

Sanctus St Marks



Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Monday 1st April 2019

Present: Richard Priestley (RP) Chair
Revd Sally Smith (SS) Managing Director
John Farrar (JF) Treasurer
Sue Mountford (SM) Board Secretary
Phillip Jones (PJ)
Archdeacon Matthew Parker (MP)
Lisetta Lovett (LL) Observer
Sarah Vernon (SV) Observer

19.11 Welcome and Apologies

- 19.11.1** RP welcomed everyone to the meeting and in particular to Archdeacon Matthew Parker and to Lisetta Lovett (LL) and Sarah Vernon (SV) who were attending as observers with a view to becoming Board members.
- 19.11.2** Apologies for absence were received from Jayne Knapper (**JK**)

19.12 Minutes of the Board meeting held on 14th January 2019

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

19.13 Declaration of Interests

- 19.13.1** There were no declarations of interests.

19.14 Matters arising

- 19.14.1** **Minute 19.5.3 Sanctus Insurance Policy** It was **noted** that the Insurance Policy was due for renewal in January 2020 and it was **agreed** that **SM** would circulate relevant information from the policy to Board members for consideration at the next Board meeting.
- ACTION: SM/ ALL**



Sanctus St Mark's

Supporting asylum seekers and refugees in Stoke-on-Trent

"For I was hungry and you gave me food, for I was thirsty and you gave me drink, I was a stranger and you welcomed me".

Matthew 25:35

www.sanctusstmarks.co.uk

- 19.14.2** **Minute 19.6.2 Volunteer Services Coordinator.** Faith Claringbull had been appointed to this post and commenced her appointment in early March 2019. It was **agreed** that Faith should be invited to attend Board meetings as an Observer.
ACTION: SS
- 19.15** **Board membership and appointment of Board Chair**
- 19.15.1** **RP** presented his paper on Board membership and the role of the Board Chair; he confirmed that he planned that his last meeting as Board Chair and member of SANCTUS would be in June 2019, and he would carry out a handover to the relevant successor in conjunction with **SS**.
- 19.15.2** **MP agreed** to lead the formal process of appointing the next Chair.
- 19.15.3** It was **agreed** to advertise for a successor Board Chair via Sanctus website, Sanctus volunteer's newsletter, Lichfield Diocese website, Saltbox, VAST , the local Chamber of Commerce and that any further ideas / comments should be sent to **SM** within 72 hours.
- 19.15.4** **RP** was willing to have a conversation with any enquirers and to comment on applications as might be appropriate .
- 19.15.5** **SM** would co-ordinate the advertising; the timescale for the initial round of recruitment would be to advertise by Easter with applications to be returned in May, with the interview taking place at the end of May/early June with a planned start date if successful from September 2019.
- 19.15.6** The position of Vice-Chair also needed to be appointed subsequently.
- 19.16** **Managing Director's Report**
- 19.16.1** **SS** spoke to her report confirming the unique characteristics of the drop-in centres at Longton and Shelton.
- 19.16.2** Faith Claringbull was now in post as the Volunteer Services Coordinator. The role of 20 hours per week would equate to some 75% of the available funding, the remaining 25% would be used to carry out specific pieces of work, namely, to update the policies and procedures and to identify any gaps; and to update and review the risk register. It was **agreed** that Faith should be asked if she was willing to undertake on a pro tem basis additional hours of work to complete these tasks.
ACTION: SS
SV offered her support with two additional pieces of work, and **LL** offered her support with issues concerning safeguarding.
- 19.16.3** **SS** reported on the current situation with St Marks building. Consideration needs to be taken with regard to the storage of facilities belonging to Sanctus and to consider the centralization of the two venues.
RP suggested looking at the following websites for funding: Marsh Christian Charity, Steve Morgan Foundation and Mersten Foundation.
ACTION :SS
- 19.16.4** It was **agreed** that **JF** would produce a statement for the next Board meeting of the all-inclusive drop-in costs for Longton and Shelton which would include financial provision and services.
ACTION: JF

19.17 Mercian Community Trust / future organizational status of SANCTUS

19.17.1 **RP** explained the status of Sanctus as presently being a CIC and thus unable to access any benefits of being charity. The application to the Charity Commission to become a CIO had proved to be very lengthy and complex with the follow-up questions that led to the Board taking the decision to withdraw its application to take time to consider the options for the next stage.

19.17.2 **RP** had met with **MP** and discussed the Mercian Community Trust which is a charity within the diocese and which has the facility to take organizations under its remit to enable them to access charitable status.

19.17.3 **RP** asked **MP** to discuss with Jonathan Hill, the Director of Finance at Lichfield Diocese, if Sanctus being a CIC would allow or prohibit its access to charitable benefits / status within the Mercian Trust or whether it would be necessary to amend the status of SANCTUS to permit this opportunity to be accessed..

An outline paper and questions the Board wished to be raised would be sent to **MP**.

ACTION: SM/MP/RP

19.17.4 **RP** asked all Board members to consider the following options for Sanctus to review its organizational status and to consider submitting an application to become an :

- i. Unincorporated Association or
- ii. Charitable Incorporated Organisation (CIO) or
- iii. Community Interest Company (CIC) – being the present status or
- iv. Community Benefit Society or
- v. Joining the Mercian Community Trust , subject to clarification of the above issues

Members were asked to email their preferred option and their comments by **Monday 15th April 2019**. **RP** will then write a summary statement of views which will be formally considered at the next meeting for action accordingly.

ACTION: ALL

19.18 Update to Board Away Day Action Plan

19.18.1 The increase in rental charges to St Marks Shelton was now in place.

19.18.2 The proposal of the wording of the Bishop's Mission Order is now with the legal department of the Diocese for formal consideration.

19.18.3 The status of Sanctus was discussed in **minute 19.7** above .

19.18.4 The review of the policies and procedures is in progress.

19.18.5 Faith Claringbull was now in post as Volunteer Services Co-ordinator.

19.18.6 **RP** asked how much of the £8K remaining from the funding of Faith's salary will be used with the extra hours of working she is able to do.

ACTION: SS/JF

19.18.7 The recruitment of Board members and Chair discussed in the meeting and as confirmed in **minutes 19.5 and 19.20**.

- 19.18.8** The celebration of the drop-ins / services for beneficiaries is still to be determined.
- 19.18.9** An application for funding in 2020 to be submitted to the Community Foundation for Staffordshire was in hand.
- 19.19** **Treasurer's Report**
- 19.19.1** **JF** reported there had been a small profit after the first two months of 2019.
- 19.19.2** On behalf of the Board **RP** gave his thanks to **JF** for the clear presentation of the accounts within the new accounting system.
- 19.19.3** **JF** would inform **SM** if Nikki Dickens had paid back all the outstanding monies.
ACTION: JF
- 19.19.4** **JF** to email members with a series of questions which would be relevant to produce a draft budget by the end of April 2019.
ACTION: ALL
- 19.19.5** In retrospect the Board **agreed** to approve and adopt the annual accounts of 2016/2017.
- 19.19.6** The end of year accounts for 2018 should be ready to be considered and approved by the summer 2019. It was **agreed** that the draft accounts should be included on the agenda of the next Board meeting.
ACTION: JF/RP/SM
- 19.20** **Any other business**
- 19.20.1** It was unanimously **agreed** to welcome both **LL** and **SV** as new Board members and that copies of the previous two meetings would be sent to them for information.
ACTION: SM
LL and **SV** would need to be registered at Companies House.
ACTION: JF
- 19.21** **Date and time of next meeting**
Monday 24th June 2019 at 1:30pm at St Marks, Shelton