

# 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 16 <sup>th</sup> February 2015
<b>Meeting Time:</b>	7pm – 9.30pm
<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>Graham Knox (GK) – Treasurer</b> <b>Steve Brock (SB) – Project Manager</b> <b>Rosemarie Williams (RW)</b> <b>James Glancey (JG)</b>	<b>Sam Clark (SC)</b> <b>Jane Harmer (JH)</b>
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Para No.		Action
<b>1.</b>	<b>Welcome &amp; Opening Prayer</b>	
1.1	DR welcomed everyone to the meeting, and opened in prayer. A round of introductions was made.	
<b>2.</b>	<b>Apologies</b>	
2.1	Andy Fox (AF) – Secretary Ian Bartle (IB) David Humble (DH) – invitation as prospective Board member	
2.2	<b>Other (non-attendees)</b> Jim Wright (JW) Tony Cross (TC) – Police representative	
<b>3.</b>	<b>Chair's Update</b>	
3.1	Owing to AF's apologies, DR asked members if they would consent to SB taking minutes of the meeting – this was agreed by all present.	
3.2	DR confirmed this would be his last meeting as the Chair and as a Trustee of Stockton Town Pastors, pending his retirement from ministry later this year.	
3.3	He informed the Board that, together with SB, he had met with a potential future Board member, David Humble, but DH was unable to attend the meeting this evening owing to an urgent personal matter.	
3.4	SB reported that he had spoken with DH yesterday, and was able to confirm that DH would be willing to accept an invitation onto the	

	Board if the Trustees where to make that offer. <b>ACTION:</b> SB to inform DH that the Board wish to make that offer to him, and he is to be invited to the next Board meeting (see Item 9 below).	<b>SB</b>
3.5	JG said that, as a result of restructuring within Stockton Borough Council, his current position of Principal Projects Officer will be deleted and he is actively looking for other employment. The Board may wish to look for a new Board member representing STP's partnership working with the council. General discussion revealed that a current STP volunteer, Stuart Levin, works in the council's Democratic Services Dept, and may be appropriate. <b>ACTION:</b> SB to contact Stuart and discuss this possibility.	<b>SB</b>
3.6	DR said that JW had not replied to an earlier attempt to contact him in order to discuss JW's continued Board membership. <b>ACTION:</b> DR to make contact to confirm JW's position (he suspects that JW will step down from the Board).	<b>DR</b>
3.7	RW said that she had been at Stockton's Salvation Army Citadel for 5 years and it was very likely she and her husband, who are Majors leading that branch, will be relocated shortly. Should this be the case she will inform us and will have to stand down from the STP Board.	
3.8	DR summarised that it was likely there would be major changes to the Board over the next few months, and the next meeting should happen quickly to ensure continuity.	
3.9	In particular, it was necessary to elect an interim Chair from within the current Board membership owing to DR's departure. <b>ACTION:</b> All Board members to consider who this might be and to forward names to SB, who will progress the matter for resolution at the next Board meeting.	<b>All Members</b>
<b>4.</b>	<b>Minutes of Board Meeting 24<sup>th</sup> November 2014</b>	
4.1	<b>Accuracy</b> a) DR pointed out that the minutes circulated by the secretary were not dated, but they appeared to represent the last meeting. JH and GK, who were both at that meeting, agreed they were an accurate record. b) GK asked for an amendment to be made in the last paragraph of page 1 – the time should read 10pm (not 10am)	
4.2	The minutes were then accepted as accurate, and a copy was subsequently signed by DR.	
4.3	<b>Matters Arising</b> There were no matters arising which weren't already covered on today's agenda.	

<p><b>5</b></p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><b>Letter from Project Manager</b></p> <p>DR thanked SB for this document (embedded below), and asked him to summarise its contents.</p>  <p>2015_01_01 PM Employment.doc</p> <p>After discussion it was agreed that the proposals should be placed on the agenda of the next meeting. These are (as amended resulting from discussions within this meeting):</p> <ul style="list-style-type: none"> <li>a) <u>Board Responsibilities</u> – The fundraising and related secretarial and charitable processes should be absorbed by identified Board members, releasing the project manager from this responsibility.</li> <li>b) <u>Project Manager Employment</u> – SB reported that current STP funds would not sustain the project beyond the next few weeks (supported by the Treasurer’s report – see Item 7 below). He offered to continue to perform this role without payment, allowing an extension of the project for a short while to allow the Board to put in place an adequate funding strategy. This offer was reluctantly accepted by all present (SC abstained from the vote); and will take effect from 1<sup>st</sup> March 2015.</li> <li>c) <u>Succession Planning</u> – The Board should be active in attracting suitably skilled individuals onto the Board. Additionally, SB said that he wished to stand down from the role of project manager by the end of 2015 at the latest, and consideration should be given to a suitable replacement, their roles and responsibilities and whether it will be a salaried post.</li> <li>d) <u>Evolution of STP</u> – The constantly changing night-time economy should be considered by the Board when deciding whether the project’s ‘aims’ are reviewed.</li> </ul> <p><b>ACTION:</b> AF to place items on agenda of next meeting.</p>	<p><b>AF</b></p>
<p><b>6</b></p> <p>6.1</p> <p>6.2</p>	<p><b>Project Manager’s Report</b></p> <p>SB referred to the Project Manager’s report that had been circulated earlier (embedded below):</p>  <p>PM Report 2015_02_16.doc</p> <p>SB summarised the report, and the following matters were agreed:</p> <ul style="list-style-type: none"> <li>a) <u>Mobile Operating Base</u> – Inclusion of annual servicing for disabled step and diesel heater into contract with North East Truck &amp; Van. <b>ACTION:</b> SB to obtain cost and report back to Treasurer.</li> <li>b) <u>Future Servicing</u> – the current contract costs £102 per month, with any parts extra. <b>ACTION:</b> JG to make enquiries with Council to ascertain whether a similar contract could be</li> </ul>	<p><b>SB</b></p> <p><b>JG</b></p>

