

The Kent MS Therapy Centre

Bradbury House, Merton Lane (North)
Canterbury Kent CT4 7DZ



Minutes of the Board of Trustees Meeting held on Friday 27th September 2019

Present

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

Apologies:

Ian Howells.

In Attendance:

Maria Davis.

AGENDA ITEM:		ACTION:
	Minutes of previous meeting approved.	
	Conflicts of Interest: none noted.	
	Review of action points: The latest details of progress against current actions on Action Tracker highlighted points;	
1907.01	<ul style="list-style-type: none"> Risk Management Report - agenda item November. 	Gavin, David
1905.02	<ul style="list-style-type: none"> VAT options- full brief has been sent requesting potential models, outlining both pros & cons; agenda item November. 	Keziah
2709.01	<ul style="list-style-type: none"> Data Compliance Statement requested from North Wood. It was confirmed that we have unrestricted access to the source code. 	David
2709.02	<ul style="list-style-type: none"> Electrical (wires ceiling) - compensation/restitution. 	Gavin
	BOARD REPORTS	
	CEO Report received. New Staff members identified – please introduce yourself.	All

AGENDA ITEM:		ACTION:
	<p>Management Team working on a series of projects for 2020; physio review; fundraising - raising community & social profile; reprogramming of North Wood to better control time, availability and nature of therapies.</p> <p>Gift Aid; 2017 claim prepared with volunteer assistance. Working toward a robust process via North Wood / single payment process.</p>	
2709.03	<p>Financial update</p> <p>Management Accounts and Narrative provided. A/C s per forecast; risk – income concerns; community & social.</p> <ul style="list-style-type: none"> Budget; Board request draft for November meeting - to include schedule for maintenance & repair. Anticipated that forecast will be based on current year, incorporate inflation, knowledge and strategy assumptions. 	Ian, Keziah.
2709.04	<ul style="list-style-type: none"> 2020 Budget forecasts to be drafted and sent to Ian with stated assumptions noting changes from previous years P&L accounts. 	ALL
	<p>TRUSTEES' REPORTS</p> <p>Trustee Reports uploaded to SharePoint.</p> <p>Additional to reports uploaded:</p>	
2709.05	<p>CMB</p> <p>Main focus Pamper Day. Ongoing work required to develop processes to attract/re-engage Members. Impact measurement – acknowledgment of “member” journey pre/post therapy, documenting improvement in symptoms experienced.</p>	Keziah, Caroline
2709.06	<p>GD</p> <p>Leadership survey; various actionable points identified – KC, GD, JN, MM to work on action plan; leadership team to feed out information; response to all invited to partake – reinforce privacy.</p>	Keziah, Gavin
	<p>Operations</p> <p>Covered in CEO report.</p>	
2709.03	<p>Strategic / Operational Plan</p> <p>Board agreed final amendments to draft circulated and signed off the plan subject to:</p> <ul style="list-style-type: none"> Outstanding budget forecasts inserted when agreed Removal of dates against plans. Board agreed that the Leadership Team should determine delivery time - with consideration of resources, recognising the degree of priority set by Board. 	Ian Keziah
	<p>STANDING ITEMS</p>	
	<p>Governance</p> <p>Nothing additional.</p>	
	<p>Health & Safety</p> <p>Management of H&S – ongoing.</p>	

AGENDA ITEM:		ACTION:
2709.07	<p>Risk Management.</p> <p>Recent Fire Inspection – number of points flagged including (nature of) use of upstairs space. The issue of evacuation of wheelchair users from the first floor was addressed after a previous inspection and policies updated. Details to be confirmed.</p>	Gavin
	<p>Strategy</p> <p>Covered above.</p>	
2709.08 2709.09	<p>AOB:</p> <ul style="list-style-type: none"> • Information Talk on MS - open to all volunteers & Trustees. Query could it be recorded. • MS Society Secretary, Bernard Elwen, (Secretary of MS National Therapy Centre) would like to attend Board Meeting/ meet Trustees – agreed, Jan 2020. • Venue of next meeting - Wachter suite requested. 	Keziah Karen Richard
	<p>Date and time of the next meeting: Friday 15th November 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