

Sanctus St Marks



Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Monday 14th January 2019

Present: Richard Priestley (RP) Chair
Revd Sally Smith (SS) Managing Director
John Farrar (JF) Treasurer
Sue Mountford (SM) Board Secretary

19.1 Welcome and Apologies

19.1.1 RP welcomed everyone to the meeting.

19.1.2 Apologies for absence were received from Jayne Knapper (JK) and Phillip Jones (PJ)

19.2 Minutes of the Board meeting held on 8th October 2018

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

19.3 Declaration of Interests

19.3.1 There were no declarations of interests.

19.4 Sanctus Director

19.4.1 It was **noted** that Zoë Hollingsworth had resigned as a Board Director from 8th December 2018. **RP** had thanked Zoë for her contribution to the Board.

19.5 Matters arising

19.5.1 Minute 18.34.1- Sanctus status as CIO

RP had received email correspondence from the Charity Commission indicating that there were a number of questions to be answered in a tight timeframe in order for the application to become a charity to be considered. In the light of the Board discussion on 8th December 2018 and at the Board Away day in January 2019 it



was **agreed** to defer the application until June 2019. **RP** wrote to the Charity Commission to inform them to withdraw the current application. In June 2019 a decision will be made whether to make a further application.

19.5.2 Minute 18.35.2- SS updated the Board to say that this has been highlighted by the fact that Bishop Geoff had written to the Caroline Oaks, the Minister for Immigration on this issue . Also a journalist from Radio 4 accompanied a beneficiary on their journey from Stoke to Salford and witnessed firsthand what it entailed.

19.5.3 Minute 18.35.6-It was **agreed** that Roy should renew the insurance policy as it was due for renewal in January 2019 . **SS** would ask Roy to forward to **SM** what the insurance policy covers for further discussion.

ACTION: SS

This item will be on the agenda at the next Board meeting.

ACTION: RP/SM

19.5.4 Minute 18.40.2 -The recruitment and appointment of Board members will be included on the agenda at the next Board meeting.

ACTION: RP/SM

19.6 Managing Director's report

19.6.1 RP thanked **SS** for her report. She informed the Board that there had been positive feedback after the media reporting on item 19.5.2 above .

19.6.2 The advert for the Volunteer Services Coordinator had gone out to Saltbox and VAST to be included in their newsletters, it was also placed on the notice board at St Marks. To date two applications had been received with a third person showing interest. The closing date is Sunday 20th January and the interviews will take place on Thursday 24th January. The interview panel to consist of **SS, JK, and SM**. A contract of employment using the Lichfield Diocese model, would be ready by the end of January 2019 for a successful applicant.

ACTION: SS

Board members were asked to email **SS** with relevant interview questions and would offer comments on the candidates applications which she would circulate to all members .

ACTION: ALL

19.7 Board Away Day January 2019 - Action Plans

- 19.7.1** The Board discussed and **agreed** version two of the action points from the Away day which is attached as an appendix.

19.8 Treasurer's Report

- 19.8.1** JF reported on the draft figures for the year end to December 2018. The year end accounts should be completed by June 2019. The current estimation is some £7K profit subject to finalization of the accounts .
- 19.8.2** The new accounting system is fully operational from January 2019 and will use a set budget. The next set of accounts would be ready for the Board meeting in April 2019.
- 19.8.3** JF said it was important for Sanctus to continue with fund raising events and using promotional opportunities to raise funds.
- 19.8.4** JF to confirm if the Volunteer Services Coordinator salary can be included on the YMCA payroll system . If this was not possible, then the Lichfield Diocese payroll would be used by agreement .
- ACTION: JF**

19.9 Any other Business

- 19.9.1** Discussion was held about the recruitment of new Board members and it was **agreed** to advertise for such appointments early in March. Board members were asked to identify any potential new members before the next meeting. RP would draft a statement of duties of Board members
- ACTION: ALL**

19.10 Date and time of next meeting

- 19.10.1** Monday 1st April at 1.30pm at St Marks Church, Shelton.