

Sanctus St Marks



Sanctus cic Board Meeting

Minutes of the meeting held at St Marks Church on Tuesday 13th March 2018

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

18.1 Welcome and Apologies

18.1.1 RP welcomed everyone to the meeting and particularly ZH as a new Director of the Board.
JF agreed to complete the registration to Companies House for ZH who would pay £1 as required by the cic constitution.

ACTION: JF/ZH

18.1.2 Apologies for absence were received from Danny Flynn.

18.2 Minutes of the Board meeting held on 12th December 2018

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

18.3 Matters arising

18.3.1 Minute17.54.1 - the application to the Big Lottery was unsuccessful.

18.3.2 Minute17.54.2 - discussion was held regarding the outstanding money owed to Sanctus from Nikki Dickins (ND). JF agreed to try to progress the matter to a conclusion; if this was finally unsuccessful then the sum of £581 owing would be regarded as a bad debt.

ACTION: JF

18.3.3 Minute17.56.4 - SS confirmed that the 25% of the grant from Lichfield Diocese for Sanctus had been spent. The remaining 75% was given for church growth.



- 18.3.4** **Minute 17.56.2.** Discussion was held about the difference of opinion of any outstanding funding due from Seedbed. There had been no written agreement with Seedbed and a change of Seedbed staff resulted in a breakdown in communications. It was **agreed** that if donors did not put confirmation of funding in writing, then the appropriate member of Sanctus Board would determine a written statement to reflect the position and advise the Board accordingly.

ACTION: ALL

- 18.3.5** **Minute 17.59.2 - ZH agreed** to review the current practice of Sanctus to see if it conformed to the regulations of the new General Data Protection which comes into effect in May 2018. **ZH** felt that it did not conform and would carry out an audit of Sanctus' day to day functions. It was **agreed** that a sub-group of **SS, JK, SM and Deana** meet with **ZH** to discuss this and for **ZH** to identify the deficiencies; to aid this process **ZH** would circulate a template for completion to the sub-group.

ACTION: ZH, SS, JK, SM, DK

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

ACTION: RP/SM

18.4 **Declaration of Interests**

- 18.4.1** There were no declarations of interests to note.

- 18.4.2** **ZH** signed her declaration of interests form and confirmed that her current appointment was as Deputy Head of Development and Supporter Engagement at Keele University.

- 18.4.3** **JK** notified the Board that she had informed her employers that she had cared for two Sanctus children one evening so that they wouldn't be taken into care.

18.5 **Sanctus application for charity status as a CIO**

- 18.5.1** **RP** updated the Board on the application for charitable status. As a registered charity Sanctus had to declare any property which was owned by a Trustee; thus **RP** had drafted a declaration of the property at 6 Wood Terrace owned by **SS**. It was **agreed** that **RP** would amend the declaration; accordingly the following statement was felt to represent the outcome:

"That in connection with the application to the Charity Commission to establish a charity called Sanctus Staffordshire CIO that it would be in the interests of the CIO to use the property known as 6, Wood Terrace Stoke on Trent on the following basis:

It was **noted** that the property was owned by one of the trustees of the charity and the proposed CIO, the Revd. Sally Smith and that it is and would continue to be made available free of rental / tenancy charges for the organization and its beneficiaries i.e. refugees and asylum seekers with one room being used as an office for Sanctus CIO and all the other rooms being used by the beneficiaries."

It was formally **agreed** that the Owner /Trustee would be responsible for the building and for building insurance costs and that Sanctus CIO would be responsible for the costs attributable to council tax, utilities, furniture and equipment and running costs including contents and general maintenance of the property. The arrangement for use of this house would be reviewed by the Owner / Trustee and by Sanctus on an annual basis. **SS** confirmed that currently she had taken out buildings insurance for 6 Wood Terrace.

