

STOCKTON TOWN PASTORS

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



Management Board Meeting Summarised Record of Minutes

Meeting Date:	Thursday 20 th October 2011
Meeting Time:	10am – 12.05pm
Location:	St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA

Persons Present: (include initials)	Reverend Derek Rosamond (DR) – Chair Peter Chapman (PC) Jessie Jacobs (JJ) Jan Knox (JK)	Steve Brock (SB) Stuart Cornwell (SC) Andy Fox (AF)
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Para No.		Action
1.	Welcome	
1.1	DR welcomed everyone to the meeting.	
2.	Opening prayer	
2.1	DR opened the meeting in prayer.	
3.	Apologies	
3.1	Jane Harmer (JH)	
4.	Minutes of Board Meeting 7th September 2011 Meeting	
4.1	Accuracy – The minutes were accepted by all present as accurate, and were subsequently signed by DR.	
4.2	Matters Arising	
4.2.1	Para. 4.4 (STP Insurance Policy): PC reported that he had followed up this query with the insurers who confirmed there were no issues as a result of STP employing a project manager, and they had all the information required.	
4.2.2	Para 7.7 (Approach to Prospective Board Member): SC asked if there was an understanding that board membership is faith based. DR said there was no written policy, but a clear understanding that board membership should reflect the same basis as our volunteer recruitment. General discussion took place, resulting in agreement that this matter should be explored further. ACTION: SB to place on agenda for discussion at next meeting.	SB (agenda item)

<p>5</p> <p>5.1</p> <p>5.2</p>	<p>Project Manager Employment – Update</p> <p>DR reported that, from 1st July 2011, SB has been formally employed by STP as project manager for 10 hours a week, and was provided with a contract of employment. On the 1st October he received an addendum letter confirming this would be increased to 20 hours with immediate effect. SB confirmed that he had received the documents and signed and returned them to DR; and was satisfied with terms specified.</p> <p>The contract of employment is for a 12-month period, and this will be reviewed before its expiry at the end of June 2012, with a renewal dependent upon finances. It was confirmed that continued renewal of short term contracts after four years resulted in the contract being considered ‘permanent’.</p>	
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>Future Board Membership</p> <p>DR said that JH had been an STP Board member since the implementation of our board (November 2010). She has agonised over her ability to remain an effective board member given her change in employment resulting in her not being available for some meetings. Her professional background of multi-agency working, particularly with drug and alcohol agencies, has not been shown to be specifically beneficial to the board. Additionally, because of work commitments she is no longer an STP volunteer and in consequence of all of this feels that she is no longer able to contribute effectively.</p> <p>Through an exchange of emails, the resignation was made and accepted, with regret being expressed by both parties. JH remains supportive of STP in her prayers and has offered to be of help in the future if possible (the emails have been placed on file).</p> <p>PC informed the meeting that JH had been a signatory for the STP bank account (currently four, with any two signatures required). It was agreed that at the moment there was no need to identify a further signatory from the board to replace her.</p> <p>SB said that names of potential board members had been discussed at the previous meeting and, with the board’s consent, he and AF had spoken with James Glancey (JG) who is the Town Centre Manager for Stockton Borough Council. JG understood the offer of board membership would be on a personal basis and not specifically as a member of the Council, although it was acknowledged this was where his expertise lay. JG was delighted to have been asked, but before he could respond he needed to seek the permission of his manager within the Council. ACTION: SB to confer with JG to ascertain whether he is able to accept this offer.</p> <p>The board also recognised that PC and SC would be looking to step down shortly, and SC suggested that we carry out a skills review of</p>	<p>SB</p>

	current members to identify strengths and weaknesses, allowing us to maximise what we already have and to then focus on the organisational needs as we seek to invite new members onto the board.	
6.6	SC offered to forward details of a skills review he had recently been involved in, so that we might carry out this exercise ourselves. He also suggested that we might advertise across local churches once the review process had been completed. ACTION: SC to provide the skills review framework, so that the process can be gone through at the next meeting.	SC (agenda item)
6.7	It was agreed that the most pressing need was that of 'Treasurer', and PC agreed to prepare a job description for the next meeting, which would assist in future selection. ACTION: PC to provide this document for discussion.	PC
6.8	It was agreed that individuals able to bring necessary skills to the board should continue to be considered in the interim, and candidates could then be invited to the next board meeting in order to participate in the skills review. ACTION: PC to contact Haleema Harrison from the Oakwood Centre with a view to her possibly offering her services.	PC
7	STP Project Managers Report	
7.1	SB produced his report, which had been circulated to board members earlier (below):  PM Report 2011_10_20.doc	
7.2	He gave details of the accredited training day planned for new and existing volunteers on 29 th October 2011, which will be attended by volunteers from the Stockton Middlesbrough and Hartlepool projects. Costs will be shared proportionately and SB will work with PC to ensure these are captured accurately.	
8	STP Website Development - Update	
8.1	SB reported that, in respect of the DVD production, we have some raw footage and he had spoken with the police and council who were prepared to do a supporting piece to camera. Footage could then be edited – John Robinson from God TV has identified someone able to do this at a cost – and used as a part of our publicity package.	
8.2	Discussion took place around an event to celebrate STP's second birthday, where final DVD material could be secured. It was agreed that an evening event on Friday 2 nd December 21011 would be preferable. ACTION: SB to start making arrangements and report back to next meeting.	SB

