

Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Monday 8th May 2017

Present: Richard Priestley (RP) Chair
Rev Sally Smith (SS) Vice Chair and Managing Director
John Farrar (JF) Treasurer
Danny Flynn (DF)
Jayne Knapper (JK)
Sue Mountford (SM) Secretary
Rev Philip Swan (PS)

17.20 Welcome and apologies

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

17.20.2 Apologies for absence were received from **Peter Bate (PB)**.

17.21 Minutes of the Board meeting held on 6th March 2017

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

17.22 Matters arising including those not otherwise on the agenda

17.22.1 JF had amended the Financial Policy. With the removal of the word 'generally' from 2.2.3 the Board **approved** the policy.

ACTION: JF

17.22.2 RP reported on his very positive meeting with Bishop Michael who had agreed to become the patron of Sanctus. As requested by the Bishop, **RP** agreed to meet with Philip Jones as soon as possible to discuss the relationship between Sanctus and St Marks church. **RP** will write to Bishop Michael and acknowledge the Board's pleasure in agreeing with the proposals in his email of 11th April 2017.

ACTION: RP

The Board accepted the Bishop's proposal of a notional 50% of **SS**' salary and costs to be built this into Sanctus' financial budget from 2017 onwards.

ACTION: JF

17.22.3 DF had met with Julie Jones, Chief Executive of Lichfield Diocese, who had indicated that Bishop Michael was very positive about Sanctus It was **noted** that Sanctus is the only c.i.c. in the Diocese.

17.22.4 **SS** reported that Neil Spiring, Lichfield Diocese Safe Guarding Officer, is willing to assist Sanctus. **DF** offered to email the policies from both Sanctus and the YMCA to him and **SS** would provide the contact details.

ACTION: SS/DF

17.22.5 **PB** had circulated the draft Communications Strategy at the previous Board meeting of Sanctus and the Board **agreed** to adopt the policy.

17.22.6 It was **noted** from minute **17.15.6** that there would be a verbal managerial report as a standing item on every agenda.

ACTION: RP/SM

17.22.7 **SS** reported that Deana's father had passed away and consequently she would be away from work for some time; the Board asked for their condolences to be passed on to Deana.

- ACTION: SS**
- 17.22.8** Discussion was held on the amount of time which was presently spent on casework and the roles which Sanctus, ASHA (Asylum Support Housing Advice) and other agencies e.g solicitors provided and a wish not to duplicate services. It was **agreed** to:
1. Develop Sanctus from a model / concept of “case work” to one of a “Community of Support” for beneficiaries acknowledging the individual work being carried out with / for beneficiaries by external agencies.
 2. Explore the relationship between Sanctus and ASHA with regard to matters of common interest and services.
 3. Review the role of key volunteers / staff within Sanctus when they leave.
 4. Hold regular reviews of volunteers’ roles.
- ACTION: SS/JK**
- 17.23** **Declaration of interests and formation of register of Directors interests**
- 17.23** 1. No declarations of interest relevant to the Agenda were received.
2. **RP** asked for a register to be kept of all Directors interests e.g. financial, organisational, personal etc which were relevant to Sanctus. **SM** would email all Directors for the information; **DF** would provide a template for consideration.
ACTION: DF/ SM
- 17.24** **Reports**
- 17.24.1** **Managing Director’s Report**
- 17.24.1.1** **DF** highlighted the use of Breakfast Clubs in schools which might help Sanctus families. He also informed **SS** that some organisations may give a donation to Sanctus when she gave media interviews.
- 17.24.1.2** **SS** reported that St Marks church building is on ongoing challenge and that a representative from Historic Churches fund is due to visit with a view to putting St Marks on an at-risk register, which could help to provide funds for repair work.
- 17.24.1.3** **SS’s** report was received with thanks.
- 17.24.2** **Treasurer’s Report**
- 17.24.2.1** **JF** was informed that the grant from Staffs Community Foundation was restricted money which then meant that the grants income and expenditure figures needed to be adjusted by £9,900.
- 17.24.2.2** Discussion was held about the importance of a strategy for the generation of income in addition to seeking grant income from Foundations. **DF** said he was would contact the Denise Coates Foundation to enquire if they would consider making a grant to Sanctus.
ACTION: SS/DF
- 17.24.2.3** It was **agreed** that;
1. The accounts should show income and expenditure for restricted grants separately within the accounts.
 2. To derive and agree an operating budget which **JF** would prepare in consultation with **SS**.
ACTION: JF/SS
 3. The above would be included on the next meeting’s agenda.

