

**Minutes of the
 Board of Trustees Meeting
 held on Friday 22nd March 2019**

Present:

David Bailey, Ian Bryant, Mary Cox, Keziah Cunningham, Richard Curzon, Gavin Davis, Ian Howells, Caroline MacDonalD-Bryant, Sharon Wilding.

Apologies:

Andrew Lawrie.

In Attendance:

Maria Davis.

AGENDA ITEM:	ACTION:
1903.01	<p>Minutes of previous meeting held on 8th February have been approved.</p> <p>Conflicts of Interest: Trustees to complete, sign and upload to SharePoint Declarations of Interest documentation.</p> <p>Board acknowledged and thanked Lucy for the considerable work and hours undertaken maintaining reception.</p> <p>Board welcomed Jennifer Needham, Office manager.</p>
1809.01	<p>Action points ongoing:</p> <p>Solar Panels – Board request contact made with Ofgem.</p>
1809.09	<p>Reserves Policy – finalisation of documentation and recommendation to be made to Board.</p>
1902.07	<p>Existing risk reports to be brought to next meeting for review/updating. Existing files located here.</p>
1902.08	<p>VAT – confirmation of monthly monitoring process sought.</p> <p>CEO appraisal and salary (staff) process -2 committees established;</p>
1903.02	<p><i>‘objective committee’</i> – set, monitor, appraise, recommend % level of reward. Objectives to be agreed before next Board Meeting.</p>
1903.03	<p><i>‘remuneration committee’</i> – set framework for pay policy for the business.</p>
<p>Please see action point tracker for full details of progress against actions.</p>	

AGENDA ITEM:	ACTION:
<p>BOARD REPORTS</p> <p>CEO Reports received – see documents in Sharepoint for details.</p> <p>1903.04 Board approved appointment of Trusts & Partnerships Manager.</p> <p>To note: CEO A/L - 2 days early April, 2 weeks mid-April.</p>	<p>O</p> <p>Keziah</p>
<p>Positive Feedback</p> <ul style="list-style-type: none"> • Members’ on the appointment of Jen, Office manager • Northwood 2018 identified 18,000+ therapy sessions 387 distinct attendees. • Visits from Funders / Trusts. • Profile raised – St Edmunds’ cathedral concert / MS Society. 	
<p>Financial update Management Accounts submitted and discussed.</p> <p>1903.05</p> <ul style="list-style-type: none"> • Monitor direct costs of therapies (regular overspend); check ¼ly trend, reforecast as necessary. • Board request monthly tracking report – Achievement v Cost (Graph). • Board sought confirmation that monthly financial reports will be published to SharePoint. <p>1903.06</p> <p>Auditors working on End of Year Accounts – payroll / Trustee reports in hand.</p>	<p>Keziah, Ian</p> <p>Ian</p>
<p>TRUSTEES’ REPORTS</p> <p>Trustee Reports uploaded to SharePoint.</p>	
<p>STANDING ITEMS</p>	
<p>Governance Code of Conduct discussed and approved.</p> <p>3 Officers required; appointment of Secretary not essential but desirable – volunteer required. [David Bailey volunteered, and was accepted, after the meeting]</p> <p>1903.07 AGM – consideration and discussion of Notice, Agenda and potential presentation / workshop.</p> <p>Simplify the arrangements to declare a quorum.</p> <p>Review of recent Training – see confidential note.</p>	<p>All</p> <p>KC & SW</p> <p>All</p>
<p>Health & Safety</p> <p>see Facilities log action tracker.</p> <p>Management of H&S could be improved with a robust management system – Keziah and Gavin considering external agency.</p>	
<p>Strategy ongoing.</p>	

AGENDA ITEM:		ACTION:
1903.08	AOB: <ul style="list-style-type: none"> Fundraising “pop-up” shop; disappointing (impact) Maidstone venue, query whether Folkestone creative quarter viable Saturday gym – explore making use of capacity. Publicising last minute therapies – WhatsApp? Fundraisers Evening – annual event for all challenge fundraisers. 	Keziah, Gavin
1903.09		Keziah
1903.10		Keziah
1903.11		Keziah, Moira
	Date and time of the next meeting: Friday 17 th May 2019 at 08:00hrs, Bradbury House	All

Signature Date

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