

Sanctus St Marks



Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Tuesday 12th December 2017

Present: Richard Priestley (RP) Chair
Rev Sally Smith (SS) Vice Chair and Managing Director
John Farrar (JF) Treasurer
Sue Mountford (SM)
Rev Phillip Jones (PJ)

17.50 Welcome and Apologies

17.50.1 SS opened in prayer.

RP welcomed everyone to the meeting and particularly to PJ as a new Director of the Board.

17.50.2 Apologies were received from Jayne Knapper, Danny Flynn and Pete Bate.

17.51 Minutes of the Board meeting held on 2nd October 2017

The minutes were **agreed** and duly signed.

17.52 Matters arising

17.52.1 Minutes 17.47.1.1 It was **noted** that the Insurance Policy is due for renewal in January 2018 and not in December 2017 as stated.

17.53 Declaration of Interests

17.53.1 There were no declarations of interests to note.

17.53.2 PJ signed his declaration of interests form.

17.54 Funding support for the Strategic Plan

17.54.1 RP informed the Board that the funding applications to Esme Fairbairn and Paul Hamlyn Foundations had both been rejected as they didn't meet the funders objectives; the application to the Big Lottery was still outstanding.



Once the outcome of this is known the viability of the Strategic Plan will be considered further as this was based on the premise of receiving significant funding support.

17.54.2 This discussion is excluded from publication on the grounds of confidentiality.

17.54.3 It was **agreed** that because of the current situation it could put the viability of the Strategic Plan and the Business Plan as they stood, in doubt. Once the final outcome was known they would be revisited as soon as possible.

17.55 **Charitable Status as a Charitable Incorporated Organisation – CIO**

17.55.1 **RP** and **SS** had met with Zoe Hollingsworth (**ZH**) to discuss the issues of charitable status given that Sanctus is a cic. **ZH** has experience of fundraising and charity work and signposted **RP** and **SS** to the government document CC22a on how to choose a charity structure, which resulted in the paper that had been circulated.

17.55.2 **RP** explained that in setting up a Sanctus CIO as an incorporated charity the Trustees would not be personally liable for its actions. The cic would continue to be the trading arm helping to fund the CIO and therefore working side by side; two separate sets of accounts and reports would be produced. A Constitution would have to be drawn up which could be drawn from the Articles of Association of the cic and the model given in the government document. The trustees could be the same for both organizations.

17.55.3 **RP/ZH** would plan to draw up a constitution and have a proposal for consideration the next Board meeting in March 2018. This would then be sent to the Charity Commission for their review.

ACTION: RP/ZH

17.55.4 **RP** proposed that a CIO charity is set up for Sanctus on the above basis and that **ZH** be invited to be a member of the Board and be recognised as the Board's charity adviser. The Board **agreed** to both proposals.

ACTION: RP

17.56 **Treasurers Report**

17.56.1 **JF** circulated a draft set of accounts which were **noted** and reported that there is £7k cash at the bank.

Grant Summary

17.56.2 Discussion was held concerning the £2583 overspend of the grant from Seedbed for Jayne Knapper's role. £5K had originally been awarded from Seedbed to set up the Drop-in at Longton and was to be paid quarterly, but unfortunately this was agreed by word of mouth with no confirmation in writing. **JF** and **SS** agreed to discuss with Seedbed the outstanding payment and to bring to a conclusion.

ACTION: JF/SS

17.56.3 Seedbed were also funding a Family worker which Kate Marshall had been employed to carry out. She had now left Sanctus but the funding should continue until August 2018. **JF** said he would check to ensure the money was going into the right account.

- ACTION: JF**
- 17.56.4** This discussion is excluded from publication on the grounds of confidentiality.
- Budget for 2018**
- 17.56.5** The draft budget for 2018 showed a deficit. Consideration needs to be made about an income generation strategy. It was **noted** that if Sanctus acquired a charitable arm that there could be some income relief from Council tax and there could be revenue from Gift-Aid etc.
- 17.56.6** **RP** asked that the figure predicted for May 2018 was reflected as a normal month and adjusted accordingly.
- 17.56.7** **RP** asked for the financial year for the accounts to be January to December and for the next presentation of the draft budget to be a 14-month period to bring the accounts in line with the January to December timeframe.
- ACTION: JF**
- Financial Issues**
- 17.56.8** **RP** reported positive progress with various financial issues and was very grateful to **JF** and **Roy Smith** for signposting **Mel** at the YMCA to take over from **RS** on a permanent basis as from January 2018. **RP** expressed his grateful thanks to the YMCA for all their help with the above and for providing the capacity to include the financial accounting for Sanctus on their SAGE system. This would now provide a more accurate set of accounts.
- 17.56.9** **RP** expressed his thanks to everyone for all their hard work.
- 17.57 Communications Strategy**
- 17.57.1** The communications strategy is set out as Sanctus St Marks as distinct from the Church. The strategy is to be copied to Sue Bramall (**SB**) to be included on the website.
- ACTION: SM**
- 17.57.2** **SS** was asked to find the best way in 2018 to give real effect to Bishop Michael's influence as the Patron of Sanctus.
- ACTION: SS**
- 17.57.3** **RP** asked for all Sanctus communication and publicity to show the logo and banner which had been produced by **SB** wherever possible.
- ACTION: ALL**
- 17.57.4** **RP** encouraged all Board members to look at the Sanctus website which contained all relevant documents and policies for volunteers. It also contained a brief section about Board members backgrounds.
- ACTION: ALL**
- 17.58 Managing Directors' Report**
- 17.58.1** The MD'S report was **noted** and **SS** was asked in her next report if she could estimate how many beneficiaries had been given the right to remain and who Sanctus have supported.
- ACTION: SS**

17.58.2 Based on Gareth Snell's involvement at Shelton, it was **agreed** that Jack Brereton MP should be invited to the Longton Drop-In for information sharing purposes.

ACTION: JK

17.58.3 **SS** reported she is being supported by Staffs University in applying to the Heritage Lottery for St Marks.

17.59 **General Data Protection Regulations**

17.59.1 **JF** said these new regulations which are being brought into effect from April 2018 are a very current topic of concern.

17.59.2 In his letter to **ZH** inviting her to join the Board, **RP** would ask her to consider these new regulations and how they would affect Sanctus.

ACTION: RP

17.60 **Any other Business**

17.60.1 **Untoward incident policy and reporting form**

Board members **agreed** the proposed policy and form for dealing with untoward incidents for implementation. Copies would be sent to **SB** to be included on the website.

ACTION: SM

17.60.2 A Complaints Policy was due to be drafted for consideration by the Board by Deana.

ACTION: SS/DK

17.60.3 This discussion is excluded from publication on the grounds of confidentiality.

17.60.4 In the light of this incident, the Accommodation Rules of beneficiaries being in a Sanctus property would be reviewed to be more comprehensive and to incorporate issues of unacceptable behavior as identified in paragraph 2 of the policy agreed above.

ACTION: SS

17.61 **Date and time of the next meeting**

Tuesday 13th March 2018 at 1:30pm at St Marks Church Shelton.