



The Kent MS Therapy Centre
 Bradbury House, Merton Lane (North)
 Canterbury Kent CT4 7DZ

**Minutes of the Board of Trustees Meeting
 held on Friday, 17th November at 08:00**

Administration

Present:

Hilary Brian
 Ian Bryant
 Jill Tompkins
 David Bailey, prospective Trustee, joined the Board for open business

Apologies for absence:

Martin Lawrie, Andrew Lawrie, Jo Mills, Sharon Wilding, Terry Hughes

AGENDA ITEM:

ACTION:

Minutes of previous meeting – These are always written up within a few days of meetings and circulated to Board for approval electronically. After ratification they are posted on the noticeboard and website for Members to be kept right up to date. They will not appear as an Agenda item in future.

Hilary & Jude

Support manager – report was digested. Cost of drain to be made secure to be acquired. Physiotherapy costings to be considered with Adrian to see if can afford to engage any gym assistants to carry out therapy prescribed by physiotherapists

**Karen
 Karen & Adrian**

Head of Fundraising – Moira was at GDPR course today.
 1) Everyone is asked to:
 Help with stage 2 of the challenge which takes place from midday on Tuesday 28th November until 12pm on Tuesday 5th December when your donation to the Kent MS Therapy Centre can be doubled. This year our project is for **Physiotherapy & Hydrotherapy** services at the Centre, with an aim to raise £5000 to cover both projects. Individual donations can be from £5 up to £5,000. Please donate to our project <https://secure.thebiggive.org.uk/projects/view/28104/>
 Please also spread the word about the Big Give Christmas Challenge 2017 to friends, family and business contacts

 2) To support Moira by attending Networking events. Please let her know which you would like to attend. KMSTC is a member of the Chamber so the lower price applies (expenses will be paid to those attending)
<https://www.kentinvictachamber.co.uk/events-by-area/canterbury>
<https://www.kentinvictachamber.co.uk/events/after-hours-club-238/>

 3) Financial Controller and Head of Fundraising to collaborate re the Income budget for 2018.

**All Trustees
 All Trustees
 Moira and Adrian**

Financial Controller & Financial Trustee
 The October Management Accounts were not yet available. Much discussion took place around the need to budget for a surplus next year as our reserves have been progressively eroded this year. Price rises will be inevitable in order to continue to provide services to Members
 Financial Controller and Head of Fundraising to collaborate re the Income budget for 2018.
 To circulate proposals to Board electronically over the next few weeks so that Budget can be finalised at Board on December 15th.

**Adrian & Moira
 All Trustees to consider**

<p>Chair – Eurovestech shares – duplicate certificate being sourced and Natwest bank to be asked to seek original Plan for AGM later this morning outlined It was agreed not to accept offer of free ‘health-check’ for H&S, HR & GDPR but to wait until new CEO in post.</p>	<p>Hilary Adrian</p>
<p>Vice-Chair Post meeting notes 1) Rugby Club has no surviving signatories to sign a deed of appointment of new trustees. Their solicitor is working on new trust deed which will need to be ratified at the next AGM of the rugby club, or perhaps an EGM. He re-assured me that there was nothing underhand going on and it was simply a strange set of coincidences that has resulted in this position. He has promised to keep me posted. 2) Compliance Risk Assessment due this month</p>	<p>Andrew Andrew</p>
<p>Treasurer It was agreed that Roland Parry of Magee Gammon should be proposed for re-appointment as Independent Assessor at AGM He has asked to meet with Financial Controller to agree processes</p>	<p>Hilary to inform him Adrian</p>
<p>Marketing & Publicity The results of the Members’ survey are currently being compiled A full report will be available for Members to read and for Trustees to consider at December Board.</p>	<p>Sharon</p>
<p>Operations Terry sends us much electronic feedback to reports - from Thailand where he is carrying out voluntary work</p>	
<p>Members’ Trustees Martin reported that members were very pleased with the additional opening of the gym and other extended services</p>	
<p>People – No Report</p>	
<p>Governance – Hilary attended a course on Governance recently to ensure we are up to date on matters requiring our attention. Nothing pressing currently but for full review when new CEO commences in February 2018</p>	
<p>Strategy For full review when new CEO commences in February 2018</p>	
<p>Risk Post meeting note – Compliance risk assessment has been completed</p>	
<p>AOB: 1) David Bailey was interviewed by Ian and Jill and all agreed he would be a great asset to the Board. 2) Sharon to meet with prospective CEO tonight and report back</p>	<p>All Trustees Hilary to invite him Hilary to take forward</p>
<p>The meeting concluded at 10.00</p>	
<p>Date and time of the next meeting: Friday 15 December 2017 08:00</p>	

These minutes were agreed to be a true reflection of events and signed by the Chair.

_____ Date _____