



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

**Minutes of the Board of Trustees Meeting
 held on Friday, 17 February 2017 at 08:00**

Administration

Present:

Trustees – Jo Mills (JM)
 Jill Tompkins (JT)
 Sharon Wilding (SW)
 Martin Lawrie (ML)
 Andrew Lawrie (AL)

Chairman – Hilary Brian (HB)
 Treasurer – Sam Rouse (SR)

In attendance:

Centre Manager – Jason Steelman (JS) Minute Secretary – Danielle Bradford (DB)

Apologies for absence: Peter Walker (PW)

Absentees: None

AGENDA ITEM:		ACTION:
1.	Strategy <ul style="list-style-type: none"> The Board discussed the draft strategy paper presented by SW. Final strategy sign off next meeting then prioritization to programme projects through year 	JS to prepare a capacity report and circulate prior to next board.
2.	Minutes of previous meeting held on 20/1/2017: <ul style="list-style-type: none"> The minutes were approved. Matters Arising: <ul style="list-style-type: none"> The Board has instructed AL to proceed with finalizing the lease 	AL to finalize lease.
3.	Treasurer Report <ul style="list-style-type: none"> The January 2017 Management Accounts were presented. The 2016 year end accounts have been sent to Magee Gammon for presentation to the Board in March. 	
4.	Centre Manager Report <ul style="list-style-type: none"> The physiotherapist role request has been deferred to the March review. JS presented 2 policies and staff contact details for the Board to note. 	
5.	Support Manager Report <ul style="list-style-type: none"> No Issues 	
6.	Fundraising Report <ul style="list-style-type: none"> The Board requested further information about the annual ball: date, locations considered and final choice of venue 	HW to update Board on Annual Ball.
7.	People Report <ul style="list-style-type: none"> There will be a salary review in March for Board approval. 	
8.	Marketing & Publicity Report <ul style="list-style-type: none"> Nothing to Report 	
9.	Operations & Risk Management Report <ul style="list-style-type: none"> Nothing to Report 	
10.	Members Report <ul style="list-style-type: none"> Nothing to Report 	
11.	Chairman's Report <ul style="list-style-type: none"> HB to review the UK Code of Corporate Governance and terms of reference for the Board. The Board discussed the requirement for trustees to declare any 	HB/JS to review Membership stratification and

	<p>business interests.</p> <ul style="list-style-type: none"> • The Board has accepted the procedures in place for use of the 1st floor. An additional fire escape is not required since: <ul style="list-style-type: none"> ○ A formal fire risk assessment has been conducted ○ All fire alarms are serviced and tested annually ○ There are adequate fire retardant doors and walls in position ○ There are 2 Evac chairs on site with key personnel trained in their use ○ The 1st floor use policy is in place to manage the H&S risks of events • JT to remain on the Board until the next AGM • The Board agreed to complete a skills audit to identify gaps ahead of recruiting new trustees 	<p>categories.</p> <p>AL to review draft business interests policy and form.</p> <p>All Trustees to complete skills audit prior to next Board.</p>
12.	<p>Any other business:</p> <ul style="list-style-type: none"> • Nothing to Report 	
13.	<p>Confidentiality: There were no matters deemed confidential.</p>	
14.	<p>Date and time of the next meeting: Friday 17th March 2017 starting at 08:00</p>	
15.	<p>The meeting concluded at 0950.</p>	

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

_____ Date _____