

STOCKTON TOWN PASTORS

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



Management Board Meeting Summarised Record of Minutes

Meeting Date:	Monday 10 th December 2012
Meeting Time:	7.10pm – 9.20pm
Location:	St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA

Persons Present: (include initials)	Reverend Derek Rosamond (DR) – Chair Peter Chapman (PC) Jan Knox (JK) Graham Knox (GK)	Steve Brock (SB) James Glancey (JG)
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Para No.		Action
1.	Welcome & Opening Prayer	
1.1	DR welcomed everyone to the meeting, and opened in prayer. On behalf of the Board, the Chair passed on congratulations to JG and his family on the birth of his son Jonathan.	
3.	Apologies	
3.1	Reverend Jim Wright (JW) Inspector Andy Fox (AF)	
4.	Minutes of Board Meeting 9th July 2012	
4.1	Accuracy – The minutes were accepted by all present as accurate, and a copy was subsequently signed by DR.	
4.2	Matters Arising	
4.2.1	<u>Needs on Local Estates (Para 4.2.2)</u> – SB reported that he and Jessie Jacobs had met with Cath Harris from the Destiny Centre, as well as Paul Surtees from Stockton Borough Council and officers from the Norton Neighbourhood Policing Team. There were no direct actions resulting from this; however, valuable contacts were made with local youth outreach workers.	
4.2.2	<u>STP Statement of Belief (Para 5.4)</u> – DR confirmed this document had been approved and signed off by STP Board members at its AGM on 27 th September 2012.	

<p>4.2.3</p> <p>4.2.4</p>	<p><u>CRB Checks (Para 6.3)</u> – SB said that Stockton Residents & Community Groups Association (SRCGA) staff had attended the Tabernacle last week to carry out a ‘block’ session of renewals for our volunteers. 18 in total were carried out in respect of STP, with a further 12 checks being carried out for Hartlepool Town Pastors (HTP), with prior agreement. The cost is £10 per head and SRCGA will invoice STP; with ourselves billing HTP to recover costs. Indications are that CRB guidelines will be altering early in 2013 and it might be helpful to wait and see what these changes are before carrying out further renewals.</p> <p><u>Love Stockton Update (Para 8)</u> – SB said that an open air Carol Service had been arranged for 1pm on Saturday 22nd December 2012, on Stockton High Street at the junction with Dovecot Street. The Council were aware of this event, and the local Salvation Army band will be playing. The service will be led by Revd. Alan Farish from Stockton Parish Church, with readings and a short Christian message being delivered by other ministers. Local churches have received ‘flyers’ advertising the event, and a small number of STP volunteers will be in attendance to meet safety requirements. An ‘order of service’ leaflet detailing a number of local churches and Christmas services will be handed out on the day. JG said that all Council staff had been notified via their internal electronic messaging system.</p>	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>Minutes of Annual General Meeting 27th September 2012</p> <p>DR said these will be formally dealt with at the next AGM, but this was a good opportunity to flag up the following items:</p> <p><u>Bank Account Mandate Changes (Para 6.1)</u> – GK reported that AF was completing a form allowing him to become a signatory of the STP account. PC will be remaining as a signatory for the time being.</p> <p><u>Annual Report to Charities Commission</u> – SB said that he expected to have to lodge our ‘annual report’ document with the Charities Commission but found that, because STP income is less than £25K, only an online financial return was required. This was provided and no further information is required by the Charities Commission until after our financial year-end for 2012-13 (STP’s financial year ends on 31st March 2013).</p>	
<p>6</p> <p>6.1</p> <p>6.2</p>	<p>Treasurer’s Report</p> <p>GK referred to a previously circulated financial summary (embedded below), which was examined by those present:</p> <p> Financial Report 2012_12_10.pdf</p> <p>GK said that three major outgoings in the near future will be STP public liability and volunteer insurance, quarterly premises rental to</p>	

<p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p>	<p>A Way Out and quarterly payment to HMRC.</p> <p>A number of 'gift aided' donations have recently been received, but an issue around some bank mandates for standing orders not arriving in the STP account has arisen, which he is following up.</p> <p>Additionally, STP volunteer Mike Kennedy had raised £375 through sponsorship which had been added to our funds.</p> <p>GK reported that there was a detectable upward momentum of donations resulting from presentations to various churches and organisations, which we should aim to continue.</p> <p>PC said that forthcoming HMRC changes may allow us to claim gift aid on a number of small donations we receive in the future. GK said that our gift-aid form had been updated accordingly.</p> <p>JG asked if there was a gift-aid related sponsorship form available which he could use in order to raise funds through two events we would be taking part in, in March and April 2013. GK said that there may be an opportunity to achieve this through the 'Just Giving' website, but he would look into this and report back to JG.</p>	<p>GK</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>Project Manager's Report</p> <p>SB referred to a previously circulated document (embedded below):</p> <p> PM Report 2012_12_10.doc</p> <p>STP patrols in Yarm will continue on three Thursdays over the Christmas and New Year period, with each evening only requiring a team of three – volunteers have already been secured. Two Yarm-based churches (Mary Magdalene and St John's at Egglecliffe) each have one volunteer. If a Yarm presence beyond December is required because of the on-going Cannonball student event, then a fresh appeal for volunteers from Yarm should be considered.</p> <p>DR suggested that we should prepare an article around the activity data, presented for the Stockton News (SN) publication. JG suggested that we might wish to include in that the partnership working we have built up with Tees Achieve, who continue to provide first aid training for STP volunteers free of charge. The next SN edition is due in March, but JG will determine a deadline for submissions and forward the date to SB, who will prepare an article. ACTION: JG & SB, as above).</p> <p>DR reported that an STP third birthday celebration evening took place at Stockton Baptist Tabernacle on Thursday 6th December 2012, which had proved to be a great success. He thanked SB for arranging this.</p>	<p>JG & SB</p>

