

Sanctus St Marks



Sanctus cic Board Meeting Minutes of the meeting held on Thursday 24th October 2019

Present: Sarah Vernon (SV) Acting Chair
Revd Sally Smith (SS) Managing Director
Sue Mountford (SM) Board Secretary
Lisetta Lovett (LL)
Faith Claringbull (FC) Observer

1 Welcome and Apologies

- 1.1** SV welcomed all members to the meeting and to the start of a new and exciting journey.
- 1.2** Apologies were received from John Farrar.

2 Minutes of the Board meeting held on 23rd September 2019

The minutes of the meeting held on 23rd September 2019 were agreed and duly signed as a correct record.

3 Declarations of Interests

There were no declarations of interests.

4 Matters arising

- 4.1 Minute 19.42.1** SV reported that she now had the Insurance Policy in hand and was obtaining suitable quotes for the policy which was due for renewal 15th January 2020.
- 4.2 Minute 19.42.3** SV has been in communication with Archdeacon Matthew Parker (MP), a formal letter of application is required to be sent to MP along with the minutes which recorded the Board's agreement to join MCT; the signed accounts; and the reference which JF gave regarding Sanctus as a CIC. SV is happy for other Board members to join her when she meets with MP.
ACTION: SV
- 4.3 Minute 19.43.1.5** A date is to be agreed between SV/SS/FC to look at funding for FC's role post December 2020.
ACTION: SV/SS/FC
- 4.4 Minute 19.43.3.1** After checking the budget, JF has agreed the funding for English teaching resources.
ACTION FC
- 4.5 Minute 19.43.3.2** FC is to enquire further about having Wi-Fi at St Marks and to obtain costings.
ACTION: FC

- 4.6 Minute 19.43.3.3** **FC** had contacted the Rector to raise safety concerns at St Marks. The Church Warden was looking into changes to door openings for them to be accessible as fire exits. Discussion was held as to who covered the costings. **SS** asked to be copied into correspondence/conversations **FC** has with the Church Warden. A risk assessment was carried out at St Marks two years ago, **SV** requested that this is updated to assess the current risks and the actions being taken to remove or mitigate the risks identified. A fire marshal is to be identified when Sanctus uses St Marks building on Wednesdays.
ACTION: SS/FC
SS to forward the rental agreement between St Marks and Sanctus to **SV** in order to understand what has been agreed in terms of the Churches and Sanctus' responsibilities as landlord and tenant.
ACTION: SS
- 4.7 Minute 19.43.4** **FC** is looking at updating the Safeguarding Policy and writing a Lone Working Policy, assisted by **LL**. It was agreed to submit a draft of each to the next Board meeting.
ACTION: FC/LL
- 5 Operational Updates.**
SV explained that a written report to the Board from **SS/JF and FC** will be required on a quarterly basis. At the additional monthly meetings any updates or matters of concern can be done verbally.
- 5.1** A successful Sanctus 5th birthday party celebration was held on Saturday 19th October. There was good feedback from Bishop Michael, volunteers and beneficiaries. **FC** has collated the comments which were written on post-it notes into a document, it was agreed to be circulated to Board members, volunteers, website, newsletters, MPs and to be used in funding applications.
ACTION: FC
- 5.2** The heating was not switched on when St Marks was opened for Sanctus on Wednesday this week, lots of people said how cold the building was. Lynne, the Church Warden and a Sanctus volunteer, had advised **FC** that it cannot be switched on due to cost. **SS** clarified that our rental agreement states that we can have the heating on for Sanctus during winter. **SS** will switch this on before Sanctus starts each week so that there is time for the building to warm up.
- 6 Understanding Sanctus Part 1**
- 6.1 Mission and Values**
Discussion took place on the mission and values of Sanctus which will be part of further discussions at a future Board away day.
- 7 Any other business**
There was no other business
- 8 Date and time of meetings**
Thursday 5th December 2019 10am
Thursday 9th January 2020 10am
Thursday 6th February 2020 10am
All meetings to be held at the Rectory, Harding Road, Shelton.