- ACTION: RP/SM**
- 17.24.2.4** As the accounts work was taking more time to undertake, **DF** said that subject to capacity and viability the YMCA would be happy to assist with the preparation and management of the accounts
- ACTION: DF/JF**
- 17.24.2.5** Discussion was held about using PayPal for online donations for Sanctus which was proving to be easy to donate to but very difficult to draw from the account. It was **agreed** to contact PayPal and to give them one week's notice to enable ready access to the account; if this was not achieved then the media could be contacted for help.
- ACTION: SS**
- 17.24.2.6** The possibility of setting up a charitable arm for Sanctus was discussed and further investigations would be made to understand what might be involved.
- ACTION: JF**
This item would be included on the next meeting's agenda.
- ACTION: RP/SM**
- 17.24.2.7** **JF**'s report was received with thanks.

17.25 Determination of Risk Register

- 17.25.1** **RP** said the Board had a responsibility to recognise the risks for Sanctus and requested that a risk register be formed which would involve; identification and description of risks / scoring of risks by likelihood and impact / mitigating action / potential impact of the risk. The areas to consider included:
1. Health and Safety
 2. Organisational Capacity
 3. Financial Control
 4. Failure to meet objectives
 5. Damage to reputation
 6. External relations
- JF** would provide a template for consideration.
- ACTION SM/JF**
- 17.25.2** This item would be included on the next meeting's agenda.
- ACTION: RP/SM**

17.26 Moving Forward Together – a growth strategy for Sanctus

1. The second draft of the report was reviewed and detailed changes were **agreed**; with these changes the Strategy was adopted
 2. **RP** and **SS** would confirm these amendments with Nicci Dickins when they met with her shortly to conclude the final version of the report and move to the next step of agreeing proposals for funding support to be submitted to appropriate Charitable Foundations. It was **noted** that with this model the development of services by Sanctus would be dependent on successful funding bids and actions within the plan could be implemented only when funds were confirmed.
- ACTION: RP/SS**
3. This item would be included on the next meeting's agenda.
- ACTION: RP/SM**

DF left the meeting

17.27 Business Plan 2017/ 2018

17.27.1 RP had prepared the draft version of the Business Plan for consideration. Following discussion, the draft was **agreed** for adoption subject to paragraphs 4.6 and 4.9 being rewritten to reflect discussions in minutes 17.22.8 and 17.24.2 above and the timetable for the plan being adjusted to run from June 2017 to December 2018.

ACTION: RP

17.27.2 JF agreed to prepare a financial plan to sit alongside the Business Plan.

ACTION: JF

17.27.3 It was **agreed** to form a Finance Sub group to help manage the finances to include **JF / RS (Roy Smith)** and further volunteers or others with experience of finance / fundraising. When proposals were concluded, they would then be brought to the Board via the Treasures report etc for consideration.

ACTION: SS/ JF

17.28 Annual meeting of Sanctus/ Communications

17.28.1 RP asked Directors to consider how best to ensure good communications with volunteers, beneficiaries, partners, sponsors, patrons etc so as to share information about the work of Sanctus and would seek to bring **PB's** expertise into this discussion.

ACTION: All Directors

17.28.2 This item would be included on the next meeting's agenda.

ACTION: RP/SM

17.29 Any other business

There was no other business

17.30 Date and time of next meeting

It was agreed that the next Board meeting would be held on Monday 7th August 2017 at 2pm at St Marks church.