

S TOCKTON TOWN PASTORS

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



Management Board Meeting Summarised Record of Minutes

Meeting Date:	Monday 30 th March 2015
Meeting Time:	1900-2100
Location:	Stockton Baptist Tabernacle

Persons Present: (include initials)	Steve Brock (SB) – Chair Graham Knox (GK) Jane Harmer (JH) James Glancey (JG) Anthony Cross (AC) Rosemarie Williams (RW) Jane Harmer (JH) A Way Out Graham Knox (GK) Andy Fox (AF) David Humble (DH) Stuart Levin (SL) <u>Mentioned but not present</u> Ian Bartle (IB) Jim Wright (JW)
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Para No.		Action
1. & 2	Welcome & introductions	
1.1	SB took on the role of chair for this meeting only. SB introduced DH onto the board and asked for everyone present to introduce themselves. RW stated it was her last STP meeting prior to moving to Norfolk. JG stated this would also be his last meeting as after the general Election he will no longer be employed by the council. Also present was JH from A Way Out, GK (Treasurer), AF (Secretary), AC (Neighbourhood Inspector Stockton) and SL (SBC)	
2	RW formally opened with a prayer.	
3.	Apologies	
3.1	IB	
4.	Previous Minutes dated 16th February 2015	
	These were accepted as a true record and subsequently signed by the chair.	

4.1	<p><u>Matters arising:</u></p> <p>3.6 JW has tendered his resignation from STP Board</p> <p>3.9 SB will act as interim chair until new chair appointed</p> <p>6 To be covered in PM Report agenda item</p> <p>7.4 DR still pursuing possibility of grant funding through local contacts</p> <p>The 'BT My Donate' facility has been placed on the STP leaflet encouraging users of the service to donate to STP.</p>	
5 5.1	<p>Letter from Project Manager</p> <p>As a result of the letter written by SB, the feedback received now forms part of an action plan to be tabled later in the meeting</p>	
6 6.1 6.2	<p>Board Member Changes – Retirees and Additions</p> <p>RW moving to Norfolk for the last three years in the ministry</p> <p>JG is leaving SBC to be replaced by SL</p> <p>DR has resigned as Chair</p> <p>DH has formally joined the STP Board</p> <p>SL has joined the board representing SBC</p> <p>AC was welcomed to his first meeting representing Stockton Police</p> <p>SB raised the question as to whether AC and SI should become STP Trustees. AC declined saying that due to the role he could not guarantee continuity. SL agreed. This was proposed by SB and seconded by JG. The proposal was carried.</p>	
7 7.1	<p>Election of New Chair</p> <p>GK stated he was happy to continue as Treasurer</p> <p>AF stated he was happy to continue as Secretary</p> <p>SB nominated DH as the new Chair until a formal election process could take place at the AGM. This was proposed by GK and seconded by JG. This proposal was carried and DH was installed as Chair</p>	
8 8.1	<p>Strategic Action Plan – Agreement</p> <p>DH outlined the Action Plan circulated to the meeting. The main challenges are the funding of the Project Manager post and the vehicle. This has been estimated at £25K to replace and therefore we need to look at other ways of using the vehicle to possibly generate further income. DH proposed the formulation of a 3 year action plan and that the role of the Project Manager should return to a salaried role. SB stated the expansion into Yarm will commence 10th April. Discussions took place as to further use of the vehicle including a triage role to treat minor injuries and the use at other local functions/events. SB outlined the concerns which had led him to writing the letter to the board. SB asked for the role of Project Manager to be taken over by someone else by this years end. He identified the role of the Project Manager and funding were the major challenges for STP. GK agreed these were the two main focuses. SB stated he would forego his salary until a replacement was</p>	

	found. DH highlighted that at some point in the future we may need to pay for training.	
8.2	SB stated MS at the CCTV Centre will continue to provide training. AC informed the meeting that MS had moved on and SBC were currently looking for a replacement.	Action AC to verify that the training provided by Cleveland Police will remain free of charge Action SB to research and update next meeting Action SB to arrange meeting
8.3	SB stated Catalyst are offering free training for Volunteer management Boards and that we should take advantage of this training	
8.4	JG mentioned the issue of obtaining donations from users of the service. This generated a lively discussion on the issue of funding and ways in which funding could and should be obtained. SL suggested creating a generic presentation to be given to potential donors and a card to be given to users of the service encouraging a donation. DH stated there was a need for a sub-committee to be formed to look at the issue of funding. DH, SB and SL volunteered to be this sub group. It was agreed this group would meet monthly and report back to the board.	
9	AGM Planning	
9.1	SB proposed the AGM be held early July as CPR refresher training can be given to volunteers at the meeting. The AGM will be part of an overall social evening for the volunteers. A discussion then took place on the format of the AGM. The date agreed for the AGM was Mon 29 th June 2015 commencing at 7pm.	Action SB to arrange AGM
10	Treasurers Report	
10.1	GK presented his report to the meeting. The current balance in the bank is £5775.14	
11	Project Managers Report	
11.1	SB submitted his report to the meeting.	
12.	Any Other Business	
12.1	SL stated that All saints Church is looking at doing a detached youth project at Preston Park and may require the use of the STP vehicle. DH proposed a vote of thanks to all STP Board members who were leaving	
13	Date of Next Meeting	
13.1	AGM Monday 29 th June @ 7pm	