

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 22 nd November 2016
Meeting Time:	7pm – 9pm
Location:	Salvation Army Citadel, Palmerston Street, Stockton-On-Tees TS18 1NU

Persons Present: (include initials)	David Humble (Chair) DH Katharine Lam (Project Manager) KL Bernard Mugwendere (Treasurer) BM Michael Barker Salvation Army MB Steve Brock (Minute-taker) SB Stuart Levin SL Joanne Rayner JR Ian Bartle IB Sergeant Ian Brown SIB
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Para No.		Action
1. & 2	Welcome	
1.1	DH Welcomed everyone to the meeting.	
2	Conflict of Interest Declaration	
2.1	DH highlighted the 'Declaration of Interest' attached to the meeting papers and asked all present to read and note its contents	
2.2	Apologies Andy Fox, Graham Bond, Jane Harmer	
3.	Opening Prayer	
3.1	MB conducted the opening prayer	
4.	Previous Minutes dated 16th August 2016	
4.1	These were accepted as a true record.	
4.2	<u>Matters Arising:</u>	
4.2.1	<u>STP Patrols in Norton (Para 4b.3)</u> – SIB reported that there was no requirement for us to patrol in Norton – any disorder is early in the evening and youth-related. Additionally, parking for our vehicle is extremely limited.	
4.2.2	<u>Tyres for Mobile Unit (Para 10.4)</u> – SB said that 6 tyres had been purchased from Kwik-Fit; cheapest quote.	

4.2.3	<p><u>Toilet Facilities in Town Centre</u> – a discussion took place around the fact that no public toilet facilities were available after 5pm, and volunteers were reliant upon using local bars etc. ACTION: SL to contact Stockton Council to see if our volunteers could be allowed access to the facilities in either the Shambles or the Town Hall.</p>	Stuart Levin
<p>5 5.1</p>	<p>Project Manager’s Report</p> <p>KL delivered the below report (circulated in advance). Key points include:</p> <ul style="list-style-type: none"> • Down to 8 regular drivers, with KL and Martin King to undergo training • New volunteer John Cunningham is working with KL on refreshing the STP website • Media and leaflets are being refreshed, with a schedule of presentations to churches and local groups to start in the new year • Volunteer Adam Randall is now administering the STP Facebook page • There has been a reduction in the number of volunteers available for patrols – changes in the night-time economy in terms of it not being busy until 12am is a reason for this. Occasional Fridays have been cancelled owing to lack of numbers – prayer walks an alternative when this happens <p> PM Report 2016_11_22.doc</p>	
<p>6 6.1</p> <p>6.2</p> <p>6.3</p>	<p>Treasurer’s Report</p> <p>BM delivered the below report for the financial year to date (31st October 2016). The balance currently stands at £8,321. There were no comments, other than a general recognition that further funding opportunities need to be pursued.</p> <p> Finance Report Nov 2016.docx</p> <p>SL said that bag-packing at Tesco can net potentially £700 - £1,000 on Saturdays – letters to store managers at Billingham and Durham Road stores will get us onto the rota. Asda at Portrack and Thornaby also worth pursuing (no actions allocated).</p> <p>SL said that he would like to be involved in STP presentations to churches, where there are opportunities to leave the audiences with a choice of how they may support STP financially – monthly giving also to be encouraged. ACTION: KL to liaise with SL over programme of presentations to churches.</p>	Stuart Levin & Katharine Lam

