



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

**Minutes of the Board of Trustees Meeting
 held on Friday 18 May 2018**

Administration

Present:

David Bailey, Hilary Brian, Ian Bryant, Keziah Cunningham, Terry Hughes, Jill Tompkins, Sharon Wilding

In attendance:

Maria Davis

Apologies for absence:

Martin Lawrie (his statement was read out at his request)

AGENDA ITEM:

ACTION:

Minutes of previous meeting held on 20th April have been approved.

No Conflicts of Interest noted.

Action points ongoing:

- Vacancies on Board of Trustees – potential Trustees identified; Nicola August (Furley Page Solicitor, vulnerability specialist); Richard Curzon + one other potential Member Trustee.
- Chair – Sharon agreed to take the role on a temporary basis. Hilary and David to work on recruitment of both Trustees and All on a replacement Chair.
- Accounts for Charity Commission in hand; Companies House Accounts - Magee Gammon to be requested to file.
- Bi- monthly Board Meetings considered and approved, commencement date to be determined – appropriate Trustee Member to be available as required in the interim for operational issues.
- Solar Panels- British Gas paperwork submitted, awaiting response.
- Animals (Dogs) – Board decision stands, policy unaltered.

David, Hilary All

Hilary

All

Terry, Heather

All

MANAGERS' REPORTS

CEO

Report received.

- Volunteer Head Gardener and PA/Admin assistant (1 day per week) recruited.
- Holloway University research clinical study – employment and

<p>MS.</p> <ul style="list-style-type: none"> • Shower Toilet – Karen has identified a Company willing to gift, install and maintain (for 12 months) the equipment. • Southern MS Therapy Centre hub meeting w/c 21 May. • NonMS Hydrotherapy (raised by Nick Hunt) – in principle possible provided not to detriment of an MS member. • Keziah 2/3 day planned absence mid June. 	<p>Keziah</p> <p>Keziah</p> <p>Keziah (advise team)</p> <p>All</p>
<p>Financial Controller</p> <p>Report received.</p> <p>January Management Account received – accuracy queried. Various inconsistencies identified (IB) but the delayed submission prevented detailed checks; impossible to confirm account is a true reflection.</p> <ul style="list-style-type: none"> • Accurate accounts for February, March and April within 4 week period. • Recruitment of experienced Book Keeper to assist financial operation approved. • VAT – concerns raised; legal position and constraints on Centre’s operations. Board agreed analysis (long term) required. 	<p>Adrian</p> <p>Keziah, Ian</p>
<p>Head of Fundraising</p> <p>Report Received.</p> <ul style="list-style-type: none"> • Management account submitted not a true reflection of position. 	
<p>Support Manager</p> <p>Report Received</p> <ul style="list-style-type: none"> • Membership numbers increased (beyond targets) – Board recognition of time, work and effort involved. • Definition of Membership – active or friends; management of groups. 	<p>Karen</p> <p>Keziah, Karen</p>
<p>TRUSTEES’ REPORTS</p>	
<p>Chair</p> <p>The Board thanked Hilary for the work, time and effort she readily gave to the role, encouraging her not to be a stranger going forward.</p> <ul style="list-style-type: none"> • Eurovestech shares – papers submitted, legal entity form outstanding – Jill to complete sale preparation. 	<p>Jill</p>
<p>Vice-chair</p>	

GDPR – ready for circulation, Policy documents (drafting) in hand.	Sharon
Treasurer No issues – handover JT to IB completed. Finalised accounts were signed by Hilary and Jill	Hilary to send to Magee Gammon for finalisation
Finance Trustee Issues raised – see above.	
Marketing & Publicity Newsletter in hand.	Keziah, Sharon
Members' Trustees No issues.	
Operations No issues.	
Trustee David Report received. <ul style="list-style-type: none"> • IT – BT still await Council consent to close road and unblock link. • ALE extremely helpful and proactive. • (TH) Donation of large TV – note of thanks required. 	Hilary
STANDING ITEMS	
Governance Considered within Board Review	
Health & Safety Fire training completed and Safeguarding Policy circulated. <ul style="list-style-type: none"> • Issues ongoing; door closure; IT cabinet (mess); Service of Fire Alarm & Emergency Lighting. 	Keziah, Karen (ALE)
Risk Review and update of <i>Children HBO</i> – requirement for individual chamber?	Hilary & Louise O'Boyle
Strategy Considered in Board Review	

	AOB: <ul style="list-style-type: none"> • Upcoming events; Summer Fair 16th June, Quiz Night 28th June 	
	Date and time of the next meeting: Friday 22 nd June 2018 08:00 Bradbury House	ALL

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Signature Date

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