	<p>fulfilled by them.</p> <p>c) <u>Young Driver Training</u> – A Category C1 licence is required to drive the STP mobile unit. Only those passing their car test prior to 1997 have this entitlement, with others having to sit an additional series of vocational tests. Two STP volunteers (Adam Newsham and Sam Clark) are willing to undertake this training, which has been offered free of charge by a local advanced driving instructor (Ivor Thomas) using the STP vehicle. There is a cost in terms of licence applications, theory &amp; practical tests and medical examinations. Although Adam and Sam will try to meet these, the Board will consider offering financial support. <b>ACTION:</b> SB to identify all costs and report back at the next Board meeting.</p> <p>d) <u>Motor Insurance</u> – SB reported that, after consultation with DR and GK, motor insurance extending cover to under 25's (see 6.2c above) had been secured, amounting to and extra £256 to the annual premium.</p> <p>e) <u>Mobile Unit for Hire</u> – SB reported that he had been approached by Age UK who wish to carry out four community engagement exercises in Stockton town centre, Thornaby, Norton and Billingham over a two-day period in March 2015; and have asked if STP would be prepared to hire out the van, complete with driver, from which they could work. An arbitrary figure of £100 per day in the form of a donation to STP had been mooted. It was agreed to trial this as an opportunity to utilise the vehicle to draw in revenue. <b>ACTION:</b> SB to make the necessary arrangements, keep a close account of all costs, and report back to the next meeting.</p> <p>f) <u>STP Patrols in Yarm</u> – Consultation with volunteers has led to a proposal that, with effect from 8<sup>th</sup> April 2015, STP will do patrols in Yarm town centre every Friday evening, for a three month trial period. The mobile unit will be used, meaning that there will be no patrols in Stockton town centre on Fridays but these will continue on Saturday evenings. Incident log monitoring has shown that Friday evenings in Stockton are extremely quiet. It was agreed that the three month pilot should be the subject of a full review, and SB will report on progress. <b>ACTION:</b> SB to notify the police of these changes, and carry out publicity activity within the Yarm licensing trade in advance of the start date.</p>	<p><b>SB</b></p> <p><b>SB</b></p> <p><b>SB</b></p> <p><b>SB</b></p>
<p><b>7</b></p> <p>7.1</p> <p>7.2</p>	<p><b>Treasurers Report</b></p> <p>GK referred to the Treasurer's financial summary and statement documents, as circulated earlier (embedded below):</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         2015_02_16        Summary.pdf     </div> <div style="text-align: center;">         2015_02_16        Statement.pdf     </div> </div> <p>It was evident that, without increased donations or grant funding,</p>	

<p>7.3</p> <p>7.4</p>	<p>even with removal of the project manager's salary (see 5.2b above), the project was only sustainable for approximately 3 months based on past recent expenditure. There is a projected deficit of £8,600 for the financial year and this remains an urgent priority for the STP Board.</p> <p>The reduction in faith-based giving from churches was noted (although individual giving was recognised), and the Board needs to consider whether STP should continue to be projected as a 'gift from local churches to the communities of Stockton'.</p> <p><b>ACTIONS:</b></p> <ol style="list-style-type: none"> <li>1. DR to pursue the possibility of grant funding through local contacts</li> <li>2. SB to highlight the 'BT MyDonate' facility on STP publicity, encouraging those who have been helped by our volunteers to give financially.</li> </ol>	<p><b>DR</b></p> <p><b>SB</b></p>
<p><b>8</b></p> <p>8.1</p>	<p><b>Any Other Business</b></p> <p>SB suggested a social gathering – possibly including a meal – for all past present and potential future STP Board members in advance of the next scheduled meeting. This could be used as an opportunity to mark DR's retirement from the Board as Chair; and to enable others to get to know one another a little better. This was agreed by all.</p> <p><b>ACTION:</b> SB to identify possible locations and contact members etc with a set of dates.</p>	<p><b>SB</b></p>
<p><b>9</b></p> <p>9.1</p>	<p><b>Date of Next Meeting</b></p> <p><u>7pm Monday 30<sup>th</sup> March 2015</u></p> <p>Stockton Baptist Tabernacle, Stockton-on-Tees TS18 1TE</p>	