



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

**Minutes of the Board of Trustees Meeting  
 held on Friday 23rd February 2018**

**Administration**

**Present:**

David Bailey, Ian Bryant, Keziah Cunningham, Jill Tompkins, Sharon Wilding

**In attendance:**

Adrian Gray, Maria Davis

**Apologies for absence:**

Hilary Brian, Terry Hughes, Martin Lawrie, Andrew Lawrie

**AGENDA ITEM:**

**ACTION:**

**Minutes** of previous meeting held on 19th January have been approved.

Action points ongoing:

- Lease – no satisfactory outcome. Agreement for lease registered at land Registry. Query whether Chris Wachter donated land.
- Accounting year change – rejected (felt that change would lose comparison of yearly budgets)
- Board performance review due
- Sale of Eurovestech shares
- HBO pricing
- Companies House and Charity Commission requirements/ updating (Annual Return overdue; resignation of J Mills)
- Keziah Cunningham to be added to bank a/c details
- H&S; locks and signs – meeting 1<sup>st</sup> March

Andrew

Adrian

Hilary  
 Hilary  
 Keziah  
 Terry

Adrian  
 Keziah, Karen, Chris

Action points resolved:

- Connection with John Trainor made (A.L.E to donate a proportion of the golf club charges to JT's charity of the year)
- Cover for Vicky's maternity leave has been advertised, 3 shortlisted, Jill Tompkins happy to attend interviews
- Physiotherapist appointed (Clare) 1 day per week equivalent with view to 2 days (long term)

**MANAGERS' REPORTS**

**CEO**

Oral report – "3 days in, terrific place!"

Immediate priorities

- Community (staff & members) "on side"; informal meetings/chats; identifying niggles; evaluating processes
- Location of fundraising office/ team; poor environment for work and isolated from team/members – communication deteriorates with distance

Keziah will observe building use/ processes and make recommendations

<ul style="list-style-type: none"> <li>• Reception; operational difficulties (banking); query personalised booking system that automates reminders/ text alerts</li> </ul>	
<p><b>Financial Controller</b></p> <p>Report received and recommendations noted</p> <ul style="list-style-type: none"> <li>• Draft Audit papers on track for April meeting</li> <li>• Companies House Annual return overdue</li> </ul>	Terry Hughes
<p><b>Head of Fundraising</b></p> <p>Report received Fundraising recognised as a priority, Keziah to oversee a review of the fundraising strategy - where to focus resources</p> <p>Non- MS HBO within fundraising Query - assistance from Trustees for Challenge Events - relaunch of lottery - awning for outdoor gym</p> <p>MS Awareness week – great opportunity to advertise and invite people to the centre. Planned fundraising activity? Keziah to confirm plans in place.</p>	Keziah     Keziah
<p><b>Support Manager</b></p> <p>Report received. No issues raised Strong varied programme for MS Awareness week</p>	
<b>TRUSTEES' REPORTS</b>	
<b>Chair</b>	
<b>Vice-chair</b>	
<p><b>Treasurer</b></p> <ul style="list-style-type: none"> <li>• Gift Aid documentation being collated (with assistance of student volunteer) incl Small Donations Scheme Facebook – alerts have gone out on FB – <b>Victoria</b> – pls post new alert towards the end of the day</li> <li>•</li> <li>• Claim in relation to therapies – information passed to Hilary</li> <li>• Use of room(s) by outside agencies – invite a donation</li> <li>• Chamber of Commerce can be advised a function room is available.</li> </ul>	Hilary Moir
<p><b>Finance Trustee</b></p> <p>Nothing further to add to accounts provided</p> <p>General discussion as to heating costs; solar panels (feed in tariffs); rent to freeholder – lease needs resolving. After the meeting David and Keziah resolved to ascertain the status of: 1. heating system maintenance. 2. The control of temperature in the building. 3. Are we receiving the generation and feed-in-tariff payments for the Solar PV Panels.</p>	David & Keziah
<p><b>Marketing &amp; Publicity</b></p> <p>Members newsletter complete and available next week</p> <p>Mailchimp daily limit hit because of bad weather announcements – weekly digest of therapy availability agreed with Jill, email information needs to be directed and relevant</p>	

<b>Members' Trustees</b> <b>Positive membership feedback</b>	
<b>Operations</b>	
<b>Trustee David Bailey</b> ADM to A.L.E. handover completed Final invoice from ADM due 19 <sup>th</sup> April Broadband anticipated 1 <sup>st</sup> May end of personal email	ALL
<b>STANDING ITEMS</b>	
<b>Governance</b> No conflicts of interest noted – add this item to top of agenda for future meetings  Trustee email addresses – some difficulty in setting up owing to poor access to the Centre servers which will be resolved in April. Agreed would be mandated from 1 <sup>st</sup> May - no personal emails would be used thereafter.	Hilary  ALL

<p><b>Health &amp; Safety</b>          Members to be advised to check the website for information; inclement weather – staff best endeavours but not place themselves at risk</p>		
<p><b>Risk</b>          See above</p>		
<p><b>Strategy</b>          Review in fullness of time</p>		Keziah
<p><b>AOB:</b>          None</p>		
<p>Date and time of the next meeting:</p>	<p>Friday March 16th 2018          08:00 Bradbury House</p>	ALL

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Signature ..... Date .....

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