<p>6.4</p> <p>6.5</p> <p>6.6</p>	<p>SB gave an overview of grant applications made since the start of the project in December 2009. £25K had been received from the Lempriere Pringle Trust via a previous trustee Peter Chapman; £750 via current trustee Andy Fox and £15,081 by SB. Additionally, SB had been responsible for raising the whole of the £22,600 secured for purchase of the mobile unit. All other income has been through individual and group donations. There is need for coordinated effort across the Board of Trustees to take responsibility for future funding applications.</p> <p>After discussion it was agreed that SB, DH, KL and BM should meet early in the new year to pursue this (IB to join the group after February 2017). ACTION: SB to arrange meeting</p> <p>SL said that he has identified Christian-based funding grants and will pursue these and report back to the Board on progress. ACTION – SL to pursue.</p>	<p>Steve Brock</p> <p>Stuart Levin</p>
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Board Trustee Roles & Responsibilities</p> <p>DH said that it was important for all trustees to comply with the roles and responsibilities as laid out in documentation provided during our Board’s training in January 2016; particularly in respect of the executive positions of Chair, Secretary & Treasurer. These documents are embedded below:</p> <div style="text-align: center;">  The Work of the Chair.pdf  The Treasurer's Role.pdf  The Secretary's Role.pdf  Trustee Liability Indemnity Insurance. </div> <div style="text-align: center;">  Trustee Roles and Responsibilities.pdf  Committee Members' Handbook-Suggested  The Fit and Proper Persons Test.pdf </div> <p>All roles and responsibilities will be absorbed into the STP charity policies with immediate effect. SB will provide a summarised document incorporating key elements within each of the above. ACTION: SB to create document.</p> <p>Additionally, regular attendance and participation is key to the Board’s effectiveness. Our constitution provides information dealing with this. ACTION: DH to review list of current trustees and secure commitment.</p>	<p>Steve Brock</p> <p>David Humble</p>
<p>8</p> <p>8.1</p>	<p>Funding Application Opportunities</p> <p>There must be an urgency around securing funding for the project, as currently we only have sufficient in the bank to take us to the end of this financial year (March 2017).</p>	

	This will be the prime responsibility of the group mentioned in 6.5 (and 6.6) above – to meet in January 2017.	
8.2	The Treasurer was requested to provide a full breakdown of all annual costs in time for the January meeting (to include payroll, vehicle, administration and supplies). ACTION: BM to prepare.	Bernard Mugwendere
8.3	SB is to bring the result of his meeting with the Catalyst bid-writing advisor to the meeting.	Steve Brock
9 9.1	AED Purchase - Update A crowdfunding webpage has been secured: www.mydonate.bt.com/events/aedstockton/362010 Purchase of the device and security box is estimated to be £2,000. To date £520 has been raised, with presentations planned at: <ul style="list-style-type: none"> • Christ Church Mission in Norton on 4th December, and • Salvation Army Carol Service at Northshore Academy on 23rd December (50% of offering to go to STP AED fund) 	
10 10.1 10.2	Cleveland Police Appropriate Adults - Update SB reported that an open evening took place at Cleveland Police HQ on 21 st November, with 20 people mainly from the local Christian community attending to find out more about volunteering. The project is being managed by Middlesbrough & Stockton MIND, and a further planning meeting has been set for 14 th December 2016.	
11 11.1 11.2 11.3	Cleveland Regional Street Angels - Update SB referred to the attached draft document, which had been drawn up by the Regional Street Angels board outlining a constitution for the group. This had been circulated to the Hartlepool, Middlesbrough, Redcar & Guisborough groups also, with a view to securing a signed agreement at their next meeting scheduled for 25 th January 2017.  Regional CNI Group_Draft Constitu Those present agreed with the contents, and DH duly signed the document on behalf of the STP Board. It was acknowledged that there were two places available on the Regional board – one would be taken by the project manager KL, with the other being open to another trustee (SB is the regional chair and, in the interests of preventing a conflict of interests, will remain independent). It was agreed that STP trustees would share this responsibility, with SL agreeing to attend the meeting on 23 th January 2017.	Stuart Levin

<p>12 12.1</p> <p>12.2</p>	<p>STP 7th Birthday Party & Police Carol Service</p> <p>KL reminded everyone about the STP birthday party arranged for 7pm on Thursday 1st December 2016 at The Don Bar, Silver Street, Stockton. The premises and buffet has once again been provided free of charge by the owner Julie Cooper.</p> <p>DH said that the Cleveland Police carol service will take place at Stockton Tabernacle, starting 7pm on Tuesday 13th December 2016. He has been invited to do a reading as STP representative.</p>	
<p>13 13.1</p>	<p>Any Other Business</p> <p>The Chair reminded the Board of the following carol services:</p> <ul style="list-style-type: none"> • Cleveland Police, Stockton Tabernacle, 7pm on Tuesday 13th December • Salvation Army, Northshore Academy, 7pm on Friday 23rd December 	
<p>14 13.1</p>	<p>Date of Next Meeting</p> <p>7pm Tuesday 7th February 2017 Salvation Army Citadel, Palmerston Street, Stockton-On-Tees TS18 1NU</p>	