

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 11 th February 2013
Meeting Time:	10am – 11:30am
Location:	St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA

Persons Present: (include initials)	Reverend Derek Rosamond (DR) – Chair Steve Brock (SB) Jim Wright (JR)	Jessie Jacobs (JJ) Andy Fox (AF)
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Para No.		Action
1. 1.1	Welcome & Opening Prayer DR welcomed everyone to the meeting, and opened in prayer.	
3. 3.1	Apologies James Glancey (JG)	
4. 4.1	Minutes of Board Meeting 10th December 2012 Accuracy – The minutes were accepted by all present as accurate, and a copy was subsequently signed by DR.	
4.2 4.2.1	Matters Arising <u>Gift-Aided sponsorship (Para 6.7)</u> – Graham Knox (GK) was to look into securing gift aid for two sponsored events that JG has entered form March and April 2013, but nothing has been received so far. SB said that GK had been sent copies of STP's existing sponsorship forms, but wasn't sure that these were gift-aid compliant. ACTION: GK to report back on progress.	GK
4.2.2	<u>STP Article for Stockton News (Para 7.3)</u> – SB said that he had forwarded an article to JG, which had been passed on to the publicity department on Stockton Borough Council. It has not been confirmed that the article will be included in the next publication of Stockton News, which will be circulated in March 2013.	
4.2.3	<u>Volunteer Personal Data (Para 8.4)</u> – SB reported that he had liaised with GK to agree upon a datasheet for each STP listing personal details, together with a declaration by the volunteer to ensure these	

	<p>are correct; that they agreed with the policies and procedures laid out in the volunteer handbook (and the Faithworks Charter that we have appended to our constitution); and they acknowledge that STP has a responsibility to keep all personal information safe. SB is in the process of asking all volunteers to sign, and this is being readily accepted. SB also said that he was working with Sergeant McCarthy from Stockton police to develop a formal information-sharing protocol to cover police briefings etc, to ensure that any personal data or confidential information is safeguarded.</p>	
4.2.4	<p><u>Project One Funding (Para 9.1)</u> – DR reported that a £5,000 donation had been received from Project One on 13th December 2012 (GK has sent a letter of acknowledgement and thanks to their treasurer).</p>	
4.2.5	<p><u>Invitation to Join Management Board (Para 9.3)</u> – DR said that, after discussion with SB, he has delayed contacting Cath Harris (Destiny Centre) as currently she is on a sabbatical. Additionally, since the end of 2012, volunteers from the Destiny Centre taking part in STP patrols have diminished.</p>	
4.2.6	<p>A further discussion took place around current STP Board membership, including a review of A Way Out representation and the need for a skills audit. JJ has agreed to lead the skills audit, which will take place at the next meeting (13th May 2013). ACTION: JJ to develop and deliver at next meeting. ACTION: SB to place this on the agenda for the next meeting.</p>	<p>JJ & SB (agenda item)</p>
5	<p>Treasurer’s Report</p>	
5.1	<p>The STP Treasurer GK was not able to be present at the meeting, and no financial report had been forwarded. This will be circulated to members by SB once it is received (GK sent a statement – attached – on 16th February, which is embedded below):</p>	
	<p> Financial Report 2013_02_11.pdf</p>	
5.2	<p>This covers the period 01/04/12 to 06/02/13, and shows a balance of £12,116.93p.</p>	
6	<p>Project Manager’s Report</p>	
6.1	<p>SB referred to the Project Manager’s report that had been circulated earlier (embedded below):</p>	
	<p> PM Report 2013_02_11.doc</p>	
6.2	<p>Discussion took place in respect of a perceived increase in alcohol-related antisocial behaviour in the Yarm area, indicating that there may be a need to provide regular STP patrols there. ACTION: AF to extract violent crime figures for the night-time economy periods for</p>	<p>AF (agenda item)</p>

<p>6.3</p> <p>6.4</p>	<p>Yarm and Stockton town centre wards, and discuss at the next meeting.</p> <p>SB reported that he had spoken with GK about the purchase of a media projector for during church and community group presentations. We have borrowed equipment from the Tabernacle in the past, but this is not always available. ACTION: SB should consult again with GK in order to secure a projector.</p> <p>JJ asked if it would be possible for A Way Out to make a link into the church and community presentation circuit – Lyndsey Bruce being their contact. ACTION: SB to take AWO leaflets for circulation at future STP presentations; and DR to discuss an AWO presentation with Lyndsey at a Deanery Synod meeting.</p>	<p>SB</p> <p>SB & DR</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>STP Membership – Update</p> <p>Following on from the discussion at the Board meeting dated 10th December 2012 in respect of STP extension of membership, DR and SB propose the following elements to the STP Board:</p> <ol style="list-style-type: none"> 1. <u>Friends of STP:</u> That SB produces a draft document detailing the procedure for operating ‘Friend of STP’ and ancillary forms etc – such status to be open to all who wish to support STP in prayer or financially or through general goodwill; and 2. <u>Membership of STP:</u> That SB produces a draft document detailing the procedure for operating ‘Membership of STP’ and ancillary forms etc. Such status would be available for all active volunteers, with voting rights at the STP Annual General Meeting. Additionally, active volunteers could elect up to three representatives to represent them on the Board. Such elected Board members would have the same voting rights as other Board members. All potential Board members would need to meet the requirements of the Charity Commission and the STP Constitution as well as act in line with the STP Handbook policies and procedures, and the STP ‘Statement of Faith’ and the ‘Faithworks Charter’. <p>Discussion took place in respect of these proposals, and it was agreed that SB should produce draft documentation in time for discussion at the next Board meeting. ACTION: SB to prepare and circulate documentation for consideration prior to next meeting, and to secure advice on volunteer representation on the Board from James Hadman, the development officer for Stockton’s ‘Catalyst’ voluntary and community services agency.</p>	<p>SB (agenda item)</p>

<p>8 8.1</p>	<p>Any Other Business JJ said that a 'Looka' community arts festival is scheduled for Sunday 2nd June 2013 on Stockton High Street. She asked if it would be possible for STP volunteers to provide a presence and assist in stewarding for this event during the day and into the evening. ACTION: SB to raise the matter with volunteers and liaise with JJ.</p>	<p>SB</p>
<p>9 9.1 9.2</p>	<p>Date of Next Meeting <u>2pm Monday 13th May 2013</u> (to be confirmed by DR after consultation with other Board members) St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA Consideration is also being given to the following dates for 2013: September – 7pm on 5th, 9th, 19th & 23rd December – 10am on 3rd or 5th</p>	