

AGENDA ITEM:		ACTION:
20.38	<p>Details requiring investigation/confirmation:</p> <ul style="list-style-type: none"> - Availability of exhaust hose for person taking O2 outside the chamber - Enough hoses for inside the chambers, allowing for cleaning - Idea of using plastic/paper coverings for fabric chairs and carpet 	JN
20.39	<p>A reforecast to the budget for the remainder of 2020 is required urgently based on the assumptions in this plan – to support trust fundraising application due by end June and enable full management of the staged re-opening.</p>	JN
5.	<p>Verbal updates</p> <p>VAT – letter sent to HMRC and response awaited</p> <p>Public Benefit – no further issues to address and discrimination issue also agreed not to be a risk. Correspondence filed in Sharepoint.</p> <p>Annual Report and Accounts – nearing completion. DB coordinating inputs from the team (AP20.33)</p>	
6.	<p>Operational Update</p> <p>20.40 Policy relating to financial limits on sign-off to be reviewed. Latest version to be found and circulated.</p>	SW/HB
7.	<p>Staff/resourcing update (furlough)</p> <p>20.41 Plan for returning staff to be presented by JN by 26th June for ratification by the Board via email in time for returners in July.</p> <p>See confidential minute for details.</p>	JN
8.	<p>KIT/Use of Volunteers</p> <p>The Board thanks Karen Middlemiss and all the volunteers for their brilliant work on the KIT programme – it was very well received and a worthwhile exercise.</p> <p>20.42 With the Centre now staffed and moving to re-opening it was agreed that the programme would stop this week and the inbound phones transferred back to Jen at the Centre.</p> <p>It was noted that the essential foods box scheme, funded by Charities Aid Foundation, has had a mixed reaction with some people, particularly those who have had little contact with the Centre recently. The final rounds of deliveries are still to be completed and will go ahead but the volunteers managing this are aware of these sensitivities.</p>	JN

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9.	<p>AOB</p> <p>Fundraising MM continues to have success in grants coming in and a good response to the virtual quizzes being held through June.</p> <p>JN reported that donations from the family of Sarah Pile, a member of the Centre who has passed away from Covid-19. This generous gesture is much appreciated.</p> <p>SW has updated Steph Senior at the Frank Brake Trust on recent changes to the Board and plans to re-open the Centre, and will stay in touch</p> <p>Bank Account</p> <p>The new signatories to the bank account were agreed to be: GD, JT and JN.</p> <p>AGM</p> <p>Confirmed intention to go ahead with online meeting by 15th August.</p>	
20.43	<p>Date and time of the next meeting: Friday 3rd July, 9am, by video conference.</p>	JT

Signature Date

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

APPENDIX - SUMMARY OF ACTIONS

NEW ACTIONS THIS MEETING: 19 JUNE 2020		
ACTION NO.	ACTION	RESPONSIBLE
20.37	<p>Opening protocols</p> <p>Decisions for Jen to action:</p> <ul style="list-style-type: none"> - Paid staff to cover oxygen to be engaged on 6-month fixed term contracts, with options to extend - Letter to Members to be sent w/c 6th July - Members who requested, via the survey, to be on the priority list for oxygen to be contacted directly 	JN
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20.42	With the Centre now staffed and moving to re-opening it was agreed that the programme would stop this week and the inbound phones transferred back to Jen at the Centre.	JN
20.43	<p>Bank Account</p> <p>The new signatories to the bank account were agreed to be: GD, JT and JN.</p>	JT

ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 5 JUNE 2020		
20.34	A message to Members regarding Board changes will be sent out by GD – draft to be circulated for review. Communication to include	GD COMPLETED

ACTIONS CARRIED FORWARD:		
	some feedback on the member survey, announcement of re-opening, condolences for Members who have passed away recently.	
20.35	Having sought legal advice it has been confirmed that the Centre is not in breach of the public benefit rules. DB has followed up on the legal advice regarding potential discrimination with Mary Rimmer and is seeking confirmation that charging non-MS members for services below commercial rates is not likely to be considered discriminatory. <i>Confirmed no immediate action required. Correspondence filed in Trustee Sharepoint folders.</i>	DB COMPLETED
20.36	Fundraising document to be shared with the Board and discussions regarding resourcing to be priority for next meeting. <i>Filed in Sharepoint.</i>	SW COMPLETED
DATE OF MEETING: 25 MAY 2020		
20.33	DB engaged with Magee Gammon to finalise the accounts. Completion required prior to setting a date for the AGM.	DB
DATE OF MEETING: APRIL-MAY 2020		
8 May	Requirement for Finance Management reports required for FR team.	JT to note
11 May	SW to give overview of Survey Results and advise on follow up.	SW
24 April	Prof Martin Warren (University of Kent/Rotary) had offered support to the KMSTC. Was this followed up?	DB
10 April	Confirmation needed that a rebate for the annual service charge had been received from Stannah Lifts.	JT
10 April	NOTE for Jen – all furlough letters/correspondence to be archived for 5 years.	JN
DATE OF MEETING: 22 MARCH 2020		

ACTIONS CARRIED FORWARD:		
20.15	<p>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.</p> <p><i>Put to one side for now – pending return to full operations and a review of ongoing oxygen usage.</i></p>	IB, RC CLOSED
20.17	Risk seminar – notes to be circulated.	KC CLOSED
20.18	<p>Media training – Steve Ellis offer stands.</p> <p><i>DB to ask if Steve could do an online seminar for Trustees and the team.</i></p>	DB
20.20	<p>AGM – SW to research and confirm postponement options (due to Covid19).</p> <p>Confirmed intention to go ahead with online meeting by 15th August.</p>	SW
20.21	<p>Membership Data – 1st April “lockdown” ideal opportunity to determine numbers and categories of membership.</p> <p>JN now leading this project to clean up the database. GD suggested that Ian Howells be invited to assist.</p>	JN