

The Kent MS Therapy Centre

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



Minutes of the Board of Trustees Meeting held on Friday 18th September 2020

Present:

Gavin Davis (chair), Sharon Wilding, Hilary Brian, Jill Tompkins, Jen Needham, Moira Mitchell

Apologies:

David Bailey

Minutes:

Sharon Wilding

AGENDA ITEM:		ACTION:
1.	Apologies David Bailey	
2.	Conflicts of interest: none declared.	
3.	Minutes Minutes of the previous Board Meeting were approved.	
4.	Actions Ongoing actions in appendix were reviewed, see notes in appendix.	
5.	Fundraising Report Gavin repeated thanks and congratulation to Moira and team on results this year. YTD £3K under new budget but recovery plans are underway, approaching key groups for donations. Online appeals are doing well but tailing off as urgency drops. Trusts and Foundations continue to do well and decisions on several applications are still awaited. Golf Day going ahead on 2 nd Oct in a reduced format to meet Covid restrictions. New events include the 26.2 challenge in October and virtual Come Dine with Me Christmas party. Moira raised the issue of maternity cover for Vicky, particularly as admin resource is reduced in the Centre. Proposal to hire one of the regular volunteers on a flexible contract.	

AGENDA ITEM:		ACTION:
AP20.81	Decision dependent on flexibility in the budget. Jill to review and report back options.	JT
6.	<p>Operational Report</p> <p>Operations running well, no issues to report as opening hours increase. Income rising -</p> <p>Phase 2 launched this week and bookings are increasing. People were very pleased to be able to come back for therapies.</p> <p>Phase 3 in planning to determine what therapies should be offered. Target launch for end October.</p> <p>Waiting list for non-MS oxygen clients but capacity is currently limited.</p> <p>Decision: Agreed could trial extended evening opening hours to test the income generation opportunity. Jen to plan introduction.</p>	
AP20.82	Team to discuss plan for national lockdown, worst case scenario.	JN
AP20.83	Progress against objectives to be included in monthly reports.	JN/MM/KM
7.	<p>MS Support Manager's report</p> <p>Received, no issues raised.</p> <p>Click and Connect comms have been sent out and sessions started this week. Initial take up is good - £1500 taken over the phone this week.</p>	
8.	<p>Financial Update</p> <p>Reserves account is now being used to pay ongoing costs, but income will be recovering as more people are able to use the Centre.</p> <p>Redundancy costs have been paid. Annual leave payments will be completed by the end of the year.</p> <p>Next gift aid claim is being prepared.</p> <p>Account Balances as at 17.09.20 Current Bank Balance: £23,535 Reserves Account: £173,939</p> <p>Meeting with David Frost took place and he agreed he could help us be smarter in managing Sage to improve ease of reporting. His time may be limited however as he has several foreign trips planned.</p>	
AP20.84	A formal monthly report on management accounts that can be sent to Frank Brake Trust to be created, starting with Aug accounts.	JT

AGENDA ITEM:		ACTION:
9.	Trustee Reports Nothing additional to report.	
10. AP20.85	AOB A further rehearsal for the AGM is agreed for Tues 22 nd Sept. for a final test of script and voting process. Registrations are open but quorum not yet confirmed. Fallback to 9 th October in the plan.	GD
9.	Date and time of the next meeting: Friday 16 th October, 8am, by video conference. Normal schedule of Board Meetings – 3rd Friday each month.	

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: 18 SEPTEMBER 2020		
ACTION NO.	ACTION	RESPONSIBLE
20.81	Decision on maternity cover for fundraising dependent on flexibility in the budget. Jill to review and report back options.	JT
20.82	Team to discuss plan for national lockdown, worst case scenario.	JN
20.83	Progress against objectives to be included in monthly reports.	JN/MM/KM
20.84	A formal monthly report on management accounts that can be sent to Frank Brake Trust to be created, starting with Aug accounts.	JT
20.85	A further rehearsal for the AGM is agreed for Tues 22 nd Sept. for a final test of script and voting process.	GD

ACTIONS CARRIED FORWARD:		
ACTION NO.	ACTION	RESPONSIBLE
DATE OF MEETING: 21 AUGUST 2020		
20.73	Monthly management accounts to be shared with all Trustees and Jill to provide a commentary on exceptional items.	JT COMPLETED
20.74	Request that utilisation of capacity is added to booking numbers in operational report.	JN COMPLETED
20.75	Annual Leave – actions agreed <ul style="list-style-type: none"> - Leave not taken cannot be rectified for past years after 12 months - 5 days to be carried over but must be used by end Q1 of following year - Pro-rata leave that could have been taken in furlough is to be paid at 20% - Process/policy to be updated to reflect changes and avoid future backlogs - Bill for payment in lieu of leave to be updated and shared with the Board. 	JN COMPLETED
20.76	All staff contracts to be reviewed to understand variations by year end.	JN ONGOING
20.77	AGM / Conference – initial draft has been circulated by Sharon for review. A detailed planning meeting agreed for Friday 28 th Aug, 5pm. David organising.	DB COMPLETED

ACTIONS CARRIED FORWARD:		
20.78	Gavin suggested setting up a WhatsApp group for questions during the AGM – Hilary agreed to do this.	HB COMPLETED
20.79	Jen, Karen, Moira to write up to 4 objectives each to take us to end of the year.	JN, KM, MM COMPLETED
20.80	Strategic review implementation session to be planned for Oct/Nov – face to face if possible.	SW ONGOING
DATE OF MEETING: 31 JULY 2020		
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. <i>Sept date being sought for meeting.</i>	JT COMPLETED
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 COMPLETED
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 ONGOING
DATE OF MEETING: 03 JULY 2020		
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> <i>Jen to get Vicky to write (before she goes on maternity) and send to Gavin for sign-off.</i>	GD/JN ONGOING
DATE OF MEETING: APRIL-MAY 2020		

ACTIONS CARRIED FORWARD:														
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. Hilary to progress.</i></p>	HB												
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> <p><i>Doodle poll – for after AGM to be carried out by Hilary.</i></p>	DB COMPLETED												
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 border="0"> <tr> <td><i>MS Members:</i></td> <td><i>328</i></td> <td></td> </tr> <tr> <td><i>Associate and Family Associate Members:</i></td> <td><i>175</i></td> <td></td> </tr> <tr> <td><i>Oxygen Therapy Clients:</i></td> <td><i>TBC</i></td> <td><i>(unable to identify by year)</i></td> </tr> <tr> <td><i>Total PAID Members:</i></td> <td><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. We need to ensure that past members can stay as contacts for support/fundraising.</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 ONGOING
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