

Sanctus cic Board Meeting

Minutes of the meeting held at St. Marks Church on Monday 23rd January 2017

Present: Richard Priestley (RP) Chair
Revd Sally Smith (SS) Vice Chair and Managing Director
John Farrar (JF) Treasurer and Company Secretary
Jayne Knapper (JK)
Revd. Philip Swan (PS)

In attendance Sue Mountford (SM) Minutes Secretary

17.1 Welcome and apologies

17.1.1 SS opened in prayer.

17.1.2 RP welcomed **JK** as a Director and as a representative of the Volunteers and to liaise between both groups. **JK** and **PS** paid £1 as required by the Articles of Association.

He also welcomed and thanked **SM** for kindly agreeing to minute the meeting as Lynne Frawley had resigned from the Board due to relocating to Ireland. Thanks were expressed to Lynne.

17.1.3 Apologies were received from **Danny Flynn (DF)**.

17.2 Minutes of the Board meeting held on 24th October 2016

17.2.1 RP explained the numbering of the minutes, e.g. 16.1, 16 related to the year, .1 related to the minute number.

17.2.2 The minutes were **agreed** as an accurate record.

17.3 Matters arising not otherwise on the agenda

17.3.1 There were no matters arising.

17.4 Declaration of interests

17.4.1 SS had submitted a written declaration of interest for the house at 6, Wood Terrace Shelton which is being used for clients of Sanctus and which was formally **noted**.

17.4.2 Members declared any interests that they were associated with as follows.

SS -Vicar of St Marks; Board member of YMCA.

JF- Finance Director of YMCA.

JK- Social Worker at Stoke-on-Trent City Council; funded by Seedbed to coordinate and develop Longton drop-in; volunteer with Sanctus; member of Potters Church.

PS- Director of World Mission; Cross Cultural Mission Enabler for Stoke North Deanery.

RP- Nil

DF- CEO of YMCA

17.4.3 Discussion was held concerning the relationship between Sanctus St Marks and the diocese and it was **noted** from **RP's** paper that the Board of Sanctus has a formal legal responsibility as a Community Interest Company (cic). It was **agreed** that **SS and PS** in conjunction with **MP** would pursue further with the diocese the involvement of St Marks with Sanctus and to consider the relationship between Sanctus, St Marks and the Hanley Team ministry. **ACTION SS/PS/MP**

17.5 Reports

17.5.1 Managing Director's Report

Housing

It was **noted** that there will be an additional house to be included on the property list. It was **agreed** on the property list to include a column to show the date the house is to be returned to the landlord. Further discussion on property issues was deferred to item 6 on the agenda.

Publicity

Sanctus currently has positive relationships with the media and finance is being received as a result.

SS was thanked for her helpful report which gave a good sight of Sanctus. It was **agreed** in future reports to include the details of different agencies Sanctus that is involved with and also to include a summary of insurances. **ACTION SS**

17.5.2 Treasurer's Report

JF had no concerns with how the finances are progressing and it was **agreed** that developing a quarterly financial plan would be very helpful. As Sanctus grows and develops consideration would need to be made about changes to staffing levels.

It was **noted** that the financial year is now 1st January to 31st December each year; and there needed to be consideration into how much profit is made at the end of a financial year as there might be tax implications as a cic.

The final surpluses to 31st December 2016 are as follows:

31st October 2016	Income	£74,636	
	Expenditure	£61,863	
			Surplus £12,772
31 December 2015	Income	£13,500	
	Expenditure	£12,269	
			Surplus £1,231

Total surplus for the 14 month period to 31st December 2016 is £14,003.

