



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 March 2017 at 08:00**

**Administration**

Present:

Chairman – Hilary Brian (HB) (via phone)	Trustees – Jo Mills (JM)
Treasurer – Sam Rouse (SR)	Jill Tompkins (JT)
	Sharon Wilding (SW)
	Martin Lawrie (ML)
	Peter Walker (PW)

In attendance:

Centre Manager – Jason Steelman (JS)	Magee Gammon – Roland Perry
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Apologies for absence: Andrew Lawrie (AL)

Absentees: None

<b>AGENDA ITEM:</b>	<b>ACTION:</b>
1. Strategy <ul style="list-style-type: none"> <li>The Board discussed the revised draft strategy paper presented by SW.</li> <li>The paper was approved by the Board.</li> </ul>	<b>SW to circulate final version once financial projections received from JS.</b>
2. Minutes of previous meeting held on 17/2/2017: <ul style="list-style-type: none"> <li>The minutes were approved.</li> </ul> Matters Arising: <ul style="list-style-type: none"> <li>None</li> </ul>	
3. Treasurer Report <ul style="list-style-type: none"> <li>The February 2017 Management Accounts were presented.</li> <li>The final draft of the 2016 year end accounts were presented by Roland Perry from Magee Gammon.</li> <li>The 2016 year end position was Income - £493,585, Expenses - £494,635, Deficit - £50.</li> <li>SR also presented the accompanying Trustee Report.</li> <li>Both items were approved by the Board.</li> <li>HB expressed her thanks to SR for her work with completion of the accounts.</li> <li>Further investigation is required on the shares of Eurvestech held by the Charity.</li> </ul>	<b>SR to finalize and sign the 2016 accounts.</b>
4. Centre Manager Report <ul style="list-style-type: none"> <li>JS presented the plan for the recruitment and selection of the Fundraising Manager, including a revised Job Description and Person Spec.</li> <li>JS also provided a Conflict of Interest policy and form for each Trustee to complete.</li> <li>It was proposed to present a review of fees for the April Board</li> </ul>	<b>All Trustees to complete a conflict of interest declaration and skills audit.</b> <b>JS to present options and proposals on the fees for 2017.</b>
5. Support Manager Report <ul style="list-style-type: none"> <li>The Board accepted the proposal to use the donation from the late John Windsor to fund future workshops</li> </ul>	<b>KM to work with Jude on publicity.</b>
6. Fundraising Report <ul style="list-style-type: none"> <li>The Board accepted the cancellation of the Cycle Ride planned for September.</li> </ul>	
7. People Report <ul style="list-style-type: none"> <li>The Board discussed the Staff Salary review. The Board considered the current position of the charity and uncertainty of the remainder of 2017.</li> </ul>	<b>JS to draft a letter notifying staff for JM and HB review.</b>

	<ul style="list-style-type: none"> <li>It was agreed that the charity could not afford a pay rise in 2017.</li> </ul>	
8.	<b>Marketing &amp; Publicity Report</b> <ul style="list-style-type: none"> <li>The next Supporters newsletter is currently in draft.</li> <li>A fundraising pack is under development along with a new exhibition stand.</li> <li>Other developments are on hold.</li> <li>Work is starting on a reclassification and relaunch of KMSTC Friends.</li> </ul>	
9.	<b>Operations &amp; Risk Management Report</b> <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul>	
10.	<b>Members Report</b> <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul>	
11.	<b>Chairman's Report</b> <ul style="list-style-type: none"> <li>The Board Terms of Reference was approved.</li> <li>HB to meet with Frank Brake on 31 March at the Centre.</li> </ul>	
12.	<b>Any other business:</b> <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul>	
13.	<b>Confidentiality:</b> Matters on staff salary and circumstances are confidential and not to be disclosed beyond the Board.	
14.	<b>Date and time of the next meeting:</b> Friday 28 April 2017 starting at 08:00	
15.	The meeting concluded at 0930.	

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

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