

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 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), Sharon Wilding, Hilary Brian, Jill Tompkins, Jen Needham

Apologies:

David Bailey

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
1.	Apologies Apologies received from David Bailey. 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.	Protocols Update Opening confirmed Monday 20 th July 2020. Opening hours 8am to 6.15pm, Monday to Friday. Booking process – can be lengthy but positives are that membership data is able to be updated at the same time. Payments are collected over the phone. Detailed procedures for use of PPE and cleansing and protocols for greeting and interacting with people attending for therapy. All operators have been trained this week. Perspex being fitted this weekend.	

AGENDA ITEM:		ACTION:
AP 20.50	<p>The risk assessment has been completed and all items assessed as green. The document will be published on the website and made available in the Centre for everyone to reference.</p> <p>There are 80 available slots in the week, 68 booked so far. Agreed that if there remains spare capacity, we should start to contact the Associate (non-MS) members to see if they would like to take up the space.</p>	JN
5.	<p>Centre Resourcing Plan</p> <p>Decisions on future resourcing, across all teams, will be revisited after we have some experience of the new operating protocols.</p>	
AP 20.51	It was agreed that back up volunteers should be identified and to be trained to provide cover in the event of illness.	JN
AP 20.52	Key weakness is the receptionists who will be working closely. They will need to observe as much social distancing as possible (2M+), even when travelling together, to avoid both having to be off at the same time.	JN
AP 20.53	The potential for a future spike in Coronavirus leading to having to close again should be acknowledged in the protocols.	JN
6.	<p>Updates – Finance, Fundraising, Outreach</p> <p>Finance – situation is as expected, with both income and costs down against budget. Investment has been made in bringing all systems into full working order which will be more cost-effective going forward. A revised forecast is essential for the year to properly understand the impact of our actions on fundraising and expenditure – see AP20.39 (ongoing).</p> <p>Fundraising – Gavin has written to Steph Senior to update Frank Brake Charitable Trust on the good news re the opening and to thank them for their ongoing support.</p> <p>Outreach – new online class on balance and falls prevention. 8-week course for £57.60 contribution. 10 people signed up.</p> <p>Our ambition is to have a regular programme of online therapies as a permanent feature of our portfolio, even after full re-opening of the Centre.</p>	
7.	<p>Standing Items</p> <p>Trustee reports – nothing additional to the other noted items.</p> <p>Risk review – see AP 20.28 for Centre Risks. Other risk assessments to be revisited in future meetings</p>	

AGENDA ITEM:		ACTION:
8.	<p>Meeting frequency</p> <p>Agreed to move to monthly meetings after the next Board Meeting, now that some normality is returning. To follow the standard agenda, with a reversion to written updates from the operational teams and more focus on strategy and governance.</p> <p>The next fortnightly meeting will therefore be the last of this sequence, to receive an update on the Phase 1 re-opening and a proposal for Phase 2.</p> <p>First full Board Meeting will be 21st August.</p>	
9. AP 20.54	<p>AGM</p> <p>Separate meeting to be arranged to discuss the AGM arrangements – date proposed Friday 24th July at 9am. Gavin to send invite.</p>	GD
10. AP 20.55	<p>AOB</p> <p>All policies need reviewing, and new ones, e.g. homeworking to be added. Hilary to look at the size and scope of the project and discuss further with Jen.</p>	HB
11.	<p>Date and time of the next meeting: Friday 31ST 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: 17 JULY 2020		
ACTION NO.	ACTION	RESPONSIBLE
20.50	The risk assessment for the new operation has been completed and all items assessed as green. The document will be published on the website and made available in the Centre for everyone to reference.	JN
20.51	It was agreed that back up volunteers should be identified and to be trained to provide cover in the event of illness.	JN
20.52	Key weakness is the receptionists who will be working closely. They will need to observe as much social distancing as possible (2M+), even when travelling together, to avoid both having to be off at the same time.	JN
20.53	The potential for a future spike in Coronavirus leading to having to close again should be acknowledged in the protocols.	JN
20.54	Separate meeting to be arranged to discuss the AGM arrangements – date proposed Friday 24 th July at 9am. Gavin to send invite.	GD
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ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 03 JULY 2020		
20.45	Jen to share expenditure assumptions for next couple of months.	JN COMPLETED
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. <i>David Frost (a previous associate of the Centre) has agreed to take on this role. Jill meeting him take this forward next month.</i>	JT
20.48	General Centre risk assessment to be revisited by Gavin and Jen in next few weeks. Gavin to organise date. <i>Ongoing –on a walkthrough general safety levels have been deemed to be suitable for the re-opening on Monday.</i>	GD

ACTIONS CARRIED FORWARD:		
DATE OF MEETING: 19 JUNE 2020		
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. Draft has been circulated.</i></p>	HB
20.43	<p>The new signatories to the bank account were agreed to be: GD, JT and JN.</p> <p><i>In train. Update to be sought from Dawn.</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. Sent to Magee Gammon 5/7/20. Final accounts awaited.</i></p>	DB
DATE OF MEETING: APRIL-MAY 2020		
24 April	<p>Prof Martin Warren (University of Kent/Rotary) had offered support to the KMSTC. Was this followed up?</p> <p><i>Sharon checking with Moira – she had no knowledge of this introduction. David to revisit with Martin and make the introduction directly to Moira if still appropriate.</i></p>	DB
10 April	<p>Confirmation needed that a rebate for the annual service charge had been received from Stannah Lifts.</p> <p><i>Rebate received.</i></p>	JT COMPLETED
DATE OF MEETING: 22 MARCH 2020		

ACTIONS CARRIED FORWARD:		
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 – suitable dates to be proposed, early evening session.</i></p>	DB
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> <p><i>Due to commence in August. A full list of voting members (i.e. paid MS Members) must be available prior to the AGM.</i></p>	JN