duties on behalf of STP. SB will approach each of these.	

7.6	SB said that he'd had a brief and private conversation with AF in respect of the possibility of approaching the Stockton Town Centre Manager James Glancey with a view to him joining the STP Board.	
7.7	It was agreed that SB should approach James and ask if he would be willing to become an STP Board member in his own right, as opposed to a Council representative, which might later indicate there are succession rights should James position with them alter.	
7.8	ACTION: SB to speak with each of the 5 individuals mentioned above, and report back to the next meeting.	SB (agenda item)
8	<p><b>STP Project Manager's Report</b></p> <p>SB presented his report, which had been circulated earlier by email:</p> <p> PM Report 2011_09_07.doc</p> <p>8.1 <b>Amendment</b> to report – Para. 1.7: The Moses Project is now operating entirely from Lightfoot Grove Church, Stockton.</p> <p>8.2 <b>Volunteer Training</b> – Para. 4: SB has met with an Open College Network (OCN) representative, and the following options have been recognised:</p> <ul style="list-style-type: none"> <li>a) The 'town pastors' training package is developed using a currently registered OCN operating centre – A Way Out, using their experience and staff to assist in developing the assessment element of the accreditation programme. The cost of this would be £150 to OCN for development of the training module.</li> <li>b) The training package is developed within STP, who would need to be registered with OCN as an operating centre. Total initial setup costs would amount to £635, with a further £385 annually.</li> <li>c) The training package continues to be developed by the STP project manager, but the OCN operating centre registration, start-up and annual costs are met by Christian Nightlife Initiatives (CNI). SB is on their Board and their Chair has, in principle, agreed to meeting the costs. This would enable CNI to offer the course to other 'street angels' projects throughout the UK and may present a business opportunity for CNI as it encourages others to go down the 'accredited training' route.</li> </ul> <p>8.3 JJ reported that if CNI became an operating centre they would have to look at how the training and assessment would be moderated locally, for accreditation purposes. Assessors and moderators would require training to OCN standards.</p> <p>8.4 After discussion it was agreed that the training programme should be</p>	

	<p>piloted locally (Stockton, Hartlepool &amp; Middlesbrough), using current AWO expertise, and once CNI had established a full training capability they may wish to register as an operating centre with OCN – upon which they would automatically gain access to the ‘street angels’ training package which will be in the OCN database.</p>	
8.5	<p><b>ACTION:</b> SB to confer with Hartlepool Town Pastors, Boro Angels and CNI to secure their agreement as at 8.4 above, and then meet with OCN and the AWO trainer Lizzie Purdham to further develop the ‘street angels’ training programme.</p>	SB
8.6	<p>JK has worked with OCN as an external verifier and is willing to work with SB to develop an assessment pack, to be ready for the training date so that it can be issued to students.</p>	
8.7	<p>On top of the above costs, there is a further £15 fee for each student wishing to undertake the accredited element of the course. No professional costs have been incurred through speakers, all of which have agreed to give their time voluntarily. It was agreed that these costs and refreshment expenses etc. for this one full-day course (now scheduled for 29<sup>th</sup> October 2011) should be met by STP. Hartlepool Town Pastors and Boro Angels, whose volunteers will also be attending, are willing to meet their proportion of these costs.</p>	
8.8	<p><b>Stockton Rough Sleepers Survey</b> – Para.1.4: <b>ACTION:</b> SB to offer the involvement of AWO staff and possibly the Moses Project to Stockton Borough Council as both organisations will have information as to where rough-sleeping is taking place.</p>	SB (done)
8.9	<p><b>Promotional Development</b> – Para 2: SB circulated a document (below) outlining the proposed corporate branding for STP:</p> <p> Corporate Branding Examples.doc</p>	
8.10	<p>The ‘Care and Compassion in the Night-Time Environment’ strap-line was agreed, together with font type size and colour. The original STP logo has been enhanced into a ‘vectored’ format allowing a high resolution image to be produced. This will now allow information packs to be printed in readiness for the STP fundraising campaign starting on 20<sup>th</sup> September 2011.</p>	
8.11	<p><b>DVD Production</b> – SB reported that a cameraman recommended by John Robinson (God TV) had been out on patrols with STP and secured some good digital footage to form the basis of a DVD. This has yet to be edited (John Robinson to arrange) but SB asked the Board to give consideration as to what they would like the finished DVD to portray. He asked members to view a 3 minute clip by Halifax Street Angels on YouTube, and an 11 minute production on the same medium by Lincoln Street Pastors, and feed their views back to him.</p>	

