

Sanctus St Marks



Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Monday 9th July 2018

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

18.22 Welcome and Apologies

18.22.1 RP welcomed everyone to the meeting.

18.22.2 Apologies for absence were received from Danny Flynn (DF) and Phillip Jones (PJ)

18.23 Minutes of the Board meeting held on 5th June 2018

The minutes were **agreed** and duly signed as a correct record.

18.24 Declaration of Interests

18.24.1 There were no declarations of interests.

18.25 Matters arising

18.25.1 Minute 18.3.5 - Sanctus and GDPR

ZH reported that the main issue to report was to understand where the Sanctus data is stored.

18.25.2 Minute 18.5.4 - Sanctus status as CIO

RP reported that he had circulated the acknowledgement from the Charity Commission of the application for charity status for Sanctus. The next stage should be known by the beginning of August 2018.



18.25.3 Minute 18.7.3 – Cloud based sharing

ZH was thanked for the helpful paper that she had circulated, which policy if implemented, would enable all Board members and Sanctus volunteers to access information on-line that was relevant to them. Discussion was held as to the option to move Sanctus information via this process. Board members supported the paper, and the issue was raised as to the project management necessary and the priority for Sanctus to implement this.

It was **agreed** that;

1. That a briefing paper should be presented on the process and timeframe necessary to put Sanctus information on to the Cloud.

ACTION – ZH

2. All the information that is held at 6 Wood Terrace should be examined to see what is held and a briefing paper with the recommendations on what should be kept and what should be destroyed would be presented

ACTION – SS, JK.

18.25.4 Minute 18.7.2.1 - Application to Building a Stronger Britain Together

The outcome of this funding application for £30K over 2 years to provide a comprehensive volunteer service should be known by the end of July 2018.

18.25 Managing Director's Report

18.25.1 In addition to presenting her report, **SS** added that the decrease in beneficiary numbers at Longton might be because new people were not being dispersed into the area. She said that there was a good atmosphere at St Marks with the drop-in continuing to be busy.

18.25.2 It was **agreed** that when the recruitment for volunteer coordinator positions begins in September 2018 that the policy of a formal appointment process should be adopted by means of a role / job description; internal advertisement of the positions; applicants writing a brief CV; and an interview involving 2 interviewers being undertaken in all such cases at Coordinator level. It was felt that the position of Volunteer Finance Support should be advertised now using the above process.

ACTION – SS

It was **agreed** that in order to gain an understanding of volunteer requirements the following pieces of work should be undertaken:

1. As a matter of urgency an organizational chart proposed for Volunteer services including Coordinator posts should be drafted and then emailed to **RP** by the end of July for subsequent consideration by the Board.

ACTION – SS/JK

2. A role description should be written for the Finance Support worker.

ACTION – SS/JK

3. A generic role description for volunteers should be available by September, in order for all concerned to understand what was expected of them.

ACTION – SS/JK

- 18.25.3** A donation of £5K had been gratefully received from the Institute of Our Lady which had been used to purchase a replacement van.
- 18.25.4** **RP** asked why the insurance covered libel and slander and it was **agreed** that that when the insurance was due for renewal that alternative quotes from other providers should be obtained.
ACTION – RP / SS
- 18.26** **Treasurer's Report**
- 18.26.1** **JF** explained that the deficit of £15,790 on the accounts to October 2017 was due to grant money being spent in 2017 which had been accounted for in 2016.
- 18.26.2** It was **agreed** that;
1. further information of the main heads of expenditure which had contributed to the deficit should be circulated to Board members
ACTION – JF
 2. a balance sheet should be included with the accounts to show the cash at the bank.
ACTION – JF
 3. The proposal to have a financial plan was strongly supported.
 4. It was further **agreed** to establish a finance sub-group of the Board to work with **JF** to draw this up and to monitor expenditure. **RP, ZH, SS** volunteered to be part of this group; **JF** would convene a meeting as soon as possible.
ACTION – JF, RP, ZH, SS
- 18.27** **Operational developments**
- 18.27.1** **1. Open meeting 12th July**
All volunteers had been given a leaflet inviting them to attend the volunteer evening on Thursday 12th July at 7pm – 9pm at the YMCA Sky Room. **RP, SS, JK, and SM** were able to attend. It was **agreed** that Board members would introduce themselves and inform / discuss/ review / obtain feedback etc on the following topics with regard to the current position of Sanctus as follows:
RP - to chair the meeting / CIO application/ recent issues
SS - developments/ changes/ grants/ new opportunities/ housing
JK - current needs/ volunteer positions/ break out sessions.
SM – communications/ recruitment process/.
- 18.27.2** **2. Communications**
This programme of developments included: enlarging the use of the website; Cloud based sharing; Notice Board; Volunteer Posts; Volunteer evenings; House-style; Newsletters; Collection of data; Volunteer speakers; Time-plan of events.
- 18.27.3** **3. Board away day**
It was agreed to postpone this event until October/November to give more time to the current work requirements and allow a focus on the totality of changes, plans etc and actions re priorities.
- 18.27.4** **4. Internal organizational review of Volunteer provided services**

- This was discussed and agreed under **minute 18.25.2**
- 18.27.5 5. Volunteer Recruitment**
This was discussed and agreed under **minute 18.25.2**
- 18.27.6 6. Housing and Accommodation Policy**
Further to the housing item in **SS** report - **minute 18.25**, discussion was held on the requirements of housing for beneficiaries. A series of changes had recently taken place which needed to be included within a revised Housing policy.
It was **agreed**:
1. to confirm in writing all discussions with house owners.
ACTION: SS
 2. A statement should be drafted outlining the position as at July 2018 showing:
 - List of houses including addresses;
 - How many people lived in each house and how long they had been there;
 - Who owned the property (gifted, loaned, leased and on what basis).
 - What the houses are to be used for e.g. destitute people etc, rental basis or other use / criteria for occupation,
 - timeframes for occupation / usage
 - Management / decision arrangements within Sanctus re use of housing
 - Any financial liabilities / rates issues / income for Sanctus.
- ACTION: 1. SS** to draft the policy and then **RP** to review with **SS**
ACTION – SS/RP
2. This policy review would then be discussed at the next Board meeting.
ACTION- RP/SM
 3. **RP** asked that in conjunction with action in minute **18.25.2** that consideration should be given as to the potential appointment of a Volunteer Housing services Coordinator / Administrator.
ACTION – SS/ JK
- 18.28 Any other business**
- 18.28.1** It was **agreed** that the priorities for Sanctus over the coming months included:
- Maintaining the 2 drop-in centres
 - Housing services
 - Finance/ Financial Plan
 - Funding applications
 - Communications
 - Volunteer services and their organization
 - Cloud based sharing of information
 - Board housekeeping / capacity
 - Relationship Sanctus / St Marks

- Implications of CIO status
- Future strategy for 2019

These items would form part of the discussions at the Away day – see minute **18.27.3** above, by which time a number of the issues should have progressed. Any further suggestions for inclusion should be emailed to **SM**.

ACTION- ALL

18.29 **Date and time of next Board meeting**
Monday 8th October 2018 at 1:30pm at St Marks Church, Shelton.