ACTION: RP

- 18.5.2** Further discussion was held about all the properties which were available for Sanctus to use. It was **agreed** that a simple statement should be drawn up for all the properties to show all the properties concerned with an inventory which included a description of the property, the address, size, owner, rental/lease arrangements, any gifting arrangements, any payment for such services etc, families benefitting of housing.

ACTION: SS

At the next Board meeting an item to consider the Housing services available for use by Sanctus would be included on the agenda.

ACTION: RP/SM

- 18.5.3** **RP** had used the template of a constitution from the Charity Commission website for the Board to agree; this was reviewed and amendments would be recorded accordingly.

ACTION: RP

It was **agreed** that in applying for charitable status, to name the charity "Sanctus Staffordshire CIO" (herein referred to as Sanctus), and for the CIO to keep the name of Sanctus St Marks. The registered address of the CIO would be Hanley Rectory, 35 Harding Road, Hanley, Stoke-on-Trent, ST1 3BQ.

The full names of Trustees were submitted; the trustees signed an agreement of the constitution.

- 18.5.4** An additional on-line form for formal submission to the Charity Commission to establish the proposed CIO had to be completed which required formal review validation from the Board. Following consideration of the options to carry this out it was **agreed** that **RP** would amend the draft of the form and **ZH** would undertake a validation and review of the content.

ACTION: RP/ZH

Grateful thanks were expressed to **RP** for his work in bringing this together.

18.6 **Finance**

- 18.6.1** **JF** circulated financial papers and reported that currently Sanctus was operating on a break-even situation. He would complete the annual accounts for 2017 by the end of April and submit them to the accountant Glen Parkes.

ACTION: JF

- 18.6.2** **JF** reported that Mel had left the employment of the YMCA, and a volunteer from Sanctus is recording payments etc. **SS** would meet with the volunteer Geraldine to ascertain if she would be willing to take on the role of Finance Officer and discuss this with **JF**. **SS** confirmed that Geraldine, the Sanctus volunteer, would take on the role of finance officer and Roy Smith would continue with the banking arrangements. **JF** is trying a new online finance package called Zero which will enable anyone with the password to log in.
- 18.6.3** Regular giving to Sanctus is done by either standing order or online via Paypal. Once charitable status has been received, Tax payers will be able to Gift Aid their donation.

18.7 **Managing Directors Report**

- 18.7.1** **SS** reported that regular numbers of families were attending the drop-in at Longton and that St. Marks continued facilities and services continued to evolve.
- 18.7.2** **SS/ZH** had applied for two grants for financial support as follows:
- 18.7.2.1** An application to Building A Stronger Britain Together (BSBT) for £30K over 2 years, to fund a project to improve and deliver a comprehensive volunteer service to support and give greater security to Sanctus' main objectives.
- 18.7.2.2** An application to No Accommodation Network ((NACCOM) who are distributing funding received from the Guardian and Observer Charity Winter Appeal. An application of £10K was requested to help to meet accommodation related costs providing security and shelter to beneficiaries during and after the asylum process.
- 18.7.3** **ZH** was requested to write a briefing paper on the process of Cloud based sharing.
ACTION: ZH
 This item would then be included on the Board agenda at the next meeting.
ACTION: RP/SM

18.8 **Policies**

- 18.8.1** The Complaints policy was **agreed** which will include the relevant contact phone numbers as well as email addresses.
ACTION: SM
- 18.8.2** The Whistle blowing policy was **agreed**.
- 18.8.3** Both policies will be included with the list of policies and will be reviewed in 2020. The policies will be sent to Sue Brammall for inclusion on the website.
ACTION: SM
- 18.8.4** The draft Equality and Diversion Policy prepared by **RP** was to be reviewed by **SS/ZH**.
ACTION: SS/ZH
 The Equality and Diversion Policy will be an agenda item at the next meeting.

ACTION: RP/SM

18.9 Any other business

There was no other business to record.

18.10 Date and time of next Board meeting

Monday 9th July 2018 at 1:30pm at St Marks Church, Shelton.