

# Sanctus St Marks



## Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Monday 8<sup>th</sup> October 2018

**Present:** Richard Priestley (RP) Chair  
Revd Sally Smith (SS) Managing Director  
John Farrar (JF) Treasurer  
Sue Mountford (SM) Board Secretary  
Jayne Knapper (JK)  
Revd Phillip Jones (PJ)  
Zoë Hollingsworth (ZH)

### 18.31 Welcome and Apologies

18.31.1 RP welcomed everyone to the meeting and SS opened in prayer.

18.31.2 Apologies for absence were received from Danny Flynn (DF).

### 18.32 Minutes of the Board meeting held on 9<sup>th</sup> July 2018

With the correction of the numbering, the minutes were **agreed** and duly signed as a correct record.

### 18.33 Declaration of Interests

18.33.1 There were no declarations of interests.

### 18.34 Matters arising

#### 18.34.1 Minute 18.25.2- Sanctus status as CIO

As no reply had been received from the Charity Commission RP had contacted them via their website, as there was no-one to speak with directly. He was concerned by their response which said they needed more information, which he had not been informed of. The Board awaits further advice.



**18.34.2 Minute 18.25.3 – Cloud based sharing**

**ZH** reported it was only possible to consider this when Sanctus became a Charity because as a C.I.C. it would have to be purchased, which would be too expensive.

**18.35 Managing Director's Report**

- 18.35.1** The Board were very sorry to hear of the death of Avan Najmadeen, who had been tragically killed in her home. It was **agreed**:
- i. to follow up any issues concerning the funeral etc,
  - ii. to follow up with Social Services to make them aware that Avan had received support from Sanctus and that we would be willing to try to provide assistance and help as necessary for the children,
  - iii. to assess issues around befriending and lone working.

**ACTION: SS / JK**

**18.35.2 Asylum Reporting**

**SS** referred to the report on the impact on asylum seekers of the closure of the reporting centre in Stoke-on-Trent and its being moving to Salford. She said Sanctus would be unable to support beneficiaries with travel costs and would be referring them to the Home Office for support. The Board strongly supported action in trying to keep local facilities and asked to be kept informed as this change greatly affected beneficiaries.

**ACTION: SS**

**18.35.3 Funding**

**RP** asked **SS** to include reference in her reports to all funding applications and the progress being made.

**ACTION: SS**

**SS** reported that the current funding applications were:

- i. £25,000 to the Transformation and Growth Fund; this application is being prepared and requires some information from **JF**.
- ii. £30,000 to Building a Stronger Britain. The application has been submitted.
- iii. £1,500 to the Community Fund; no formal application had to be submitted for this and any money received would be spent on small grants for families.

**18.35.4** Individual support is being received to support families.

**18.35.5** Sanctus beneficiaries are supporting each with the asylum process.

**18.35.6 Insurance**

Discussion was held about the insurance for Sanctus. Rather than automatically renewing the current policy **RP** said it would be prudent to obtain further quotes and questioned whether insurance for libel and slander needed to be included for £100,000. It was **agreed** that:

- i. **Roy** be asked to send a copy of the current policy to **RP**.

**ACTION: SS/Roy**

- ii. **RP** to approach a further Insurance Broker for a quotation.

**ACTION: RP**

**18.35.6      Organisational Chart**

**18.35.6.1**      An advert for a volunteer to take on the role of Co-ordinator had been displayed internally but with no response. At both drop-ins it was felt the various teams of volunteers were working well supported by **SS/JK**.

**18.35.6.2**      Discussion was held on the role of a Voluntary Services Co-ordinator as an adjunct to the paper presented by **SS** and **JK**. **ZH** observed that it might be helpful for **SS** to focus on the role of Managing Director and for someone else to take on the drop-in co-ordinator at Shelton. It was **agreed:**

- i. To put on hold seeking a volunteer “Voluntary Services Co-ordinator” while funding is being sought to permit a paid post for say 2 years.
- ii. To progress the application for funding.
- iii. To ensure confirmation of a clear job title, job description, accountability for such a post with an administrative element of duties within this role.
- iv. To seek to identify someone to take on the volunteer role of a Drop-in co-ordinator based at Shelton.

