

The Kent MS Therapy Centre

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



Minutes of the Board of Trustees Meeting held on Friday 20th March 2020

Present:

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

Apologies:

Ian Howells.

In Attendance:

Maria Davis.

AGENDA ITEM:	ACTION:
Minutes of previous meeting held on 17 th January have been approved.	
Conflicts of Interest: RC – oxygen generation	
<p>Review of outstanding action points: (Action tracking by way of appendix to minutes going forward)</p> <ul style="list-style-type: none"> • Fire inspection – carry forward. • Resourcing plan – carry forward. • Reception telephone resolved – operational monitoring. • Intranet – positive feedback; in light of COVID-19 consider within Comms. plan. • Therapies – marked reduction; promotion in hand. • Feasibility study – carry forward. • Strategic Plan – required by CEO/Fundraising team; IB to update missing information ASAP. • Maintenance- 3 companies shortlisted, carry forward. • Efficiencies & new avenues of income – hold. • Oxygen generation – RC provided update on initial enquiries; IB & RC to obtain relevant quotes to enable cost/benefit analysis; proposal for Board post COVID-19. • Data compliance- statement from Northwood outstanding. • Information talk on MS – KM limited to centre community. • Risk seminar – notes to be circulated. • Media training – Steve Ellis offer stands. 	<p>Gavin Keziah Keziah Keziah</p> <p>Ian Gavin</p> <p>Ian, Richard David,</p> <p>Keziah, Gavin</p>
BOARD REPORTS	
<p>CEO Report received.</p> <p>Members survey – 97% satisfaction. Board noted a vote of thanks to Team</p>	Keziah

AGENDA ITEM:	ACTION:
<p>COVID-19</p> <p>Board unanimous in their decision to close the Centre for the reasons communicated to the Membership.</p> <ul style="list-style-type: none"> • Advice/support for membership in interim – live streaming; Welfare checks for vulnerable members; Social media; remote physio (exercise) classes & individual assistance. • £ considerations - pool; heating; rate relief. • Oxygen - advice required ref. compressor. • Notification of External Contractors. 	<p>Keziah</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>
<p>Financial update</p> <p>Management Accounts submitted and discussed particularly in light of COVID-19 - Board to meet Friday 10th April to monitor and discuss further.</p> <ul style="list-style-type: none"> • VAT <p>The VAT consultant has advised that our model must include social areas when we calculate usage by full members and others. KC to complete time/space analysis for external VAT consultant to finish the VAT model recommended by the consultant. The “Model” / information presented to consultant is to be circulated to all and once the Board approve the model, it should then be presented to the HMRC.</p> <ul style="list-style-type: none"> • Public Benefit <p>Legal advice obtained confirms centre operation in line with definition – draft legal report circulated in board pack. GD to chase lawyers for final version of report. IB keen to clarify one point in particular and would also follow up with legal advisers.</p>	<p>All</p> <p>Keziah (by end April)</p> <p>Gavin/Ian</p>
<p>Fundraising</p> <p>Report received.</p>	
<p>Support Manager</p> <p>Report received.</p>	
<p>TRUSTEES' REPORTS</p> <p>RC – expressed disappointment with apparent timing conflict of relaunch of Lotto vis Friends initiative.</p>	
<p>Operations</p> <p>See above</p>	
<p>Strategic / Operational Plan</p> <p>See above</p>	
<p>AOB:</p> <ul style="list-style-type: none"> • AGM – SW to research and confirm postponement options (due to Covid19). • Membership Data – 1st April “lockdown” ideal opportunity to determine numbers and categories of membership. • Collection Boxes – where are they all and could we increase our distribution of boxes to improve collection box income. 	<p>Sharon</p> <p>Keziah</p> <p>Mary</p>

AGENDA ITEM:		ACTION:
	Date and time of the next meeting: Friday 17 th April at 08:00hrs by video conference.	All

Signature Date

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