

The Kent MS Therapy Centre

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



Minutes of the Board of Trustees Meeting held on Friday 31st 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. Normal schedule to resume from August.

Present:

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

Apologies:

None

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
1.	Apologies None this meeting.	
2.	Actions Minutes of the previous Board Meeting were approved. Ongoing actions in appendix were reviewed, see notes in appendix. New actions arising: 20.64 David to speak to Handelsbanken representative to explore service for KMSTC. 20.65 Backup AGM date to move to 9 th October as 2 nd clashes with Golf Day.	 DB SW
3.	Conflicts of interest: none declared.	
4.	VAT & Public Benefit £300 credit received from Brachers as goodwill against the charge for advice for public benefit investigation. VAT response received from HMRC. Couple of clarifications but the news is good. Our overall proposal re calculation of business use has been accepted and gives us a significant amount of headroom to offer paid for services. 20.66 Meeting with David Frost (to include DB and JN) to be arranged to update him on VAT project and agree monitoring going forward.	 JT

AGENDA ITEM:		ACTION:
5.	<p>Operational Update</p> <p>Re-opening has gone really well, everyone feels safe and donation income is rising - £4,000 to date.</p> <p>Revisions to the processes agreed to increase capacity further – effective 17th August.</p> <ul style="list-style-type: none"> • Extend sessions to normal 1.5 hours • 3 members in large chamber, 2 in smaller chamber 	
6.	<p>Online Programme</p> <p>Competition to find a name for the programme underway and new courses to be added.</p>	
AP20.67	<p>No effect imminently, but potential VAT issues to be explored and impact confirmed once details of the programme confirmed. Setting up a trading company has been discussed previously and may be the appropriate way to run the programme as it expands.</p>	DB
7.	<p>Phase 2 Centre Opening</p> <p>Will involve expanding the range of services to include gym, physiotherapy and hydrotherapy services. Protocols are being developed.</p> <p>Ambition to go live w/c 31st August.</p>	
8.	<p>AOB</p>	
AP20.68	<p>Feedback from the distribution of Welfare Packs has been overwhelmingly positive – messages to be shared with Trustees.</p>	SW
AP20.69	<p>Board reports – agreed individual reports to be presented each month by each owner: Jen, Karen, Moira. Jen to advise Karen</p>	JN
AP20.70	<p>Christmas cards – confirm with Moira how these are being sold this year. Get update on plans for the online shop discussed previously.</p>	SW
AP20.71	<p>Gift Aid – money in June accounts. Dawn looking at claiming for small donations. Some declarations are missing from Northwood because scanning stopped when Centre closed. Laura to be asked to come in and complete the task.</p>	JT
9.	<p>Date and time of the next meeting: Friday 21st August, 9am, by video conference.</p> <p>Normal schedule of Board Meetings to resume thereafter – 3rd Friday each month.</p>	

AGENDA ITEM:		ACTION:
AP20.72	Gavin to send invite to future board meetings with joining details.	GD

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: 31 JULY 2020		
ACTION NO.	ACTION	RESPONSIBLE
20.64	David to speak to Handelsbanken representative to explore service for KMSTC.	DB
20.65	Backup AGM date to move to 9 th October as 2 nd clashes with Golf Day.	SW COMPLETED
20.66	Meeting with David Frost (to include DB and JN) to be arranged to update him on VAT project and agree monitoring going forward.	JT
20.67	No effect imminently, but potential VAT issues to be explored and impact confirmed once details of the programme confirmed. Setting up a trading company has been discussed previously and may be the appropriate way to run the programme as it expands.	DB
20.68	Feedback from the distribution of Welfare Packs has been overwhelmingly positive – messages to be shared with Trustees.	SW COMPLETED
20.69	Board reports – agreed individual reports to be presented each month by each owner: Jen, Karen, Moira. Jen to advise Karen	JN
20.70	Christmas cards – confirm with Moira how these are being sold this year. Get update on plans for the online shop discussed previously.	SW COMPLETED
20.71	Gift Aid – money in June accounts. Dawn looking at claiming for small donations. Some declarations are missing from Northwood because scanning stopped when Centre closed. Laura to be asked to come in and complete the task.	JT
AP20.72	Gavin to send invite to future board meetings with joining details.	GD

ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 24 JULY 2020		
20.56	All fully paid MS Members are eligible to vote – 10% required for quorum. List of eligible Members required by 28 th August. <i>Numbers of each category of member identified and being further confirmed – list to be delivered to Sharon by 28th Aug. With email/postal address as available.</i>	JN

ACTIONS CARRIED FORWARD:		
20.57	Sharon to draft agenda and AGM pack for review by the Trustees and to arrange for notices to be posted and emailed by 3 rd Sept to meet requirement for 21 days' notice.	SW
20.58	Gavin to ask David if he can lead on the technical set up and management of the event. <i>David has agreed.</i>	GD COMPLETED
20.59	Magee Gammon will be asked to present the accounts at the AGM.	DB
20.60	Following discussion regarding reviewing of policies (ref. AP 20.55), it has been agreed to invite Vicky Wilsher to return from Furlough to take on this project. Gavin to advise Jen of the decision & to action.	GD COMPLETED
20.61	It was also agreed that anyone still on Furlough will be asked to take annual leave pro-rata. This is to avoid people returning from Furlough with a large backlog of leave to take. <i>Jen meeting with remaining furloughed employees in the coming week and will advise them of this requirement.</i>	JN
20.62	TOIL process – Gavin to discuss with Jen to ensure the process for monitoring is fit for purpose. <i>Jen to explore online apps to track and report leave and TOIL.</i>	JN
20.63	It was agreed that adaptations to rooms (e.g. replacement flooring for easier cleaning) to enable therapies to restart should be carried out, subject to suitable quotes for the work. Jen has spoken with Bev with regards to requesting funding for this project. Gavin to confirm decision to Jen. <i>Prices submitted in operational report. Go ahead agreed subject to comparison quote for flooring to confirm best value.</i>	JN
DATE OF MEETING: 17 JULY 2020		
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 COMPLETED
20.51	It was agreed that back up volunteers should be identified and to be trained to provide cover in the event of illness. <i>See operational report 31st July.</i>	JN COMPLETED
20.52	Key weakness is the receptionists who will be working closely. They will need to observe as much social distancing as possible (2M+),	JN COMPLETED

ACTIONS CARRIED FORWARD:		
	<p>even when travelling together, to avoid both having to be off at the same time.</p> <p><i>Moved to desk further distanced from each other.</i></p>	
20.53	The potential for a future spike in Coronavirus leading to having to close again should be acknowledged in the protocols.	JN COMPLETED
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 COMPLETED
20.55	<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> <p><i>Project to be taken on by Vicky returning from furlough.</i></p>	HB COMPLETED
DATE OF MEETING: 03 JULY 2020		
20.46	<p>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.</p> <p><i>Can start from Jan to track ongoing. In the interim Dawn to report ad hoc.</i></p>	JT COMPLETED
20.47	<p>Jill to draft job description for volunteer FD.</p> <p><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></p>	JT
20.48	<p>General Centre risk assessment to be revisited by Gavin and Jen in next few weeks. Gavin to organise date.</p> <p><i>Ongoing –on a walkthrough general safety levels have been deemed to be suitable for the re-opening on Monday.</i></p>	GD
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</i></p>	JN

ACTIONS CARRIED FORWARD:														
	<i>assumptions regarding therapies that can be offered for the remainder of the year.</i>													
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 COMPLETED												
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 – NatWest process causing difficulty.</i></p>	JT												
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												
DATE OF MEETING: 22 MARCH 2020														
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>A download from Northwood for 2020 shows the following PAID members:</i></p> <table style="margin-left: 20px;"> <tr> <td><i>MS Members:</i></td> <td style="text-align: right;"><i>328</i></td> <td></td> </tr> <tr> <td><i>Associate and Family Associate Members:</i></td> <td style="text-align: right;"><i>175</i></td> <td></td> </tr> <tr> <td><i>Oxygen Therapy Clients:</i></td> <td style="text-align: right;"><i>TBC</i></td> <td><i>(unable to identify by year)</i></td> </tr> <tr> <td><i>Total PAID Members:</i></td> <td style="text-align: right;"><i>503</i></td> <td></td> </tr> </table> <p><i>By end Aug all non-paid up members will be advised their details are being archived.</i></p>	<i>MS Members:</i>	<i>328</i>		<i>Associate and Family Associate Members:</i>	<i>175</i>		<i>Oxygen Therapy Clients:</i>	<i>TBC</i>	<i>(unable to identify by year)</i>	<i>Total PAID Members:</i>	<i>503</i>		JN
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