<p>7.5</p> <p>7.6</p>	<p>Four Northumbria University journalism students will be producing a short DVD of STP as a part of their coursework. We will have final say in terms of the finished product, and will have access to copies for our own use. SB will contact the Chair and partner agencies to arrange brief interviews for inclusion. The students will be aiming to complete this project by the end of March 2013.</p> <p>A discussion took place over the potential for covering travelling and other costs whilst working in support of other new and developing 'street angels' projects in the local area. It was acknowledged that helping other projects, including the sharing of training etc., was very important but as each new project becomes self-sufficient it may wish to consider contributing towards the cost of on-going resources from STP. It was also acknowledged that part of SB's work as a Trustee of CNI involved supporting the start-up process. It was agreed that a watching brief be kept on this matter in order to ensure priority towards further development of our own project is maintained whilst continuing to assist others.</p>	
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>STP Membership – Discussion Document</p> <p>DR drew attention to a previously circulate document (embedded below), and invited further discussion:</p>  <p>Membership Discussion Document</p> <p>The following points were identified for consideration:</p> <ul style="list-style-type: none"> a) A large percentage of our volunteers are long-term and offering membership would provide opportunities to have a voice, with the potential of becoming a member of the Board b) Two levels of membership: <ul style="list-style-type: none"> I. Full – open to all 'active' volunteers and others who sign up to Appendix A of our constitution (statement of faith). Small annual subscription to be considered. Will have voting rights at AGM II. Associate – those others who wish to support us in prayer and resources as 'Friends of STP' c) Development of draft application and membership documentation, outlining terms of membership – All applications to be considered and approved by the Board d) An opportunity for a maximum of 3 volunteers to stand as volunteer representatives on the Board – selection of these needs discussion e) Consider holding a volunteer meeting in advance of our next AGM to outline proposals for membership and seek their views f) Any membership policy should be reviewed after 12 months <p>It was agreed that DR and SB should meet in order to draw up a further discussion and development document about STP</p>	<p>DR & SB</p>

8.4	<p>membership for circulation to the Board in advance of our next meeting. ACTION: DR & SB to develop further document.</p> <p>SB outlined the nature of personal data held in respect of all volunteers, and the need for Data Protection Act compliance. Additionally, data encryption and the formulation of information-sharing protocols with our major partners – Police and Council, should be developed. ACTION: SB to seek GK’s expertise in these areas and implement necessary protocols to ensure data is safe and not open to mis-use.</p>	SB & GK
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Any Other Business</p> <p>GK said that we have been invited by the Project One trust to make a further application for funding. He and SB have worked on a draft application document, and it was agreed this should be submitted to Project One for consideration. PC advised that the trust’s policy was one of providing funding only for the first three years of a project, in order to prevent a dependency. This would be our third lot of funding from them, and we should determine whether this will prevent us making further applications (on 13th December it was confirmed that application had been approved and STP had been awarded £5,000). ACTION: GK to submit application, and enquire with Project One re policy of future funding for this project.</p> <p>DR announced that this was PC’s last meeting as he was stepping down from the STP Board in order to give time to other developing Christian projects. PC had been on the project’s steering group from the beginning (1997) and his enthusiasm, expertise, wisdom and friendship has been invaluable. PC thanked everyone for their fellowship and wished the project well for the future. He will remain a ‘Friend’ of the project and looks forward to being included in updates.</p> <p>SB said that when he and DR met some months ago with Cath Harris, a leader at the Destiny Centre Church in Norton, in respect of volunteer related matters; they had suggested Cath might wish to consider becoming a part of the STP Management Board. She declined at the time, but had recently told SB that she was re-considering the offer. After discussion, it was agreed that DR should meet with Cath to talk through the matter in more detail. ACTION: DR to meet with Cath.</p>	<p>GK</p> <p>DR</p>
<p>10</p> <p>10.1</p>	<p>Date of Next Meeting</p> <p>DR will circulate a list of times and dates for consideration – Board members to be notified once decided.</p>	