

The Kent MS Therapy Centre

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



Minutes of the Board of Trustees Meeting held on Friday 3rd July 2020

During the Covid-19 pandemic meetings have moved from bi-monthly to bi-weekly to manage the financial and operational issues resulting and to ensure the long-term security of the Centre.

Present:

Gavin Davis (chair), David Bailey, Sharon Wilding, Hilary Brian, Jill Tompkins, Jen Needham

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
1.	Apologies No Trustee absences this meeting. Jen Needham welcomed – attending to present the plan and protocols for re-opening the Centre.	
2.	Actions Minutes of the previous Board Meeting were approved. Ongoing actions in appendix were reviewed, see notes in appendix.	
3.	Conflicts of interest: none declared.	
4.	Trustee Report The Trustee Report for 2019 has been circulated by David and comments received.	
20.44	A statement on the response to Covid-19 to be added to the document. Gavin to provide draft to David to add to final report.	GD
5.	Protocols Update <ul style="list-style-type: none">• Team is onboard and engaged ready to support the re-opening on 20th July.• Letter to Members ready to go w/c 6th July• People on the waiting list to be contacted w/c 13th July• Risk assessments to be completed by 17th July	
6.	Centre Resourcing Plan	

AGENDA ITEM:		ACTION:
9.	AOB	
20.49	<p>Website updates with Jude to complete – relating to Trustee changes and Centre re-opening.</p> <p>AGM – in line with what is happening with other charities it was decided not to hold an AGM this year. The possibility of holding an open forum later in the summer, related to the Centre plans after Covid-19 was suggested. David to confirm what is required to formalise this decision with the Charities Commission.</p>	DB
	<p>Date and time of the next meeting: Friday 17th July, 9am, by video conference.</p>	

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: 03 JULY 2020		
ACTION NO.	ACTION	RESPONSIBLE
20.44	A statement on the response to Covid-19 to be added to the document. Gavin to provide draft to David to add to final report.	GD COMPLETED
20.45	Jen to share expenditure assumptions for next couple of months.	JN
20.46	Restricted funding – no process in place to track expenditure ongoing. This is normally done at the end of year, but it was agreed that an interim position was needed to show what money is available at any point for day to day expenses. Jill to coordinate with Moira and Jen.	JT
20.47	Jill to draft job description for volunteer FD.	JT
20.48	General Centre risk assessment to be revisited by Gavin and Jen in next few weeks. Gavin to organise date.	GD
20.49	<p>AGM – in line with what is happening with other charities it was decided to look into whether it is essential to hold an AGM this year. David to confirm what is required to formalise this decision with the Charities Commission.</p> <p><i>Guidance suggests we should hold an AGM, recording the decision to use online rather than face to face, in order to be able to proceed safely. https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector#agms-and-other-meetings-postponing-or-cancelling-meetings</i></p>	DB COMPLETED

ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 19 JUNE 2020		
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 COMPLETED

ACTIONS CARRIED FORWARD:		
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 COMPLETED
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> <p><i>Expected expenditure for the next couple of months to be circulated pending a full re-forecast that will be based on income and expense assumptions regarding therapies that can be offered for the remainder of the year.</i></p>	JN
20.40	<p>Policy relating to financial limits on sign-off to be reviewed. Latest version to be found and circulated.</p> <p><i>Policy requires re-formulating to the new Centre structure, Hilary agreed to take this forward.</i></p>	HB
20.41	<p>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>	JN COMPLETED
20.42	<p>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>	JN COMPLETED
20.43	<p>The new signatories to the bank account were agreed to be: GD, JT and JN.</p> <p><i>In train.</i></p>	JT
DATE OF MEETING: 25 MAY 2020		
20.33	<p>DB engaged with Magee Gammon to finalise the accounts. Completion required prior to setting a date for the AGM.</p> <p><i>Report being completed.</i></p>	DB
DATE OF MEETING: APRIL-MAY 2020		
8 May	<p>Requirement for Finance Management reports required for FR team.</p>	JT to note COMPLETED
11 May	<p>SW to give overview of Survey Results and advise on follow up.</p>	SW COMPLETED

ACTIONS CARRIED FORWARD:		
	<i>Results circulated and will be used as required to inform operational decisions relating to the phased re-opening and the continuation of the virtual programme options.</i>	
24 April	Prof Martin Warren (University of Kent/Rotary) had offered support to the KMSTC. Was this followed up? <i>Sharon checking with Moira</i>	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 COMPLETED
DATE OF MEETING: 22 MARCH 2020		
20.18	Media training – Steve Ellis offer stands. <i>DB to ask if Steve could do an online seminar for Trustees and the team – suitable dates to be proposed, early evening session.</i>	DB
20.20	AGM – SW to research and confirm postponement options (due to Covid19). <i>The option to postpone has now been extended to 30th September 2020: https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-the-charity-sector#agms-and-other-meetings-postponing-or-cancelling-meetings</i>	SW COMPLETED
20.21	Membership Data – 1 st April “lockdown” ideal opportunity to determine numbers and categories of membership. JN now leading this project to clean up the database. GD suggested that Ian Howells be invited to assist. <i>Due to commence in August.</i>	JN