

# 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>	Monday 5 <sup>th</sup> December 2011
<b>Meeting Time:</b>	2pm – 3.50pm
<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>Jan Knox (JK)</b>	<b>Steve Brock (SB)</b> <b>Andy Fox (AF)</b>
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Para No.		Action
<b>1.</b> 1.1	<b>Welcome</b> DR welcomed everyone to the meeting.	
<b>2.</b> 2.1	<b>Opening prayer</b> JK opened the meeting in prayer.	
<b>3.</b> 3.1	<b>Apologies</b> Stuart Cornwell (SC) James Glancey (JG)	
<b>4.</b> 4.1	<b>Minutes of Board Meeting 20<sup>th</sup> October 2011</b> <b>Accuracy</b> – The minutes were accepted by all present as accurate, and were subsequently signed by DR.	
4.2 4.2.1	<b>Matters Arising</b> Para. 6.4 (JG’s selection onto STP Board): SB reported that he had spoken with JG who, having taken advice and considered STP’s constitution and subsequent independent evaluation as reported to the Safer Stockton Partnership Board, would be pleased to accept a place on the STP Management Board.	
4.2.2	Para 9.3 (Fundraising through ‘Friends of STP’): PC reported that he would be writing to each of those listed in the new year, enclosing details of STP and a donations / gift aid leaflet. <b>ACTION:</b> SB to produce printed labels and sufficient leaflets.	<b>SB</b>

4.2.3	Para 9.4 (STP Engagement with Love Stockton): It was agreed that the STP Board should formally write to the working group managing the 'Love Stockton' project, confirming our interest in being involved. <b>ACTION:</b> DR to write letter.	<b>DR</b>
4.2.4	Para 11.2 (Summarised version of Evaluation Report): SB reported that this document had been circulated. DR reported that he had attended the Safer Stockton Partnership Board in November 2011, where the summary was presented by Marilyn Davies, who said that it was a positive report and that STP were contributing to the safety of Stockton. There were no questions resulting from this, but both the policing Chief Inspector and the Chair of the Board voiced their praise for and support of the STP initiative.	
4.2.5	It was acknowledged that Marilyn Davies was retiring from her position of Community Safety Manager within Stockton Borough Council at the end of the year. <b>ACTION:</b> SB to send a card on behalf of STP, thanking her for the support she has given.	<b>SB</b>
<p><b>5</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>STP Board Skills Review and Christian Faith Representation</b></p> <p>The proposed skills review audit will be postponed until the next meeting when SC, who was going to lead us through the process, is available. <b>ACTION:</b> SC to prepare skill audit session for next meeting.</p> <p>PC's position as Treasurer of STP has been discussed in the past, and PC had indicated a need to step down from the post in order to pursue other charitable activities. However, we made the following new proposals:</p> <ul style="list-style-type: none"> <li>a) PC to remain on the Board as Treasurer, with administrative support for finance being provided by a third party with whom PC currently has a formal working agreement in respect of other similar responsibilities. This person would be employed by the STP Board, and PC would increase his donation to STP to cover the cost (£125 per month). This would permit gift aid to be claimed on the donation.</li> <li>b) PC to remain on the Board as Treasurer as described above, but for PC to simply extend the working agreement he already has with the third party to perform the administrative and support duties in relation to STP. In this case, PC would personally cover the (same) costs without placing the responsibility for employment on the STP Board. However, this would not be a direct donation to STP and therefore not gift-aided.</li> </ul> <p>DR expressed that we were very grateful for the offer and we would like to retain PC as Treasurer for the foreseeable future. A discussion took place as to whether we should take up one of the above offers, or whether we continue to explore other routes.</p>	

