

MINUTES OF ANNUAL GENERAL MEETING OF TRINITY MISSION

Wednesday 7th October 2020 held at 7pm via Zoom.

The meeting was opened in prayer led by Deacon Sharon Dilley

PRESENT: Sharon Dilley, Stephen Hindle, Lyndsey Evans, Roger Whitworth, Jean Whitworth, Linda Skelton, Andrew Longshaw, Joan Brown, Anthony Waldron, Rosemary Waldron, Mark Stainburn

APOLOGIES FOR ABSENCE: Kathryn Storey, Richard Forster, Paul Levey, Pat Burgess, Sian Jones, Matt Galley, John Draper

The Meeting was Chaired by Sharon Dilley and the minutes were taken by Lyndsey Evans

MINUTES OF LAST MEETING: Asked those present if minutes were a true copy of the last Meeting. All in favour, Sharon to sign as a true copy

Thanks expressed to Maureen Harris for over five years service and all of her hard work, thanks also expressed to Lyndsey Evans for her work as treasurer

Pat Burgess also stepped down from management team, thanks also expressed to her for all the work that she has done

Thanks to all management team for all work and care when dealing with mission business

Maureen and David stepped down from Misison work, thanks were expressed for care they have shown to both guests and volunteers. Sharon is doing a collection for Maureen and David as a thanks, please let her know if you would like to donate

Linda from the Sunday team has also stepped down, she will be missed as a very faithful member of the team, thanks recorded to her.

MANAGEMENT AND TRUSTEES: There are two ex-officio members, Sharon and Andrew. Two Church representatives and 10 volunteers (there is one vacancy at present) after three years service volunteers should retire, Maureen and Pat have stepped down and Richard Forster offered his resignations, Richard Forster was proposed to be re-elected, on all in favour.

Linda Skelton elected as Treasurer and Lyndsey Evans as Secretary.

Chair Sharon Dilley put forward by Andrew, seconded by Lyndsey Evans and agreed by all Management committee – an email will be sent to all volunteers to ask if anyone would like to join.

CHAIR'S REPORT:

So welcome to our much-delayed AGM. Our year end is actually in the middle of March so I have to cast my mind back over the last eighteen months.

March 2019 onwards was again a busy year with lots of meals served, many food parcels given out, clothes & household items sorted and given to guests, many conversations, much listening to guest's stories, support offered, laughter, fun and even a visit from Santa!

We had been using the Church kitchen and room for three months and the decision had been made to make that a permanent move, we had made plans how that might happen but felt we needed certain things in place before we could safely and successfully make that happen – then the leak in the bath. We were forced to move and adapt and found that we could manage and it was so much better, having the larger area to cook and serve the meals and also better for our guests, they had more room to eat and were able to stay after they had finished their meals, chat and spend time with each other, combating the social isolation many of our guests experience.

I clearly remember that from May I was absent for three months as I was on sabbatical, I seems a long time ago now! I want to again thank those who took on extra responsibilities and filled the gaps during that time.

So, as I came back the food parcels were now served in the old dining room, allowing for much better interaction with the guests. Over the year we finalised the plans for the redevelopment of the Mission premises, sought grants to pay the rent to Church, sadly unsuccessfully. We received a grant from the local Masons group which was used to purchase cupboards to store our equipment near the Church Kitchen (following lockdown these have now been fitted and filled and the Mission Kitchen is now empty).

It's dangerous to start singling out individuals for thanks but I'm sure we all want to thank Mark for the work he does in supporting our guests in so many varied ways and the genuine care and concern he has for them and their wellbeing, sometimes at the cost of his own wellbeing. We missed him when he was off from Christmas until May but not as much as our guests did. Thank you, Mark.

Our last session was on Sunday 15th March before we were forced to close. However, we only remained shut for a week and reopened serving food parcels through the window as guests queued at a social distance in the car park.

The future is still uncertain, we are looking to provide sandwiches for our guests at our weekday sessions but having guests back into the premises seems a long way off at the moment.

I will be moving on in July next year but will have another AGM before then. The circuit are going to continue to fund a worker for the mission the details of which are still to be worked out.

So, it has been as always, an interesting, challenging, frustrating but also rewarding and enjoyable year as we continue to serve our guests, perhaps this year more so than ever. The challenges continue but I am confident in us as a team that we will again rise to meet all the challenges and we will continue to offer the best we can to meet the needs of our guests. Thank you all.

