**WINCHESTER STREET PASTORS MANAGEMENT COMMITTEE – MINUTES OF MEETING**

Held in the Trussell Chapel, St Barnabas Church, Weeke

**29th March 2017**

**Present:**

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| Ed Dines, (ED, Chairman) | Mike Hobby (MH) | Julie Young (JY) |
| Abi Bettle (AB) | Steve Chick (SC) | John Knapman (JK) |
| Mark Hibbert-Hingston (MH-H) |  |  |
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| **Ser** | **NOTES** | **Actions** |
| **1.** | **Apologies**Apologies had been received from Stuart Davies and Don West. |  |
| **2.** | **Chairman’s introduction**ED opened the meeting in prayer.  |  |
| **3.** | **Minutes from 8 Feb meeting** **and matters arising** The minutes were agreed to be an accurate record. There were the following outstanding actions not covered under agenda items:* Para 3.a. ED had taken on DW’s action to write to the leaders of all churches to discuss funding of WSPs. ED reported that the letter has been written and will b e sent shortly. He will raise the subject of giving on a one to one basis with individual church leaders over time.
* Para 3.b. ED had taken on DW’s action to write to all volunteers on the subject of 1in100 giving, but instead using the opportunity to introduce himself and paying tribute to +DW. ED reported that the letter has been written. [AFTERNOTE: the letter went as an email attachment on 31 Mar]
* Para 3.c. MH-H’s contract was signed at the meeting.
* Para 3.d. It is understood that +DW has invited the outstandingly generous regular donor to become a trustee. MH-H reported that he had asked +DW’s office for an update in time for the meeting, but that none had been received.
* Para 6. MC minutes to be uploaded to website? AB reported that recent injuries to both wrists had prevented her using a keyboard, but that uploading the minutes (less the coord’s report) would take place shortly.
 | **ED****MH-H****DW****AB** |
| **4.** | **Treasurer’s Report**The draft financial summary for the Charities Commission, together with income and expenditure sheets had been sent out in advance. JK reported that the independent examiner was content with the figures as presented. He awaits input from MH-H to the report, and then they may both be signed, presented to the AGM, and sent off.  | **MH-H** |
| **5.** | **Coordinator’s Report**\*Redacted, as sensitive data | **MH-H****ED** |
| **6.** | **Coordinator’s Objectives**JY took the meeting through the latest version of the objectives, noting that some re-jiggging is required before the next meeting. The possible Winchester magazine article is to be added, along with establishing contact with the new Minister at Untied Church (with a view to efforts to recruit PPs). JY noted that MH-H’s hours are evening out well, although there will be some leave to be carried forward into the next year. MH-H is to forward his final hours for 2016-17 to JY on completion. | **MH-H****MH-H** |
| **7.** | **Newsletter – target audience** Following discussion it was agreed that MH-H would produce the information for a three slide PowerPoint presentation which is to be made available to churches, and all volunteers, and placed on the website. This is to be updated termly. AB agreed to insert the facts and figures provided by MH-H into a template she had developed for use in presentations. The new promotional video will also be available to download for churches, groups and individuals, and will provide useful publicity.  | **MH-H****AB** |
| **8.** | **Publicity surrounding IBM grant**This had been covered under Item 5 above.  |  |
| **9.** | **Commissioning, AGM and annual dinner**Attendance by trustees is as follows: ED, JK, MH, AB, DW. MH-H reported that numbers are building slowly, but that, while we hope Pixie Rowe will take it on, we do not yet have a cook confirmed. Suggestions included Claire Pearce and Karen Breakwell. [AFTERNOTE: Pixie has said that she is unable to cook for us. Other people are being sounded out] | **MH-H** |
| **10.** | **Management and coordinators’ training conference, London 14 & 15 July**ED said that he hopes to be able to rearrange his diary so as to be able to attend for both days, and would let MH-H know AB said she is available for this event. MH said he is available to attend. MH-H will book once ED has confirmed his availability. AB agreed to try and find beds for all.  | **ED****MH-H****AB** |
| **11.** | **License agreement and move to CIO**No update had been received, so there was no discussion under this item. It was however noted that in his written submission to the previous meeting SD had said:*.... I will commit to providing the final draft documents to the Trustees by April in order to move this along.*ED said he will make contact with SD and see how things are progressing, and AB repeated her offer to help if this would move things forward.  | **SD****ED** |
| **12.**  | **Increasing the number of churches involved, including Sparsholt and area**AB had contacted Andover Deanery (into whose are Sparsholt and the villages nearer her home fall) but no reply had been received. She will try again. She drew the attention of the meeting to the impending arrival of a new minister at WinBap, saying that he has already asked to come out with her team to observe, and has been talking about possibly attending the training in the future.  |  |
| **13.** | **Big Sleep Out - Invitation to Showcase our work** After some discussion it was agreed that for this year the Big Sleep Out would be advertised in the weekly e-news in the hope that some volunteers might take part. Next year we would include it in the calendar so volunteers are aware of it much earlier and can plan for it. We might also consider holding he AGM at the cathedral and then join the Sleep Out afterwards.  | **MH-H****All** |
| **14.**  | **AOB**AB raised the following points:* \*Redacted as personal information
* The management team at Green’s Wine Bar has indicated that they would be delighted to have any team make a booking for a team party.
* She had recently made a presentation to a WI group in Twyford, and hoped for publicity in their next newsletter.
* She has arranged a BBQ for all WSPs people on Bank Holiday Monday, 28th August at IBM Hursley. Those attending should bring their own food, and there will be a bar on site.
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| **15.** | **Dates for future meetings**Meetings had already been agreed at the 8 Feb meeting the following dates, all to be held at St Barnabas Church, and to run from 17.30-18.30:* **Wed 7 Jun**
* **Wed 13 Sep**
* **Wed 22 Nov**

**Please make sure these dates are in your diary now.** |  |
|  | There being no further business, the meeting closed with prayer at 18.55. |  |

Date: Mar 17

Signed: