

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



**Minutes of the
Board of Trustees Meeting
held on Friday 17th May 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:
	Minutes of previous meeting held on 22 nd March have been approved.	
1902.01	Review of action points: Conflicts of Interest: Declarations of Interest documentation; sign and upload to SharePoint folders: https://kentmstc.sharepoint.com/:f:/s/trustees/EqjdNJ-ifTdJkIIZhakP_hYBxc6D1XlhiwmXzhpcYuRgug?e=GkZ9eb	Andrew David Ian B
1809.01	Solar Panels – progress made; Royal Mail & Canterbury CC documents obtained.	Keziah
1809.09	Reserves Policy – ongoing.	Keziah
1811.11	Strategy Development – separate session; date to be agreed.	All
1902.04	Patron – approach members (SW to draft request); an individual with affinity with MS.	Sharon
1902.07	H & S Report (live document) append with Board papers; risk remains a standing item. Determine why five-year electric check failed to discover bare wires in roof space	
1903.02	CEO objectives on SharePoint – all to review to familiarise.	All
1903.04	Vacancy reissued with specialist Charity job board	
1903.12	Member responsibilities – new member forms need updating asap.	Keziah
1905.01		David

AGENDA ITEM:	ACTION:	
1905.02	Northwood – (operational risk) liaise with MS National – IT operating systems. Investigate robustness of Northwood data security and determine ownership of source code.	Keziah
1905.03	<p><u>Finance risk report circulated and considered:</u> VAT / corporation tax – options to be explored; external expert guidance to be sought (Magee Gammon).</p> <p>Gift Aid – volunteer still sought. IH offered assistance.</p> <p>Please see action point tracker for full details of progress against actions.</p>	Ian H
BOARD REPORTS		
1905.04	<p>CEO Report received. (Standardised format welcomed)</p> <p>Reception – agreed that volunteers should complement not sustain; staffing (budget) KC decision.</p>	Keziah
1905.05	<p>MS Member Centre Non-Usage Report</p> <p>Board acknowledged and thanked Jill Tompkins for the considerable work undertaken creating the report.</p> <p>Incremental actions identified:</p> <ul style="list-style-type: none"> • Research options for attending the centre; community & voluntary transport schemes; (members) car sharing scheme; taxi company reduced rate; Kent car share scheme. 	Keziah, Jill
1905.06	<ul style="list-style-type: none"> • Proposals to remove barriers & attract / retain members; engaging with non-attendees; attracting newly diagnosed; identifying barriers /age group / segmentation / buddy scheme. • Need to re-contact members to reassure them that the contribution to therapies is voluntary especially in cases of hardship. 	Keziah, Gavin (KCC scheme) Caroline (to liaise with KM) KC
1905.07	<p>Financial update Management Accounts submitted and discussed; narrative welcomed.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Major expenditure additional to budget (car park; compressor air source heat pump) – active management PPM’s to be put in place for 2020 budget. <input type="checkbox"/> It was reported that potential vatable income was still below the registration threshold. 	Keziah, Gavin
	<p>Fundraising Report received – table format requested to assist tracking (success of / significant) events in the year.</p>	Keziah, Moira
	<p>Support Manager Report received.</p>	
TRUSTEES' REPORTS		

AGENDA ITEM:		ACTION:
1905.08	<p>Trustee Reports uploaded to SharePoint.</p> <p>Additional to reports uploaded:</p> <p>DB - ALE, new computers imminent.</p> <p>RC – Suggestions for additional income streams: Friends of KMSTC monthly donation, Legacy Memorial garden.</p> <p>MC – raising profile; social events.</p> <p>CM-B – chamber refurbishment near completion.</p>	Keziah, Moira
	<p>Operations Covered in CEO report.</p>	
	<p>Strategic / Operational Plan See action tracker.</p>	
	STANDING ITEMS	
	<p>Governance Appointment of Company Secretary - DB.</p>	David
	<p>Health & Safety Management of H&S – consideration of external agency ongoing.</p>	Keziah, Gavin
1902.07	<p>Risk Management Ongoing (review/updating.) Environment to be reviewed next meeting, Reputational in Sept. Existing files located here.</p>	Gavin
	<p>Strategy ongoing.</p>	
	<p>AOB:</p> <ul style="list-style-type: none"> • Board approve Annual Accounts presented. • Board recommend re-appointment of Independent Examiner, Magee Gammon. 	
	<p>Date and time of the next meeting: Friday 19th July 2019 at 08:00hrs, Bradbury House</p>	All

Signature Date

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