**ACTION: SS/JK**

- v. To keep this item on the agenda for the next meeting.

**ACTION: RP/SM**

**18.35.7      Minute 18.25.3.2**

The future disposition / disposal of the information held at Wood Terrace is ongoing for conclusion.

**ACTION: SS/JK**

**18.36      Finance**

**18.36.1      Treasurer’s Report**

The finance sub-group had met on 17<sup>th</sup> September, and the outcome from this was the positive and informative Finance paper which **JF** circulated and which was warmly welcomed.

**18.36.1.1**      The Income reflected £13,684 from Lichfield Diocese. **SM** would confirm from the previous minutes exactly what the Bishop proposed at his meeting with **RP**.

**ACTION: SM**

**18.36.1.2**      On the accounts overview (page 1) **RP** requested that on future reports that Grants include the individual names and amounts, and travel costs should be divided as between beneficiaries and volunteers.

**ACTION: JF**

**18.36.1.3**      In the text on “support” (page 3) **RP** requested a paragraph to be included to show what the term “support” includes.

**ACTION: JF**

**18.36.1.4**      A budget plan for 2019 and the associated financial plan would be discussed at the Board away day.

**18.36.2      Annual Accounts**

**18.36.1**      **JF** reported on the process and delay of completing the annual accounts for 2016/ 2017 both from the view of Glenn Parkes, the accountant who completed them on a pro-bono basis, for which Sanctus is grateful, and also from Companies House who had scrutinized them.

**18.36.2**      Concerns were raised as to the length of time it had taken for the year end accounts to be determined and about some significant changes with the comparative costs for 2016 and 2017. It was **agreed** that:

- i. The draft year end accounts should be available to the Board within 6 months of the end of the accounting period.
- ii. The draft accounts should be discussed by the Board before being submitted to Companies House.
- iii. The Directors were advised of their responsibilities individually and corporately.
- iv. The problems above should not be repeated because of the potential impact on the reputation of Sanctus.

**ACTION: JF**

**18.37      Review of housing and accommodation**

**18.37.1**      The paper provided an overview of the current accommodation available to beneficiaries in which Sanctus had varying degrees of responsibility. To help the Board to have a clear understanding of the varying issues **RP** requested that the paper be expanded as per minute 18.27.6 to include:

- i. Summary details of who resides in all properties
- ii. The timescale of the occupancy
- iii. The purpose of the houses
- iv. How beneficiaries access the houses.
- v. The responsibilities of Sanctus for these properties

**ACTION: SS/JK**

**18.37.2**      **SS** has a meeting planned with Dave Smith from Boaz Trust who she will ask for advice on the above and would assess at the meeting if it would help with Board discussions to invite Dave Smith to the Board Away day for discussions relevant to housing services.

**18.38      Board away Day**

**18.38.1**      The away day will enable the Board to discuss, review and agree key issues and plans for Sanctus for 2019; time will be given to identify a budget and business plan.

**18.38.2**      The **agreed** date is **Friday 7<sup>th</sup> December 2018 9.30am – 3.00pm.**  
Venue to be confirmed – **ACTION: ZH**

**18.38.3**      **RP agreed** to prepare a draft agenda for members to consider and review.  
**ACTION: RP**

**18.39      Any other business**

**18.39.1**      **DF** had sent his apologies for absence from the meeting explaining his commitments which had precluded his attendance for the last few Board meetings. It was **agreed** to thank DF for his commitments as a Sanctus

Board Director, to release him from these responsibilities and to ask him to carry out the role of an ambassador for Sanctus.

**ACTION: RP**

- 18.39.2.** Board members were asked to consider any skills gap on the Board, to identify for consideration anyone who might fill the gap and to consider the appointment of a Vice-Chair. It was **agreed** that these issues will be included on the next Board agenda.

**ACTION: ALL**

**18.40**      **Date and time of next Board meeting**

**Monday 14<sup>th</sup> January 2019 at 1:30pm at St Marks Church, Shelton.**