



The Kent MS Therapy Centre
Bradbury House, Merton Lane (North)
Canterbury Kent CT4 7DZ

**Minutes of the Annual General Meeting
held at the Centre on Friday 15th October 2021**

Administration

11.00hrs – 35 Full Members were required to be present for the meeting to be quorate. Actual number confirmed as 21. A register of attendees is available on request.

In accordance with our Articles of Association, the Chair (Gavin Davis) therefore adjourned the AGM for 30 minutes and the meeting was then opened formally at 11.30am.

Apologies for absence

Apologies from Sharon Wilding, Rosemary & John Hobbs, John and Vivien Commerford, David Tompkins, Andrew Pitt.

Report from the Chair

Gavin Davis (Chair) introduced the Board members present: Hilary Brian, Jill Tompkins, David Bailey, Ingrid Neitsch, Adam Cleur, James Limmer. Patrick Connolly (MS member) was introduced at the meeting. He has recently agreed to join the Board pending Board approval

Gavin welcomed everyone and gave a summary of 2020.

Approval of minutes of 2020 AGM

Vote took place - 10 for, 2 against - minutes carried.

Presentation of annual accounts – Roland Parry, Magee Gammon

It was stated that whilst there was a small deficit for year, the charity is well positioned and had in the region of £200k in the bank at the end of December 2020. Official accounts will be on Charity Commission website in next couple of weeks.

Reappointment of independent examiner – Magee Gammon

Chair proposed that Magee Gammon be retained for year. Vote took place – 12 for, 2 against.

Election of KMSTC Officers and Trustees

Vote took place - Ingrid, Adam, James were elected to the Board of Trustees.

Ingrid - 12 for, 2 against
James – 12 for, 2 against
Adam – 11 for, 2 against

Questions to the AGM		
<ul style="list-style-type: none"> Anne Moon – asked about the rising cost of utility bills and how this would impact the charity. Chair stated the Centre is environmentally well set up and cost of utilities/list of suppliers would be reviewed in next budget. Caroline Bryant – asked about the charity’s policy on Bullying and Duty of Care. Chair stated that bullying would not be tolerated at the charity and there was a duty of care in place for all staff and volunteers. Richard Curzon – asked how many members we now have. Operations Manager Jen Needham responded stating 346. Richard Curzon – stated that 4 trustees left the Board last year and made the point that this was due to a level of dissatisfaction within the Board. Chair stated that the resignations had been commented on in a newsletter and acknowledged that teams form and reform. He would hope members would judge the Board by their results, emphasizing that the Board were a deeply skilled and experienced team. Anne Moon – thanked Board for keeping the charity up and running. She also made a point that green waste at the Centre needs clearing away regularly and shouldn’t be left to one person. Centre Administrator Vicky Wilsher is happy to look into this issue for Anne. Sue Lawson – stated that she thought volunteers should be thanked more and should receive branded t-shirts for free. Head of Income Generation Moira Mitchell mentioned that branded t-shirts were free for volunteers and there were plans for an annual volunteer event at the Centre following the success of the one in 2019 but unfortunately these plans had been put on hold due to Covid in 2020. It is something to review going forward. Anne Moon – asked when the Centre would be operating as it used to. Chair said members were returning but some people were still naturally cautious. Richard Curzon – asked about the Oxygen Therapy Review and which professionals had been consulted during the process. Chair responded that advice had been sought from a Medical Director of a Hyperbaric Oxygen Treatment Centre, a legal/QC and MS National. Catherine Hill – wanted to know how members get out of the Oxygen Chamber if something goes wrong, for example if a fire broke out. Operations Manager Jen Needham said this information is in the new information pack for Oxygen Therapy Clients and service users are also told at their inductions. Action – operators are to recap safety procedures to Oxygen Therapy service users. Sue Lawson - asked whether any thought had been given to opening up a charity shop in the community. Head of Income Generation Moira Mitchell stated that the idea had been mooted in the past and explored but had gone on hold during Covid as it was not seen as a priority. Anne Barlow – thanked volunteer Robert Moon for all his hard work maintaining the grounds at the Centre. Everyone gave him a round of applause. Sue Lawson - thanked Board of Trustees for all that they do. 		Action: Vicky Wilsher
		Action: Jen Needham
The Chair thanked everyone for attending and closed the meeting.		
Date and time of next AGM:	Friday 20th May 2022 11.00am at Bradbury House	

Signature Date

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