

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:	Tuesday 17 th November 2015
Meeting Time:	7pm – 8.30pm
Location:	Stockton Baptist Tabernacle, The Square, Stockton-on-Tees TS18 1TE

Persons Present: (include initials)	David Humble (Chair) DH Steve Brock (Project Manager) SB Jane Harmer JH Steve Johnson SJ Ian Bartle IB Graham Bond (Town Centre Chaplaincy Project) GB
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Para No.		Action
1. & 2	Welcome & Opening Prayer	
1.1	DH Welcomed everyone to the meeting.	
1.2	GB formally opened with prayer.	
3.	Apologies	
3.1	Tony Cross – T C Stuart Levin - SL Graham Knox - GK	
3.2	Not present – Andy Fox - AF	
4.	Previous Minutes dated 22nd September 2015	
4.1	These were accepted as a true record and subsequently signed by the Chair.	
4.2	Matters Arising:	
4.2.1	<u>Safe in Tees Valley proposal (Para 5)</u> – SB said this matter had been raised with the Redcar Beacons, Boro Angels and Hartlepool Town Pastors project steering boards and had received a negative response. All present agreed the matter should be dropped from our agenda.	
4.2.2	<u>STP Referrals and Feedback Process</u> (resulting from discussion on above matter) – The board recognised that there were currently no information-sharing protocols or feedback processes in place in respect of our referral of individuals to other agencies or organisations. This need not be a bureaucratic process but evidence	SB

	of successful outcomes would be helpful when reviewing our activities. ACTION: SB to build this into the activity data capturing process.	
5. 5.1	<p>Development Plan</p> <p>SB captured the updates from this meeting and updated the development plan accordingly – updated plan embedded below:</p>  <p>STP Development Plan 2015_11_17.doc</p>	
6. 6.1	<p>Treasurers Report</p> <p>The board made reference to the paper circulated by GK to members via email (embedded below):</p>  <p>2015_11_17 Summary.pdf</p>	
6.2	DH said that GK had indicated a desire to step down from the board as Treasurer by the end of this financial year owing to lack of personal time available to him. A shadowing role was recommended to ensure smooth transition. SB said that he had expressed the need for a new Treasurer at recent presentations to local churches and groups, but as yet no-one had stepped forward.	
6.3	SB asked that GK re-visit the stated subscriptions figure of £8 in the 'receipts' column, as SB had collected a total £249 in cash for the 2015-16 period (and there were other amounts donate via standing order and direct debit by individual volunteers). The sum may have become mixed with donations from individuals but there is a need for greater clarity as the discrepancy is likely to be picked up by volunteers. ACTION: GK to re-assess the amount received in donations.	GK
6.4	SB said that presentation of our finances in the current format did not project income from regular giving (SO & DD etc) to the end of the year. It was agreed that a projected balance would be helpful for future meetings. ACTION: GK to include this information in future finance summaries.	GK
6.5	DH said that it was his intention early in 2016 to write to all churches involved with STP to raise the issue of prayer support and the possibility of donations. After discussion it was agreed that STP volunteers already linked with churches should be used to raise the STP profile within their congregation. Additionally, JH said that she would raise the matter of STP representation at the next weekly Ministers Meeting she attended.	

<p>7.</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p>STP Clothing – Purchase Update</p> <p>SB reported that a total of 29 jackets, 32 polo shirts and 13 caps had been purchased at a total cost of £2275.93p, including design setup and embroidery work. 20 jackets have been placed into stock for general wear, with the remaining jackets shirts and caps going to individuals for agreed donations of: Jackets £30; Shirts £7 & Caps £5.</p> <p>Since taking delivery of this order, several more volunteers have expressed a wish to have clothing and a further order for 7 jackets, 4 shirts & 2 caps has been placed at a cost of £480.63p.</p> <p>In summary: Clothing purchase: £2756.56p Less: Volunteer donations: £ 807.00p External donations: £ 110.00p</p> <p>Total cost to STP: £1839.56p. All paperwork will be forwarded to the Treasurer once reconciled.</p> <p>However, Pubwatch Stockton has indicated their desire to make a donation towards the purchase and their next meeting is 3rd December 2015.</p> <p>It was agreed that, whilst shirts and caps would remain in the possession of volunteers, all jackets would be returnable to STP should the volunteer leave. Signatures are being secured upon issue. All monies received will be treated as donations and not purchases (the full cost of each item is not reflected in the conations made).</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Project Manager’s Report</p> <p>SB referred to the paper submitted earlier (embedded below):</p> <p> PM Report 2015_11_17.doc</p> <p>Matters arising from the report were:</p> <p><u>First Aid</u> – there are no automated external defibrillators (AEDs) available on the town during the night-time economy period, and the British Heart Foundation may be able to provide funding. Devices are simple to use and require minimal training. ACTION: SB to contact heart foundation to enquire about funding.</p> <p><u>STP Unit</u> – The 12v battery supply is showing signs of losing its charge, possibly down to the use of the kettle. After discussion with coordinators it was agreed to remove the kettle and rely upon hot water from local establishments who are willing to fill our catering thermos.</p>	<p>SB</p>

8.4	<u>Payment of Expenses</u> – SB said that he did not have sufficient personal cash-flow to maintain the current system of reimbursement on a monthly basis. The issue of obtaining a corporate card was discussed at the last meeting but had not been furthered. After discussion it was agreed this should be a priority. ACTION: GK to secure a corporate debit card for use when purchasing STP supplies.	GK
8.5	<u>Activity Data</u> – After discussion it was agreed this should be presented in annual year-on-year comparison format.	
8.6	<u>Awareness Training</u> – JH asked for the Child Sexual Exploitation trainer contact details to be forwarded to her for consideration by ‘A Way Out.’. ACTION: SB to do this.	SB
9. 9.1	STP 6th Birthday SB confirmed this would take place on Thursday 3 rd December 2015 at Don’s Bar, Calverts Lane, Stockton, starting at 7pm. The bar owner, Julia Cooper, a long-time supporter of STP, had offered to provide her premises and a buffet for this celebration. More than 50 individuals are likely to attend, and a cake had been arranged. ACTION: SB & DH to meet to discuss further.	SB & DH
10. 10.1	Any Other Business There were no other items.	
11. 11.1	Next Meeting The next meeting will be: <ul style="list-style-type: none"> • 7pm – 9pm on Tuesday 19th January 2016, in the coffee shop area at Stockton Baptist Tabernacle. 	