



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

**Minutes of the Board of Trustees Meeting
 held on Friday 20 July 2018**

Administration

Present:

David Bailey, Keziah Cunningham, Richard Curzon, Terry Hughes, Sharon Wilding.

In attendance:

Maria Davis.

Apologies for absence:

Ian Bryant.

AGENDA ITEM:

ACTION:

Minutes of previous meeting held on 22nd June have been approved.
 No Conflicts of Interest noted. Declaration of Interests and Confidentiality Form provided to RC for completion.

Richard

Action points ongoing:

- Vacancies on Board of Trustees – 4 expressions of interest from membership- Sharon to take forward 3 (distinguished by current levels of engagement) and invite candidates to meet the Board at 9.30am at next Meeting 17/08. Discussions with a legal expert are ongoing – meeting 03/08..
- Chair – as before; focus on Board recruitment and consider relevant skill sets.
- Accounts for Charity Commission & Companies House filed – password received 19/07. TH expressed concerns with single login; Board agreed “ownership” by centre not individual and TH will propose a new process for updates.
- Shares sale 25/07.
- Solar Panels - ongoing.
- Data Protection Policy - KC awaiting template from MS National; SW stressed necessity for tandem team briefing.
- Lease - documentation at issue. Articles of Association and Land Registry entry to be reviewed.

Sharon

All

Terry

Keziah

Keziah

MANAGERS' REPORTS

CEO

Report received.

<p>Team Day very successful (brief overview provided by DB); Board expressed their support for implementation of the ideas forthcoming; KC to set operational targets & quarterly review dates.</p> <p>RC requested a similar day for HBO team to standardise processes and share good practice. September identified.</p> <p>Book Keeper successfully recruited (subject to reference). April now loaded on SAGE; 3 months in arrears – priority for Dawn on appointment.</p>	<p>David, Richard</p>
<p>Decisions required</p> <p>Therapy fee increases approved:</p> <ul style="list-style-type: none"> • Members need to be fully informed prior to commencement. • Impact to be reviewed and reported to Board within first quarter. • Administration of booking, payments and cancellations imperative - issue of payment crucial, Board floated the idea of “ticket” to be passed to therapist identifying payment. <p>Classification of items by way of headers or notes within Accounts agreed.</p>	<p>Keziah</p>
<p>Fundraising</p> <p>Report received.</p> <p>Challenge of fundraising from large Trusts / Foundations acknowledged; lack of management accounts a real hindrance.</p> <p>MS National provided alternative fundraising approaches - within our membership can the fundraising team identify business links at local level of individuals?</p> <p>Trustees keen to support/attend events - request a list of events and allocation (where possible) of personalities.</p>	<p>Moira</p> <p>Keziah, Moira</p>
<p>Support Manager</p> <p>KM has established a relationship with the Paula Carr Trust which will result in referrals for HBO.</p>	
<p>TRUSTEES' REPORTS</p>	
<p>Chair</p> <p>Oral report.</p> <ul style="list-style-type: none"> • Financial Controller (position of) resolved. • Report on potential Trustees. • Bike Race Launch, 17/07 - link with Barrett's (Laura). • Creating links with Canterbury Rugby Club. • Production of next newsletter kicked off 	

<p>Treasurer</p> <p>Covered in CEO report.</p>	
<p>Marketing & Publicity</p> <p>Covered in Chair report.</p>	
<p>Members' Trustees</p> <p>HBO volunteers - see CEO report. Coffee Morning 21/07.</p>	
<p>Strategy and Board Review</p> <ul style="list-style-type: none"> • Strategic plan documents to be updated - consolidation of data / objective / vision/ operational review. (Anticipated-next board meeting). • Actions to deliver strategic objectives ongoing. 	<p>David</p> <p>All</p>
<p>Trustee David</p> <ul style="list-style-type: none"> • IT – BT now have Council consent to close road 23/24 July, anticipate service end of August. 2 week transition period. • IT overhaul requested thereafter - equipment and training. 	<p>David</p>
<p>STANDING ITEMS</p>	
<p>Governance</p> <p>Update in hand.</p>	
<p>Health & Safety</p> <p>Asset and Facilities audit in hand.</p>	
<p>Risk</p> <p>Considered with Health & Safety and Board Review.</p>	
<p>Strategy</p> <p>Considered above.</p>	

	AOB:	
	Date and time of the next meeting: Friday 17th August 2018 08:00 Bradbury House	ALL

Signature Date

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