<p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p> <p>5.8</p>	<p>The possibility of Haleema Harrison from Tees Valley Community Church (TVCC being prepared to take over the role of Treasurer on a voluntary basis had not yet been explored.</p> <p>It was agreed that Haleema be approached to discuss her willingness and capacity to take on the role of either admin support to PC or to take on the role of STP Treasurer. <b>ACTION:</b> SB &amp; JK to speak with Haleema and report back to the Board as soon as possible.</p> <p>DR requested that this matter be expedited without further delay (a final decision to be reached by 24/12/2011) in order for the Board to make a decision as to whether to take up PC's generous offer or to agree upon an alternative solution.</p> <p>The issue of Christian Faith representation on the STP Board had been placed on the agenda after being raised by SC. There is no policy in place in respect of this, but the matter is covered to some extent in the STP Volunteer Handbook and in the agreed Memorandum of Understanding between A Way Out and STP; and by the project's formal constitution.</p> <p>Discussion took place and it was agreed that over time there was a possibility that the Christian values of the Board and project may 'drift' if there was no dedicated Christian influence. There was a feeling that a further policy document may not be the best way forward, but a statement expressing our values for use by future incumbents may be appropriate. <b>ACTION:</b> SB to put together existing material within STP documentation and circulate it in advance, for further consideration at the next meeting.</p>	<p><b>SB &amp; JK</b> (agenda item)</p> <p><b>SB</b> (agenda item)</p>
<p><b>6</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><b>Project Managers Report</b></p> <p>SB produced a previously circulated report (embedded below):</p> <p> PM Report 2011_12_05.doc</p> <p>An update on Volunteer numbers was also provided: Active volunteers – 51; reserve – 7; awaiting training – 4. 45% &amp; 55% male/female split, average age 50yrs. Spread of age categories, but 27% are 65yrs and over. 15 churches actively involved, across a range of denominations.</p> <p>DR reported that research in Manchester had revealed that volunteers in the 40 – 60yrs age group, particularly females, were the most effective out on the streets particularly when it came to them being listened to. It was suggested that this information might form a part of our recruitment strategy.</p> <p>PC asked that the accredited training course initiative be retained on the agenda as we look towards developing it further locally and</p>	

	possibly extend it via the Christian Nightlife Initiatives to other initiatives. The value of the course in raising standards and credibility cannot be under-estimated, and we should continue to explore opportunities to offer the training to others.	
<b>7</b>	<b>Financial Report and Fundraising</b>	
7.1	PC circulated a finance report dated 04/12/2011 (embedded below):  Finance Report 4-12-2011.doc	
7.2	A projected figure for the end of our financial year (31/03/2012) amounted to a balance of £600, without taking into consideration the following funding initiatives, which are currently being pursued: a) Tees Valley Foundation bid for £5,000 (application being made by AF. <b>ACTION: AF &amp; SB</b> to meet in order to finalise information prior to submission. b) Goshen Trust bid for £6,000 being made by <b>JK and PC</b> , to cover project, marketing and media developments. c) Letters to churches previously presented to by <b>DR and SB</b> through the Anglican synod and Methodist circuit. d) Letters to all 'Friends of STP' by <b>PC</b> in the New Year ( <b>SB</b> to provide recipient details). e) Continued financial support of Tabernacle – to be followed up by <b>PC</b> . f) New Church and Community Fund guidelines due to be published – <b>DR</b> to examine possibilities for funding. g) <b>SB</b> to approach Destiny Centre to enquire into continued financial support. h) TVCC – <b>JK</b> to speak with leadership over possibility of financial support – currently they have 7 STP volunteers. i) <b>SB</b> to approach Sgt Daley, Stockton Licensing Unit, to secure attendance at Pub Watch and Taxi Enforcement meetings. j) Possibility of Brian McCarthy from TVCC producing a musical CD for Christmas 2012, with profits going towards STP – <b>SB</b> to pursue. k) Encourage volunteers to pursue sponsorship for local events – <b>SB</b> to raise in next newsletter. l) <b>AF</b> to explore the possibility of Darlington Round Table being sponsored by STP for Christmas 2012, to do a Santa's Sleigh ride in the Stockton area, with funds raised going to STP.	<b>ALL</b>
7.3	Additionally, it was agreed that as part of STP patrols over the next three weekends (through until the end of 2011) volunteer teams should carry tins to secure any donations which the public might wish to make to STP during the festive season. It was recognised that this would not be an organised collection, and the advice in the past has been not to accept money even if it is offered when flip-flops and lollipops are given. <b>ACTION: AF</b> to supply tins and <b>SB</b> to brief teams to ensure this activity does not turn into a collection but simply	<b>AF &amp; SB</b>

