

The Kent MS Therapy Centre

Bradbury House, Merton Lane (North)

Canterbury Kent CT4 7DZ



Minutes of the Board of Trustees Meeting held on Friday 8th February 2019

Present:

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

Apologies:

None.

In Attendance:

Maria Davis.

AGENDA ITEM:		ACTION:
	<p>Welcome to Andrew Lawrie, re-joining as a Trustee following a year's absence.</p> <p>Minutes of previous meeting held on 30th November have been approved.</p> <p>Conflicts of Interest: none noted.</p> <p>Governance forms (refresh) to be completed by all existing Trustees. These will be circulated for completion before the next meeting.</p> <p>Board expressed their remorse on Frank Brake's passing. Representatives from the Centre will be attending the memorial service.</p>	Sharon
<ul style="list-style-type: none"> • 1809.04 • 1809.08 • 1809.13 • 1809.16 • 1809.12 	<p>Action points resolved:</p> <ul style="list-style-type: none"> • Social Committee – repromoted; fundraising resources redirected. • Gift Aid - volunteer. • Analysis of Therapy cost/remuneration. • IT infrastructure; phase 1 complete, phase 2 estimated end of Feb. • Phone Analysis/Survey in hand – JT. 	
<ul style="list-style-type: none"> • 1809.01 • 1809.09 • 1809.14 • 1811.06 	<p>Action points ongoing:</p> <ul style="list-style-type: none"> • Solar Panels • Reserves Policy – by 22 March 2019. • Plan to improve links in the local community and recruit more volunteers • Year end accounts <p>Please see action point tracker for full details of progress against actions.</p>	<p>Keziah Keziah, Ian Keziah, Mary</p> <p>Keziah</p>

AGENDA ITEM:	ACTION:
	BOARD REPORTS
<ul style="list-style-type: none"> 1902.02 	<p>CEO Report received.</p> <p>Board acknowledge that in the drive for increased sustainability and growth, diversification of income streams should be explored.</p> <p>Board broadly support Feasibility Study; KC to draft a Terms of reference and circulate to the Board by 22 March.</p>
<ul style="list-style-type: none"> 1902.03 1902.04 	<p>Issues identified</p> <ul style="list-style-type: none"> Business Development Task Force – KC, SW, DB, RC with financial oversight from IB. Staff Team pay & structure. Board approval given to proposed salary increases and appointment of Office Manager subject to financial oversight from IB. Membership Growth and Enhancement - review should include MS members not currently engaged. (Names) Potential Patron; affinity with MS / KMSTC.
	<p>Financial update Management Accounts submitted and discussed. For future reports it was agreed that a summary of the reasons for variances of actual to budget performance would be useful.</p> <p>End of Year Accounts – KC seeks revamp of Annual Report; Board broadly support, report provides performance trend measurement assists analysis / management of future resourcing and fund raising.</p>
<ul style="list-style-type: none"> 1902.05 	<p>CEO pay review process DB proposed new process as follows:</p> <ul style="list-style-type: none"> 2 x Trustees set objectives and conduct appraisal (annual with quarterly reviews) recommendation for pay reward. 2 x Trustees set pay reward structure. Board approval by default <p>Board broadly in agreement, detail to be confirmed and written into a formal process at the Governor training being organised for later this month, based on process used at Barnsole Primary Trust</p>
	<p>Fundraising Report received.</p>
	<p>Support Manager Report received.</p>
	TRUSTEES' REPORTS
	<p>Chair Oral report.</p>
	<p>Treasurer Covered in Financial update.</p>

AGENDA ITEM:		ACTION:
	Marketing & Publicity Covered in CEO report.	
	Operations Covered in CEO report.	
	Strategic / Operational Plan Outstanding actions now included in the action tracker.	
	Trustee David Oral update provided.	
	STANDING ITEMS	
<ul style="list-style-type: none"> 1902.06 	Governance Trustees Role Description and Code of Conduct; offer of Training accepted by Board members. <i>(Date of 26 Feb to be confirmed)</i>	David
	Health & Safety Oral report provided; issues identified <ul style="list-style-type: none"> COSHH - work in progress to create a complete register of COSHH Risk Assessments Investigate training – suggested “IOSH Directors Responsibilities”. GD to circulate information. Review of knowledge/training for centre staff (perm & volunteers). Suggest creating a central register of training/skills to give greater clarity of responsibilities. GD requested access to “operations” folder 	GD GD GD KC (requested from ALE)
<ul style="list-style-type: none"> 1902.07 	Risk Management All trustees to complete assessments in individual areas: <ul style="list-style-type: none"> Environment – GD Reputational – KC Financial – IB Operational - Governance - Existing risk reports to be brought to next meeting for review/updating.	All Sharon
	Strategy Next steps to be discussed & agreed next meeting.	Sharon
<ul style="list-style-type: none"> 1902.08 1902.0 	AOB: <ul style="list-style-type: none"> VAT registration: It was agreed that a monthly check of the income from non-MS members should be carried out to ensure that the £85000 VAT threshold was not breached leading to a need to register for VAT. PAYE It was agreed that the method of payment of oxygen therapy operators and other therapists needed to be regularised by 6th April 2019. Lease approved - The proposed lease of the KMSTC land and buildings between the Centre and the Wachter Trust for 125 years at an initial rent of £1000 p.a. was 	Keziah Keziah

AGENDA ITEM:		ACTION:
	approved and SW and IB were duly authorised to sign said lease on behalf of the Board.	
	Date and time of the next meeting: Friday 22 nd March 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