17.6 Property portfolio of Sanctus

17.6.1 Deana is to be asked to circulate a second version of the property list to include the additional house donated by Patrick and the three houses from a generous donation for personal support of refugees by Robin Gray; to include details of rental and arrangement costs; terms of agreement; date when the property is due

to be handed back to the landlord, and to remove the column headed Current Guests. **ACTION SS**

17.6.2 The legal agreement between the landlord and the guests is to be reviewed with the help of a 'friendly' lawyer. **ACTION SS**

17.7 Policies and Procedures

17.7.1 Extant Sanctus policies

Board members were asked to consider and give their validation / agreement to the extant policies:

1. Date Protection. **Agreed.**
2. Mandatory training disclaimer. To remove the word disclaimer. **To be reviewed and consolidated under a comprehensive handbook re Volunteers.**
3. Equality, diversity and inclusion. **Agreed.**
4. Safeguarding. **Agreed** to change the date of the year to 2017.
SS expressed reservation on the wording of accountability and responsibility which would be further considered. **ACTION SS**
5. Befriender Handbook. **Agreed to be actioned as in 2 above.**
6. Confidentiality. **Agreed.**
7. Volunteer Policy. **Agreed to be reviewed and actioned as in 2 above.**
8. Volunteer Agreement **Agreed to be reviewed and actioned as in 2 above.**
9. Information. **Dealt with as in 1 above**
10. Health and Safety. **Agreed.**
11. Accommodation house rules. **Agreed with future discussion as to budget for heating costs.**

Deana was thanked for all her hard work invested in these policies and would be asked to review and consolidate the above policies relating to volunteers.

ACTION RP

17.7.2 Financial policy

JF had met with **LS** to discuss the procedures and the policy. It was **agreed** to support implementation of the policy subject to the following changes:

1. Under 2.3.2 to delete the word "Absolute" re cash payments
2. Under 2.3.3 to read – "calculations re net pay, PAYE etc" are outsourced to the Lichfield Diocese to be carried out on behalf of Sanctus.
3. Under 2.3.4 to remove the paragraphs re procedures for the use of business cards as this is not required.
- 4.. under 2.3.4 The Board agreed that there could be separate petty cash floats for the office, the drop in at St Marks and the drop in at Longton.
5. **JF** would then discuss this further with **LS** and circulate a revised version to all Board members accordingly. **ACTION JF**

17.7.3 Development of new policies

The Board **agreed** to develop a further range of key policies as and when needed in e.g. media services, housing, employment and HR factors **ACTION RP**

17.7.4 Governance

The Board **supported** the document and its concepts as good advice and a framework to help Sanctus to move forward. **ACTION ALL MEMBERS**

17.8 Development of a Business plan and Strategic Development plan for Sanctus cic

17.8.1 It was **noted** that the first draft of the commissioned longer term Strategic Development Plan to develop Sanctus over a number of years had been received from **Nicci Dickens** which would require further discussions with **ND; RP** and **SS** have a meeting planned with **ND** on 2nd February 2017 for this purpose and to ensure that a formal document is available for Board members shortly. **ACTION RP / SS**

17.8.2. RP was aware that from the Board's discussions more support would be needed to develop a number of services to support clients over the next 18 months. He circulated an outline proposal for a short term, succinct business plan for the period March 2017 to December 2018 to be based on SMART principles. This should include appropriate plans /proposals from the **ND** report referred to above and other ideas arising more locally.
Both the above proposals were **agreed** for action. **ACTION RP.**

17.9 Any other business

17.9.1 SS circulated a leaflet on the vision and values of Sanctus from the recent away day.

17.9.2 PS was using a book called Journey through the Bible for migrants at the Bible Study he leads.

17.9.3 Further discussion was held on the diocesan involvement with Sanctus at Board level. It was **agreed** that

1. **RP** would make an initial phone call to the Diocesan legal advisor; see **minute 17.4.3** above. **ACTION RP**

2. **SS** and **PS** would determine who was the right person to approach at the diocese. **ACTION SS / PS**

17.9.4 It was **agreed** to seek the views and ideas of volunteers to the Business Plan. **JK** will liaise between the volunteers and the Board and informed the Board of forthcoming volunteer evenings which they are welcome to attend. **ACTION JK**

17.9.5 A further Board member is required to replace Lynne Frawley as Secretary to the Board. **ACTION SS**

17.10 Date of next meeting . It was **agreed** that the next Board meeting should be held at 200pm on Monday 6 March 2017 at St. Marks Church as a single subject meeting to discuss action re minute 17.8 above, i.e. the ND report and the Business plan. **ACTION ALL**