	allows for the donations others may wish to make – all donations to be recorded on incident logs.	
<b>8</b> 8.1	<p><b>Recommendations of STP Evaluation</b></p> <p>The following recommendations were made in the evaluation report, as follows (<i>with progress against each in brackets</i>):</p> <ul style="list-style-type: none"> <li>a) A café style base within the town centre would help the project (<i>being pursued by registering our interest in the ‘Love Stockton’ project currently being scoped out as a joint initiative between a number of local Christian churches and charities</i>).</li> <li>b) Further funding would provide sustainability; this will be sought using their charitable status which opens the door to a number of funding opportunities (<i>see Para 7.2 above</i>).</li> <li>c) An extension into Yarm would be a good development (<i>please see Para. 8.2 below</i>)</li> <li>d) Volunteer recruitment should be undertaken to increase the number of patrols (<i>progress in line with fundraising – individuals provided with opportunity through the ‘Friends of STP’ initiative to become involved by volunteering or supporting us in prayer or financially</i>).</li> <li>e) Further research could be done to evaluate how successful STP is in facilitating engagement with other services and to assess whether STP is effective in reducing crime and disorder in the areas where they operate (<i>STP are considered by the police and council to be an integral part of their crime and disorder reduction strategy, working in partnership. There was no desire on the Board to attempt to separate out our particular contribution. STP acts as a signpost to a number of public and charitable services in respect of health, housing and addictions through personal advice and information leaflets, and currently there is no need to examine this further</i>).</li> <li>f) Management Board continue to maintain and build upon professional relationships with other like-minded organisation (<i>on-going through involvement with TVCC Forum, regular meetings with police and council managers and representation on forums such as Safer Stockton Partnership and Independent Advisory Group</i>).</li> </ul>	
8.2	SB reported that he had raised with volunteers the possibility of offering STP patrols in Yarm, with an equal split between those who were in favour and those who were not. It also raises the issue of whether patrols in Yarm would become a separate initiative with a greater involvement of Yarm-based churches, or it became an extension of STP’s High Street patrols.	
8.3	AF confirmed that by far the greater ‘need’ was in the High Street on a Friday and Saturday evening. However, he had been approached	

	by Ch Insp Allen to explore whether STP would be able to provide patrols in Yarm High Street around 'The Keys' area on Wednesday evenings, as there had been a recent marked increase in the number students becoming vulnerable through too much drink. Wednesdays are known as 'Cannonball Night' and represents the greatest night-time economy problems to the police in the Yarm area.	
8.4	After discussion the following actions were agreed: <b>ACTION:</b> AF to find out licensing closing hours for Yarm on a Wednesday and pass details to SB. <b>ACTION:</b> SB to canvass volunteers in order to assess whether there would be an adequate response to enable this.	<b>AF</b>  <b>SB</b>
8.5	Points to note included the need for premises from which volunteers could operate, and that many volunteers worked during the week and may not be available. Overall, it was expressed that these patrols would be as well as – and not instead of – existing weekend patrols in Stockton High Street.	
<b>9</b>	<b>Any Other Business</b>	
9.1	There were no other items raised.	
<b>10</b>	<b>Time &amp; Date of Next Meeting</b>	
10.1	Potential dates for the first half on next year to be circulated by DR, for consideration. However, agreement was reached that future meetings would be alternately mornings and afternoons, with the location remaining as Saint Pauls Church Hall, Newtown.	<b>DR</b>
10.2	It was anticipated that meetings will be in February, April and June; with consideration being given to our first Annual General Meeting which must by regulation occur before October 2012.	