TREASURER'S REPORT:

Financial report for Trinity Mission CIO 14/03/2019 – 13/03/2020

Income

2019/20

Comparison

£16,000.00: Grants for Support Co-Ordinator + £6,000.00

Application being made to connexion alongside District & Circuit Grants

£9,593.42: Other Income	- £6,943.17
£3,300.00: Grants (£2300 Ring-Fenced for Redevelopment)	- £3,965.99
£4,402.86: Organisation Donations (inc various church donations)	- £787.28
£1,521.56: Individual Donations (inc monthly standing orders)	+ £281.33
£369.00: Fund Raising	- £2,391.23
£00.00: Gift Collection Money	- £80
£25,593.42: TOTAL INCOME	- £943.17

Expenditure

£24,070.51: Support Co-Ordinator Expenditure	+ £2,047.12
£23,570.92: Support Co-Ordinator Salary	+ £1,816.87
£499.59: Support Co-Ordinator Expenses	+ £230.25
£8,602.86: Other Expenditure	- £389.29
£1000: Fareshare (Grant Received for this)	Remained the same
£876.43: Sessions	+ £102.17
£3,638.91: Food Bank	+ £820.46
£13.98: Clothing Store	- £35.92
£80: Services Offered ie Rent to Church	- £450
£1,593.12: Utilities (inc Gas, Electric, Broadband, Bin Collection)	+ £405.13
£00.00: Kitchen Rent	- £1,091.00
£41.18: Maintenance (inc Cleaning)	- £25.64
£76.90: Guest Travel (Emergency Travel)	+ £9.40
£36.70: Stationary (inc postage, photocopying etc)	- £9.61
£979.60: Insurance	- £55.82
£94.70: Security	+ £94.70
£00.00: Goods bought to sell for fundraising	- £225.34
£00.00: Work party expenses	- £14.16
£126.85: Equipment	+ £126.85
£44.49: Misc	- £40.51
£32,673.37: TOTAL EXPENDITURE	+ £1,567.83

Conclusion

Support Co-Ordinator Balance	£4,813.51	-
Trinity Mission Balance	£10,552.25	
Redevelopment Balance	£2,300	
Bank Account Balance	£17,530.80	
Cash Balance	£ 134.96	
Total Balance	£17,665.76	

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SUPPORT CO-ORDINATORS REPORT:

Reflection over the last year

- Successful grant applications completed
- Attendance at foodbank network meetings
- Attendance at homeless forums meetings
- Form completion with guests (D.W.P and P.I.P)
- Telephone calls to agencies with guests for benefits, housing, healthcare
- Availability to guest and volunteers by being visible during open sessions.
- Hand holding i.e. job centre, housing association, court, doctors and hospitals
- Walks around areas known as rough sleeper spots to be visible and be available away from the Mission.
- Working alongside other agencies
- Working alongside the local police
- Foodbank networking
- Friday Workgroup
- Collecting food donations as well as receiving and sorting donations and orders

Things that have gone well

Worked towards the move into the church including being on the redevelopment team looking at plans, speaking with architect etc. I also contributed to applications to secure funding for the move including required alterations and new equipment.

I have worked closely with a guest from the Friday workgroup building up a mutual trust. This particular guest needed something to keep her mind occupied in order to help her to overcome her gambling and drug addiction as well as anxiety and depression. This guest has now become a volunteer working across all teams and sessions, she is very active in the foodbank sorting stock and parcels, she also helps out in the kitchen when required.

Spent time with a guest who needed to overcome a cocaine addiction in order to apply for custody along with his partner of his partners existing child. His partner is also pregnant with their child, social services are involved and his staying off the drugs will play a large part in them being able to keep their child. I attended appointments with him at both the doctors and with Turning Point He is currently clean and has managed to cut down his alcohol intake meaning that they now have the existing child loving with them and all is on track for them to keep their baby once it is born.

Benefit claims are still a big part of my job as well as D.W.P changing over to P.I.P claims meaning more forms that need to be completed which many guests find difficult and some find impossible. Without this help many guests wouldn't get the benefits that they are entitled to as they won't fill in the forms. Also going to appointments with guests as they often feel unable to communicate due to anxiety and depression.

Hand holding is also still a large part of my job meaning that guests are less likely to miss appointments and therefore can receive benefits, treatments, housing and more

Challenges I see in the coming year.

Reaching out to the community. Going door to door to get our services better known and give information about available help and available services within the area while also seeing if these people are able to offer their help to the community in any way.

Going back out into the community to find signpost and guide members of the community. It will be a challenge as I don't know what I will come across and what needs will arise and what extra demand these needs put on the mission or what support we may need to help fill those needs.

The extra resources that may be needed and indeed the people in the community with skill sets that we can use and volunteer opportunities that we can offer to those who may want to be involved themselves.

