



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

**Minutes of the Board of Trustees Meeting
 held on Friday 16th March 2018**

Administration

Present:

David Bailey(DB), Hilary Brian(HB), Ian Bryant(IB), Keziah Cunningham(KC), Terry Hughes(TH), Jill Tompkins(JT), Sharon Wilding (SW)

In attendance:

Maria Davis

Apologies for absence:

Martin Lawrie, Andrew Lawrie

AGENDA ITEM:

ACTION:

Minutes of previous meeting held on 23rd February have been approved.

No Conflicts of Interest noted.

Andrew Lawrie has indicated his intention to step down (timings tbc).

Action points ongoing:

- Lease.
- Vacancy on Board of Trustees (AL) – legal expertise in property required; David Bailey to follow up with a contact.

Andrew
David

MANAGERS' REPORTS

CEO

Oral report – “My first 16 days”
 Recent inclement weather stressed the team and IT support - all systems remained live.

Positives

- 17/03/18 soft launch of monthly Saturday Family Swim (£20 per family up to 4)
- Wacher Suite – meeting space for corporate, community and charity groups. MS related charity groups to be offered facility for free, others donation of £80 per day – pricing still mute. (Northwood to reflect) Discussion over car parking; H&S; calendar availability.
- Management of last minute cancellations improving.
- Sarah, cover for Vicky’s maternity leave recruited.
- Positive meeting with Frank Brake – Legacy issue identified.
- Regular meeting programme established – Karen, Moira.

Keziah

<p>Issues identified</p> <ul style="list-style-type: none"> • Reception cover on Friday – review and adjust current working schedules / resources. • Review of Facility Management / Service Contracts – Heather with support of Trustee; David Bailey. • Level of Trustee input at networking events – all present happy to attend /assist. David /Terry identified as point of contact. Keziah to run a brief workshop at next Board Meeting. • Review of the “Thanking” process for Donors / Fundraisers. • Team communication difficulties – working patterns. • Nature and content of the reports prepared for the Board – Trustees require monthly headline stats; actual target / key activities / impact / forecast. • Northwood - underused. • Invoice process 	<p>Keziah</p> <p>Heather / David</p> <p>Keziah / David /Terry</p> <p>Keziah</p> <p>Keziah (Karen, Moira)</p>
<p>Financial Controller</p> <p>Report received.</p> <ul style="list-style-type: none"> • Framework Budget to be presented 2 weeks before next Board Meeting – absolutes, targets etc identified to enable discussion. • Breakdown of fundraising also to be presented 2 weeks in advance of meeting – identifying cost base, target and budget. • Format of Budget discussed – P&L a/c spreadsheet for comparison between years. • Inflation should be considered. • Gift Aid – definitive answer required; professional advice? <p>Recommendations agreed and adopted.</p> <ul style="list-style-type: none"> • New Minimum Employer Contribution – Automatic Pension Enrolment and Rates 1st April 2018. Keziah to write advising individual employees of contribution changes and personal options available in The People’s Pension. • Report clarifying that following a review by the Board (of governance matters) that all the Directors and Officers have been properly recorded by Companies House and the Charity Commission. • Report clarifying the late lodging of Annual Return due to IT difficulties (user name and password). • Authorisation of NatWest cheque signatories, on-line banking and credit cards; KC to be added as cheque signatory to all NatWest bank accounts; KC and MM to be added to NatWest on-line banking; NatWest credit cards to be made available to KC, MM and AG. Changes to be implemented by KC and AG. • KC and AG to be added as authorised signatories to the CAF accounts. • KC in her capacity of CEO has authority to employ relevant staff and purchase relevant good and services. • KC to be recorded as a keyholder 	<p>Adrian</p> <p>Adrian</p> <p>Adrian</p> <p>Adrian</p> <p>Nobody identified to action</p> <p>Keziah</p> <p>Terry</p> <p>Terry</p> <p>Keziah / Adrian</p>
<p>Head of Fundraising</p> <p>Cream Tea under subscribed – promotion requested.</p> <p>MS Awareness week – KC to coordinate with Moira and Karen. Query raised over media (MM contacts?)</p>	<p>All</p> <p>Keziah</p>

STANDING ITEMS	
Support Manager Report included in CEO report	
TRUSTEES' REPORTS	
Chair <ul style="list-style-type: none"> Board Review - 12 essential responsibilities identified; Vision, Mission and Values require regular review. Policies dated - review in time. Trustees acknowledge the need to review the <i>modus operandi</i> of the Board and competencies of its members. DB outlined various options and agreed to canvas a mutually convenient date (incl KC). DBS – KC requires Terms of Office 	All Keziah Hilary
Vice-chair Sharon Wilding nominated and accepted.	
Treasurer Vote of thanks to Jill, Ian Bryant happy to assume role going forward. <ul style="list-style-type: none"> Eurovestech – paperwork in hand. Hilary to research sale of shares. Member Trustee replacement – Hilary to invite applications; draft JD to be written to assist recruitment process. 	Ian Hilary Hilary
Finance Trustee <ul style="list-style-type: none"> Invoices via KC Query whether sufficient safeguards against fraud 	Keziah
Marketing & Publicity No issues <ul style="list-style-type: none"> GDPR (25th May) being addressed 	Keziah (liaise with Moira ref supporters)
Members' Trustees Positive membership feedback. Donation Station ramp build w/c 19/03	
Operations Nothing to report. KC & TH to meet ref Objectives	
Trustee David Bailey IT – BT have found a blockage; update anticipated w/c 19/03	

Governance Formal review underway	
Health & Safety Fire and Health Safety review ongoing. Recording of processes – weekly delegation.	Keziah
Board Risk No assessments due this month but this will be reviewed as part of Board Performance review	
Strategy Review in fullness of time	Keziah
AOB: Patron May - AGM Friday 18 th May	
Date and time of the next meeting:	Friday March 16th 2018 08:00 Bradbury House ALL

Signature Date

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