

# Sanctus St Marks



## Sanctus cic Board Meeting

### Minutes of the meeting held at St Marks Church on Monday 23<sup>rd</sup> September 2019

**Present:** Richard Priestley (RP) Chair  
Revd Sally Smith (SS) Managing Director  
John Farrar (JF) Treasurer  
Sue Mountford (SM) Board Secretary  
Sarah Vernon (SV) Vice Chair  
Lisetta Lovett (LL)  
Faith Claringbull (FC) Observer

#### 19.39 Welcome and Apologies

**19.39 RP** welcomed all members to the meeting.

#### 19.40 Minutes of the Board meeting held on 24<sup>th</sup> June 2019

The minutes of the meeting held on 24<sup>th</sup> June 2019 were agreed and duly signed as a correct record.

#### 19.41 Declaration of Interests

**19.41** In accordance with the auditor of YMCA North Staffs **JF** declared he works full time as the Finance Director of YMCA North Staffs and is a Director of Sanctus Board. YMCA North Staffs gives in-kind to Sanctus.

**19.41.2SS** declared she is a Board member of YMCA.

#### 19.42 Matters arising

**19.42.1 Minute 19.32.1 Insurance Policy** The Insurance Policy is due for renewal on 9<sup>th</sup> January 2020. As previously agreed to obtain competitive quotes, **SV** offered to carry this forward, which was accepted.

##### **ACTION: SV**

**19.42.2 Minute 19.32.2/4 Board Membership** **SV** will be the Acting Chair of Sanctus Board at further Board meetings. She is happy to take on this role in the interim but not for the long term. **SV** had obtained a skills matrix for completion by the Board members to assist with the gaps of Board membership. **RP** highlighted that it had been the practice of a local clergy minister to be a Board member. The Lichfield Diocese Archdeacon, Matthew Parker (**MP**), had recommended Rev Andrew Swift. **RP** had contacted Andrew but had not yet received his CV. **RP** recommended that the Board considered a clergy member because of Sanctus being linked with the Diocese, Bishop Michael being the Patron, the Diocese pay a contribution towards **SS** salary, Sanctus meets in a church building.

**SV** suggested that further to **LL** paper on the future directions for Sanctus and in discussion with **SS** that Board members begin a journey over the next few months to look at the whole Sanctus process. She proposed holding monthly 2-hour meetings to consist of 30 minutes to discuss business and 90 minutes to focus on specific matters to include a review of the effectiveness of the Board; understanding Sanctus; Sanctus services and Finance. These would then feed into an away day. Board members **agreed** with **SV's** proposal.

**ACTION: SV**

**19.42.3 Minute 19.32.6 MCT** Following on from initial talks with joining MCT there had been no correspondence in the last 2 months. The Board discussed the options available and **agreed** to submit a formal application to join MCT and to face any difficulties as/if they arose.

**ACTION: SV**

**19.42.4 Minute 19.35 Board away day** This will be agreed after the focussed discussions.

**19.42.5 Minute 19.36.3 Sanctus 5<sup>th</sup> Birthday Celebration RP** gave his apologies as he will be recovering from surgery the previous day. **LL** also gave her apologies.

## **19.43 Reports**

### **Managing Director**

**19.43.1.1** The Board members noted their deep sadness of the news of the deaths of 2 Sanctus beneficiaries, one in Stoke-on-Trent and the other in his homeland after returning when his options to stay in the UK were exhausted. This raised the safety of asylum seekers returning to their homeland which is to be raised with the local MPs.

**ACTION: FC**

**19.43.1.2** There had been a positive closure of the Longton drop-in centre with 4 of the volunteers transferring to Shelton.

**19.43.1.3** As a result of a positive relationship with staff at Dallas Court, the Home Office have arranged to ensure that a staff member is available on a specific number, to deal with enquiries from the Sanctus Wednesday morning drop in, and this has been a great success so far.

Congratulations were given to **SS**.

**19.43.1.4** Migrant Help is a national charity supporting asylum seekers and has been contracted by the Home Office to deal with any problems asylum seekers have with accommodation/finance. Due to the recent lack of response from Migrant Help when assistance was required it was suggested to keep a log of telephone calls. Also, to inform the 2 local MPs.

**ACTION: SS**

**19.43.1.5** There are currently no funding applications. This will be part of the focussed discussions on finance into which to timetable in 2020 for the continuation of **FC's** role.

**19.43.1.6** Housing will be part of the focussed discussions.

**19.43.1.7** It was noted that item 6 on the agenda had been covered in **SS** report.

**19.43.1.8** Thanks were given to **SS** for her report.

### **Treasurer**

**19.43.2.1 Financial Accounts 2017/2018**

The Board formally **received** the Micro-Entity Accounts to 31<sup>st</sup> December 2018 and **agreed** **JF** to take these to Glen Parkes, the accountant, to be submitted to Companies House.

**ACTION: JF**

#### **19.43.2.2 Accounts to 31<sup>st</sup> August 2019**

**JF** reported a deficit of £3,800 to the end of August and predicted a small deficit at the end of 2019. It was noted that there had been a decrease in donations and discussions were held on fund raising events. This will be reviewed under the funding focused discussions.

Board members received the accounts to 31<sup>st</sup> August 2019.

Thanks were given to **JF** for his reports.

**Voluntary Services Coordinator**

**19.43.3.1 FC** asked if the English team could have a budget to purchase teaching resources. Board members agreed to funding the resources in principle, subject to actual costs being identified and **JF** confirming whether these are affordable. It was **agreed** that **FC** send proposal to **JF** outlining the costs and what the budget is for.

**ACTION: FC/JF**

**19.43.3.2 FC** asked about having wifi at St Marks. It was **agreed** to obtain quotations from appropriate sources and to check with the Diocese if this is permissible.

**ACTION: FC/SS**

**19.43.3.3** The issues which arose from the Prevent session is the responsibility of St Marks Church warden. **FC** to follow this up with the appropriate person.

**ACTION: FC**

Thanks were given to **FC** for her report.

**19.43.4 SS** reported a recent situation of lone working which Board members discussed. The outcome is to have a Lone Working Policy.

**ACTION: SS/FC**

**Item 7 on the agenda had been covered.**

#### **19.44 Future direction for Sanctus**

**19.44.1 LL** paper will inform the focussed discussions at future Board meetings.

#### **19.45 Any other Business**

**19.45.1** On behalf of the Board **SS** thanked **RP** for his professional skill in leading the Board the last 3 years, for his support and wisdom and for his reassurance to the Diocese. She also thanked him on a personal level for his support and encouragement. She was very sad that he would be unable to attend the Birthday Celebration event.

**19.45.2 RP** thanked all Board members for their support and in particular to **SM** for her administration of Board papers and to **SV** in taking on the role as Acting Chair.

**19.45.3 RP** requested that **JF** inform Companies House of his resignation.

#### **19.46 Date and time of next meeting**

**Thursday 24<sup>th</sup> October 2019 10am – 12noon at St Marks , Shelton.**