



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

**Minutes of the Board of Trustees Meeting
 held on Friday, 20th October 2017 at 08:00**

Present:

Chair – Hilary Brian

Trustees – Jill Tompkins Martin Lawrie
 Ian Bryant Andrew Lawrie
 Sharon Wilding Terry Hughes

Board membership:

- Jill Tompkins has kindly agreed and been duly, unanimously elected to act as Trust Treasurer from AGM for 6 months.
- Terry Hughes will talk to an IT expert about possibly joining the Board to lead in that area.

Hilary gave an update to Board on recent computer problems, now resolved

AGENDA:

Apologies for absence:

Jo Mills

ACTION:

Minutes of previous meeting have already been approved and circulated.

AGM arrangements confirmed - to follow on immediately after next Board on November 17th. Coffee & cake 10.30, AGM 11.00 followed by questions to the Board - to be notified in advance please. All Members will be either emailed or if no e-address recorded, a hard copy of Notification of AGM (included in Newsletter) posted Tues 24th October.

Managers' Reports:

Head of Fundraising – Report and plan for Community Fundraising presented and approved by Board. Congratulations to the Fundraising team of Moira and Vicky + all their Volunteers on a fantastic effort. New 'lead' required for Golf Day 2018. Trustee kindly agreed to organise, date and venue tbc

Terry

Financial Controller – Adrian Gray was introduced and welcomed to KMSTC. He presented his first report which was well received after such a short time in post. Mandate for access to Bank account was agreed and form signed by Chair. Financial Risk Assessment recorded. First draft of annual budget to recommended to next Board, after discussion with Head of Fundraising and with emphasis on forecast. Gift Aid claim still outstanding. Work needed to be scoped out and volunteers sought to assist with the administration required.

Adrian + Moira

Hilary + Adrian

Support manager – no report given as she is covering for Centre manager role. Regular meetings with Hilary to ensure Business as usual.

Trustees' Reports:

Vice-chair –

- 1) Permission gained need to speak to intermediary lawyers re Lease
- 2) Eurovestec to be contacted re release of Shares
- 3) KMSTC need to have a Secretary on the Board. Terry Hughes kindly agreed to take on this role. He will inform Charity Commission and Companies House of this and check that he and Ian Bryant have been registered as Trustees.
- 4) Certificate of Insurance of Trustees & Directors was produced but no £figure was included. Company to be called for clarification

**Andrew
 Andrew**

Terry

Andrew

Treasurer – discussion took place and confirmation given that Rooms cannot be hired out as we would be liable to retrospective VAT	
Marketing & Publicity 1) Survey has been distributed 2) Newsletters to be distributed next week 3) HBO and Hydrotherapy use was to be analysed – deferred	Sharon to bring forward when Board time allows
Members' Trustee	
Operations Trustee – Terry had met with ADM (computers contractor) to evaluate their proposals, ahead of presentation to Board. It was agreed that when new CEO in post a full review of IT security was required.	
People Trustee	
Standing items:	
Governance - Board performance review and Trustee training deferred until November meeting due to time constraints	Hilary
Strategy – Document not reviewed due to time constraints. Deferred until November meeting	Sharon
Risk – Compliance Risk Assessment due November 2017	Andrew
Meeting dates 2018 Jan 19 th , Feb 2 nd , March 16 th , April 20 th , May 18 th , June 15 th , July 20 th , August 17 th , Sept 21 st , Oct 19 th , Nov 16 th + AGM, December 21 st .	
Date and time of the next meeting: Friday 17 th November 2017 08:00 Followed by AGM	
Representative from ADM Computers spoke to Board about the problems that had recently been experienced. What had caused them, how they were resolved and the measures put in place to ensure stable, secure functionality in the short term. A proposal was made for a package to be put in place until the new CEO is in place and can carry out a full review	All Trustees to consider proposal made and revert to Hilary by Thursday 26th October so ADM can be informed within agreed timescale.
Representative from Harris Hill Recruitment brought 14 cv's for Board to shortlist for new CEO. 6 were selected and interviews arranged for 27 th and 30 th October.	Hilary, Sharon, Ian and Jill

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

_____ Date _____