<p>8.3</p> <p>8.4</p> <p>8.5</p>	<p>Website – SB reported that he had approached a professional website developer Peter Hinton who was prepared to produce an STP website complete with an updateable information management process and security measures for £1,000 (payment can be deferred until funds are available).</p> <p>SB said the current free website was under constant attack from individuals trying to place unsavoury material on it, and as a result he had closed part of the site down. A new website to the above specification would minimise risk and provide a professional and helpful resource to those visiting the site.</p> <p>There was agreement to pursue development of the new website, and SB circulated three examples of website structure. Design 01 was agreed, with minor modifications. ACTION: SB to speak with Peter Hinton and arrange development.</p>	<p>SB</p>
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p> <p>9.5</p>	<p>Fundraising Campaign - Update</p> <p>DR reported that he and SB had made STP presentations to the local Methodist Circuit and Anglican Deanery Synod meetings, which were well received. DR will be following these up with the individual churches involved, actively encouraging individuals to become ‘Friends of STP’ by volunteering, donating or engaging in prayer groups to support the work of STP.</p> <p>An information pack including details of our project, volunteer forms and gift-aid / donation information had been produced and these were available both through the STP website and from the project manager.</p> <p>Details of the ‘Friends of STP’ initiative had been provided within the October 2011 issue of STP’s newsletter, and PC raised concerns that under the ‘financial support’ section it had been stated that STP were actively looking for a premises on the High Street (in partnership with others). This was not a part of our current business plan and may be misleading to those considering making a donation in the belief they may be contributing specifically to the procurement of premises.</p> <p>Discussion took place and it was agreed that the wording should have indicated STP had ‘an aspiration’ to secure a High Street premises. SB, the author of the newsletter, apologised for the error and agreed to meet with PC later to discuss the matter. ACTION: SB and PC to meet for discussion.</p> <p>SB said that he felt distinctly uncomfortable about fundraising amongst STP volunteers in the knowledge that currently most of the expenditure was towards his salary whilst volunteers were contributing their own time to STP. He believed the message of financial support to volunteers might be better coming from</p>	<p>SB & PC</p> <p>PC</p>

	<p>someone else within the management board. Further discussion took place and it was agreed that PC would write to volunteers.</p> <p>ACTION: PC to follow up.</p>	
<p>10 10.1</p>	<p>Financial Report</p> <p>PC produced an update on income and expenditure (see below) for the period 20/07/2009 to 19/10/2011, showing a surplus of £2,511.25p. There are a small number of donations waiting to be banked. The figures have not been audited and need to be assembled into a recognised 'financial year' format.</p> <p></p> <p>Finance Report 19 October 2011 copy.d</p>	
<p>11 11.1 11.2</p>	<p>STP Evaluation Report - Recommendations</p> <p>It was agreed that recommendations arising from the recent evaluation should be held over until the next meeting. ACTION: SB to place on agenda.</p> <p>SB produced a summarised version of the evaluation prepared by Marilyn Davies, Community Safety lead for Stockton Borough Council, for consumption at the next Safer Stockton Partnership (SSP) board meeting at which DR will be present. After discussion it was agreed this report should be made into a document for general use during our publicity campaign (Marilyn has already given permission for this to happen). ACTION: SB to prepare document and circulate it to board members for consideration.</p>	<p>SB (agenda item)</p> <p>SB</p>
<p>12 12.1</p>	<p>Any Other Business</p> <p>JJ informed the meeting that there was a 'Love Stockton' celebration evening planned for 7pm on Friday 9th November 2011 at Stockton Parish Church. This is in recognition of the vision of a strong Christian presence in the centre of Stockton, coupled with a possible initiative which might make it become a reality. All are welcome.</p>	
<p>13 13.1</p>	<p>Time & Date of Next Meeting</p> <p>2pm Monday 5th December 2011, Saint Pauls Church, Bishopton Road, Stockton-on-Tees TS19 0XA</p>	