FOOD PARCEL REPORT:

1. Food parcel Distribution still appears to meet a need within the overall range of support provided by Trinity Mission. Some up to date figures for the period an extended period are available separately. .
2. Trends a. Parcels We started the 'one per fortnight' policy in September 2017 During 2018, numbers in general remained steady. 2019 saw some exceptional weeks early on when benefits were delayed. Christmas 2019 saw some extremes which didn't alter overall numbers much. Up to Lock-down in 2020, the average was running at around 67. I'm sorry that the numbers for the first 10 weeks of lockdown aren't available. From low number in June, numbers seem to be on a steady increase again to 2019 levels b. New Guests There seems to be a constant number of new faces, many of whom do not come for long periods.
3. Supplies
 - a. Gifts in kind: We continue to be amazed at God's provision through the many Churches, organisations and individuals who support us. Airedale schools 'reverse advent calendar' initiative in 2019 was again very successful and provided many weeks of food for parcels.
 - b. Supermarket: We continue with Tesco. The new economy ranges introduced under new names seems to give us more scope, both from range and quantity.
 - c. FareShare:
 - i. Ambient & Chilled Reliable deliveries on Friday mornings are largely consumed either on Sunday nights, or during the week for meals after they have been frozen for storage. Since we cannot use chilled products in the parcels, contribution to these is minimal, and there are rarely any staples included. We have again had to refuse good meat offerings because the space in the general freezer is insufficient.
 - ii. Cloud Since the offerings from Tesco were changed by their different treatment of stock near the end of its shelf-life, we have instigated a first come first served offering on tables on the way through to the café. This see most of the food distributed.
 - d. Premier Foods Deliveries continue but at around 2 doz loaves per week/ The remaining demand is supplied either by Tesco (Fryston Rd. Sunday morning) or through CAP. The Contact at Premier is very co-operative in trying to provide cake when we need it.
4. Costs The calculated cost of £1.30 still seems to be a reasonable estimate.
5. Organisation Since the food parcel distribution has been done from the old café area, the system has worked well. We're very grateful for the fact that lots of organisation is done in the week and parcels are generally made up by one of the guests!
6. Conclusion Alongside everyone else in the Centre, it's been another year of trying to make a difference to guests' lives in a positive way, by accepting people as they are, trying to show them love and respect, and not passing judgement on their current situation. A huge thank you to everyone involved

CLOTHING STORE REPORT:

No report received however we are aware that there were no issues with this last year, many donations were received and many items given out, appeals were made throughout year which were successful. Weigh in money gives the money needed to buy underwear etc. Thanks to be recorded to Amanda, Jo and Ashleigh for the work they do in the clothing store.

SESSION REPORTS:

Sunday Team:

Sunday nights continued offering guests a snack meal, food parcels and access to the clothing store. Number attending were around 50 a session and guests appreciated the extra space in the small hall. Services were held at Harvest and Christmas.

Monday Team:

Monday's ran smoothly with sometimes as many as 15 guests coming in for drinks, cake and a game of dominoes, while some weeks we wouldn't get anybody at all. We also saw a lot of guests coming to speak with Mark and ask for his support with various issues. We did see a decline in guests and had a few weeks with none or very small numbers while Mark was off ill. While the numbers are small on a Monday evening it does what it was set up to do which is for people to have somewhere to go for a chat and some light hearted fun and also a quiet session for people to gain help and support without too many people around.

Tuesday Team:

The Tuesday Team have continued to be committed to the work of the Mission preparing and serving the meals until the 17th March 2020 when due to the Covid 19 virus we were unable to continue due to a number of the team were over 70 or had to Shield for various reasons.

During the year we provided meals for between 52 and 82 guest at each session. Once again team members worked hard in baking and providing ingredients the make the meals as economical as possible while being creative with the cooking.

Christmas dinner we had a good number in on the 17th December and were grateful to Copley's and friends for their generous gifts of food towards the meal.

We are so thankful for the wonderful caring team that have worked together in a remarkable way during this time.

Wednesday Team:

Before lock down our team members regularly present were John, Dorothy, Carol Josie and myself. New to the team is Tina who has started doing some of the meals. She is keen to take this up as I will not be doing all the cooking again. Those who attend more randomly are Joyce and Alison. We were averaging 40 guests a week. The larger room and kitchen were working well. We had a few weeks with too few volunteers, but got by. No trouble from quests as far as I can remember.

Concern was expressed that Wednesday had some sessions with not enough volunteers, Sharon confirmed that this was due to short notice absences, need to express the need going forward for people to let people know in better time.

Reports also express that it has been a great benefit moving in to the church kitchen and the small hall for sessions.

FUTURE PLANS – due to the effects of COVID 19 we are a long way off going back to running proper sessions with meals and allowing people in to the building due to the duty of care that we have to protect guests and volunteers. It has been decided that we will start to serve sandwiches along with food parcels through the window from mid November 2020, we have already got a few volunteers willing to make sandwiches. Future plans will depend on local lockdown rules and will be discussed on a regular basis. Mark has done a COVID risk assessment for us to use when the time comes.

Redevelopment has been put on hold to see what we do once lockdown rules are eased. This is in case plans change. New cupboards have been installed to store our equipment in the room next to the kitchen in church. Steve shared a photograph of these.

Sharon will be moving on next September and a paid role will be created to manage the mission. Circuit have asked for working group to work with them to shape what the new role will look like. Names have been put forward to the circuit for this group. Updates will be shared via the management meeting once this starts.

DONM – Thursday 29th April 2021, 7pm

The meeting was closed in prayer led by Rev'd Andrew Longshaw.