8.12	JJ said that a professional DVD was likely to cost in the region of £1,500 - £2,000. DR recommended that as we embark on the fundraising campaign we look out for someone who may be prepared to sponsor this. In the meantime, PC will speak with Sharon Toop, JJ will speak with Jane at AWO and SB will forward copies of footage to JK with a view to finding someone from the Oakwood Centre who might be able to further develop the DVD. ACTION: as above.	SB, PC, JJ & JK
8.13	<b>Website Development</b> – SB has received quotes for £4,200 and £2,265 from web design companies in Hartlepool and Middlesbrough, for an interactive website which can be updated by ourselves. He circulated a graphic outline of what the website would look like in terms of menu bar and available pages, and explained that the content for each page has already been developed by him.	
8.14	JJ advised that the Contact Management System (CMS) required to update the website system manually was expensive. SB will continue to enquire into website development primarily through a local professional Peter Hinton, who had intimated me might be able to provide what we are looking for at a lesser cost than quoted (approx. £1,000); but development would be along his timescale rather than our own. ACTION: SB to report back to next meeting.	SB
8.15	JJ advised that the Goshen Trust may be prepared to match-fund the DVD and Website development work, outside of our pending application to them. It was recommended that an endorsement of the project from the police would be helpful in the application, and Sgt McCarthy may be able to provide this. ACTION: JK and PC to make separate application to support website & DVD development.	JK, PC
8.16	<b>Information Leaflet</b> – SB circulated a draft leaflet for use in the fundraising campaign, which was discussed and approved pending minor changes to the number and size of images inside. SB thanked PC for the work done on the gift-aid and donation leaflet (circulated), for inclusion in the information pack. ACTION: SB to arrange printing of 300 leaflets with the grateful help of Cleveland Police, who are able to support us in this way on this occasion.	SB
9 9.1	<b>STP Evaluation Report</b> The draft report had been circulated earlier and DR asked for comments. His view was that it was a very positive report and a discussion then took place over alterations necessary – these were collated and are attached below:  Evaluation Draft 01 - notes.docx	
9.2	ACTION: SB to contact the author Justin Kotze with these alterations and, subject to a final circulation to Board members, the report can	SB

	then be finalised.	
9.3	ACTION: The recommendations identified in the report should be discussed at the next Board meeting.	SB (agenda item)
<b>10</b> 10.1	<b>Financial Report</b> PC circulated a report covering the period up to 3 <sup>rd</sup> September 2011, for information (below):  Finance Report 03 Sept 2011.doc	
10.2	PC advised that, despite the reducing figure, we should not delay increasing the project manager's hours to 3 days per week in October as previously agreed. The planned fundraising will hopefully provide the necessary monies to support this.	
10.3	JJ said that Project One (formerly Seedbed Trust) would consider a further funding application by STP, and their next meeting is scheduled for early October 2011. Applications should provide evidence of development over the past 12 months and be contained to a side and a half of A4 paper. ACTION: PC to make application.	PC
<b>11</b> 11.1	<b>Project Manager Employment - Update</b> PC reported that he is in contact with Her Majesty's Revenue & Customs (HMRC) to register as an employer, and will keep the Board informed of progress.	
11.2	Other matters relating to this subject are contained within Paragraphs 4.5 & 10.2 above.	
<b>12</b> 12.1	<b>Fundraising Campaign - Update</b> PC circulated documents (below) indicating strategy, policy and principles, and proposed actions for individuals in respect of a range of fundraising activities:    Fundraising strategy.doc      Fundraising - Policy and Principles statem      Fundraising proposed Actions etc	
12.2	ACTION: PC to arrange for meeting of STP fundraising group to develop activity further.	PC
<b>13</b> 13.1	<b>Any Other Business</b> There were no other items of business.	
<b>14</b> 14.1	<b>Time &amp; Date of Next Meeting</b> 10am Thursday 20th October 2011, Saint Pauls Church, Bishopton Road, Stockton-on-Tees TS19 0XA	