



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

**Minutes of the Board of Trustees Meeting
 held on Friday, 19 May 2017 at 08:00**

Administration

Present:

Chairman – Andrew Lawrie (AL) Trustees – Jo Mills (JM)
 Sharon Wilding (SW)
 Martin Lawrie (ML)
 Peter Walker (PW)

In attendance:

Centre Manager – Jason Steelman (JS) Minute Secretary – Danielle Bradford (DB) arrived at 09:00

Apologies for absence: Hilary Brian (HB) Jill Tompkins (JT) Sam Rouse (SR)

Absentees: None

AGENDA ITEM:	ACTION:
1. Minutes of previous meeting held on 17/3/2017: <ul style="list-style-type: none"> The minutes were approved. Matters Arising: <ul style="list-style-type: none"> None 	
2. Centre Manager Report <ul style="list-style-type: none"> JS presented the proposal for the new membership categories. The Board agreed to 2 Member categories: <ul style="list-style-type: none"> Full = MS and their main carer Associate = all others, i.e. Non-MS and HBO users JS also discussed the options for external use of the Hydrotherapy pool. 	
3. Support Manager Report <ul style="list-style-type: none"> The Board discussed the proposed devices in the report. Additional work is required before a proposal can be considered. 	KM to produce a business case for proposed purchases.
4. Fundraising Report <ul style="list-style-type: none"> The venue for the ball has been selected. Entertainment choices will be made by the new Head of Fundraising. 	MM to arrange entertainment for the ball.
5. Treasurer Report <ul style="list-style-type: none"> The April 2017 Management Accounts were presented. 	
6. Chairman's Report <ul style="list-style-type: none"> Lease update: AL has been speaking with the solicitors and is now awaiting a response from the Rugby Club Trustees. They are a party to the lease due to the shared use of the access road. The Trustees present signed the governance training form. Kreston Reeves to provide a Trustee responsibility seminar, 22nd June, 16.30 	AL to continue to press all parties to complete the lease.
7. People Report <ul style="list-style-type: none"> Nothing to Report 	
8. Marketing & Publicity Report <ul style="list-style-type: none"> SW discussed the simplification of the classification and identification of Fundraising Donors, Supporters and Friends. The next newsletter is due to be delivered w/c 22 May 	SW to meet with MM to move forward Fundraising classification.
9. Operations & Risk Management Report <ul style="list-style-type: none"> Review of assessments: <ul style="list-style-type: none"> Environmental/external risks - no change envisaged Operations – minor changes, highlighted 	
10. Members Report <ul style="list-style-type: none"> Nothing to Report 	

11.	Any other business: <ul style="list-style-type: none"> • The Bradbury House sign is now up at the front of the Centre. • It was agreed a common style for reports will be adopted. • The Board invited Helen Wathen to the meeting and thanked her for her dedicated work at the Centre. They wished her well and presented a token of their appreciation. 	
12.	Date and time of the next meeting: Friday 16 June 2017 starting at 08:00	
13.	The meeting concluded at 0950.	

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

_____ Date _____