

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 13 th May 2013
Meeting Time:	2pm – 4pm
Location:	St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA

Persons Present: (include initials)	Reverend Derek Rosamond (DR) – Chair Steve Brock (SB) James Glancey (JG)	Andy Fox (AF) Jan Knox (JK)
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Para No.		Action
1. & 2	Welcome & Opening Prayer	
1.1	DR welcomed everyone to the meeting, and opened in prayer.	
3.	Apologies	
3.1	Jim Wright (JW) Graham Knox (GK) Jessie Jacobs (JJ)	
4.	Minutes of Board Meeting 11th February 2013	
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>Gift-aided Sponsorship (Para 4.2.1)</u> – GK was not present but has made reference to this in the financial summary he has submitted (see Para. 7 below). JK said that GK would be working on sponsorship form development and would report back on progress. ACTION: GK to develop.	GK
4.2.2	<u>STP Article for Stockton News (Para. 4.2.2)</u> – JG reported that the article submitted for consideration had not reached publication. ACTION: JG to let SB know the next Stockton News editorial submission date, and SB to resubmit article with current news, including the recently awarded Mayor's citation.	JG & SB
4.2.3	<u>Volunteer Personal Data (4.2.3)</u> – DR asked how this was progressing, and SB said that it was an ongoing piece of work and so far approximately 2/3rds of the volunteers had signed it. There had been no dissensions or objections.	

4.2.4	<p><u>STP Projector (Para. 6.3)</u> – SB reported that a projector had not been purchased as yet, and recent presentations had been made using equipment borrowed from Stockton Tabernacle and from GK. DR said that Saint Pauls also had a projector which could be borrowed if necessary, but it would be good for STP to have its own equipment.</p>	
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p>STP Board Skills Audit</p> <p>JJ was not present to report on this, and SB said that he would make an appointment to see her to discuss how this may be developed further. It was recognised that JJ was extremely busy with a number of initiatives, and SB may be able to work with her to bring about a skills auditing process for the board. ACTION: SB to speak with JJ and report back on development, possibly in advance via email.</p> <p>DR reported that one of the STP volunteers, Ian Bartle from the Salvation Army, had said one of the two Majors there – Keith or Rosemary Williams, might be interested in joining our board. DR had met with them on 10th May and either one would be suitable, but he was awaiting their reply to the invitation (Rosemary Williams [RW]) has since replied positively, and has been included in the STP distribution list).</p> <p>RW to attend the next board meeting for introduction and ratification by the board members. ACTION: DR to arrange (email sent by SB to RW).</p>	<p>SB (agenda item)</p> <p>DR (agenda item)</p>
<p>6</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Violent Crime Comparisons</p> <p>AF produced an information sheet for viewing.</p> <p>Research was carried out using data between November and February during the night-time economy (NTE) period in the Stockton centre and Yarm centre areas. This showed that the focus for STP patrols on a weekend should remain in the Stockton town centre area. It was agreed, however, that the ‘Cannonball’ events in Yarm should continue to be supported on an occasional basis.</p> <p>Discussion took place around possible ‘Mary Portas’ funding being available via the Stockton Town Team. JJ sits on this group, and it was agreed that SB should contact her to consider making an application. ACTION: SB to explore this matter and report back.</p>	<p>SB (agenda item)</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p>STP Treasurer’s Report</p> <p>Although to present, GK had earlier submitted a financial statement and summary for consideration (embedded below):</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  2013_05_13 Statement.pdf </div> <div style="text-align: center;">  2013_05_13 Summary.pdf </div> </div> <p>Significant grants from the ‘Project One’ and ‘Pringle Lumiere’ trusts were acknowledged, and it was recognised that we may wish to</p>	

7.3	<p>consider moving away from a dependency on major funders towards a higher volume of individual giving – which may also attract gift aid. This may be possible through the proposed ‘membership’ subscriptions as outlined in paragraph 9 below.</p> <p>It was recognised that annual turnover was in the region of £18K, with 70% of this being accounted for by payroll related costs. After discussion, it was agreed that SB should speak with GK with a view to developing an employment contract specifying the number of contracted hours. ACTION: SB to speak with GK.</p>	SB & GK (agenda item)
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p>	<p>Project Manager’s Report</p> <p>SB referred to the project managers report circulated earlier by email (embedded below);</p> <p> PM Report 2013_05_13.doc</p> <p>SB met with Cath Harris from the Destiny Church (DC), who is keen to remain involved with STP on a volunteer basis. She will speak with other DC members to ascertain whether they would wish to remain on the STP volunteer list, and will confer with SB in this respect.</p> <p>It was agreed that, during the August Bank Holiday weekend, STP would trial putting patrols in the town on Friday and Sunday evenings (rather than Friday and Saturday), as a result of strong perceptions from the police and licensing trade that Sundays were by far the busier evening, with Friday being the next busiest night. Volunteers had already been consulted and were in favour of this proposal. ACTION: SB to report back on this pilot.</p> <p>Discussion took place around the Stockton International Riverside Festival (SIRF) event in August and the Tees Music event at Easter each year. STP put out teams to cover SIRF after 11pm. However, SB will speak with the music festival director Paul Burns to offer appropriate cover for future events. ACTION: SB to contact Paul Burns.</p> <p>SB has been in contact with the CCTV security centre supervisor Marc Stephenson and arranged for radio operation training to take place between council staff and volunteers. This may develop into STP teams being deployed to appropriate incidents by CCTV, and this is common practice in other ‘street angel’ projects across the UK.</p> <p>STP Activity Data is available on a monthly basis, and it was agreed this should be passed on in its raw form to the police (through AF) and the council (through JG) for the information of respective data analysts. However, it was recognised the statistical data does not present the full picture in terms of the practical help and engagement provided by STP. ACTION: SB to forward information as</p>	<p>SB (PM’s Report)</p> <p>SB (PM’s Report)</p> <p>SB (PM’s Report)</p>

	above on a monthly basis.	
9.	STP Membership – Draft Documentation	
9.1	Discussion took place around the earlier circulated draft membership document (embedded below):  2013_05 Membership.doc	
9.2	The document was accepted in full by all present, and it was agreed that SB should summarise the process and make volunteers aware of it. ACTION: SB to circulate summarised document.	SB
9.3	The membership process as agreed today will be placed on the agenda of our AGM in 2013 for ratification, and if approved then the membership process will be implemented on the 1 st April 2014 (renewable annually on that date).	
9.4	The prescribed election process for volunteers onto the STP Board will then be in place at the STP AGM in 2014.	
10.	AGM Planning	
10.1	It was agreed this would take on a similar format to 2012, with an AGM for board members immediately followed by a celebration service. Emphasis should be upon project sustainability through funding, and on the tangible benefits gained over the past 12 months – including civic recognition and the ‘added value’ expressed in volunteer-hour terms.	
10.2	The Tabernacle is a good venue for the AGM, with Thursday 24 th October 2013 being the preferred date. ACTION: SB to book venue and commence planning.	SB (agenda item)
11.	Any Other Business	
11.1	SB asked if we could consider making a £200 donation to CNI as per the agreement last year to continue to support this national project. Agreed subject to approval of the treasurer.	GK
12.	Date of Next Meeting	
12.1	<u>7pm Monday 23rd September 2013</u> St. Pauls Church Hall, Bishopton Road, Stockton-on-Tees TS19 0XA	
12.2	The following future meeting date was also agreed: 10am Tuesday 3 rd December 2013 – please could you place in your diaries.	