

Minutes of Meeting of the Board of Trustees, MS Therapy Centre Lothian on Monday 26th January 2015 in the MS Therapy Centre, 40c Swanfield, Edinburgh EH6 5RX

Present:- Carole Macartney (Chair); Sheila West; Yvonne Rafferty; Ian Smith; Paul Bartlett; Janice Thomson; Charlotte McNeill; Neil Lucas; Ben Moran and Nancy Campbell (in attendance). Cathal Cunningham joined the meeting via Skype.

1. **Apologies for Absence.** No apologies received.
2. **Co-option of New Trustee.** Charlotte McNeill was co-opted as a Trustee.
3. **Register of Interests.** YR confirmed that there were no changes.
4. **Budget for 2015.** The Trustees considered the draft Budget. This showed an anticipated increase in donations which is due to the number of non-MS clients growing but a decrease in sponsorship events. It was agreed that it is a working draft at present and may need to change in light of the ongoing HMRC Gift Aid review. All Trustees were happy with the Budget as it stands. **No action required at the moment.**

Gift Aid review: the letter recently received from HMRC confirms that donations received which relate to a treatment having been given are not eligible for Gift Aid. CM suggests we contact Tax Department of Whitelaw Wells for another opinion but a full discussion is being held by Heather Hartman on our behalf with HMRC. The letter specifies that we are required to provide data for 2010-214 and a likely repayment of Gift Aid necessary. No Gift Aid has, as yet, been claimed for last year. CC may need to adjust Budget in light of the outcome of these discussions. NC concerned about finding figures so far back, ie 1.1.2010 to 31.12.14. CC said this is under discussion with HMRC as they are aware of the challenges involved. **ACTION: CC & CM to work with HH on next steps and on preparing figures for consideration by HMRC.**

Key Objectives for 2015. NC spoke on the Key Objectives paper. Any comments or contributions to the Strategic Plan should be submitted to CM. NC would like to develop and implement a comprehensive bespoke data management system due to the shortcomings of Northwood. She has contacted First Media with a view to obtaining a quote. NC is also going to see what the funding possibilities are for such a system. **ACTION: NC to liaise with First Media and to obtain another quote for software. NC also to seek out funding options.**

5. **Annual Accounts** – Discussed later in the meeting.
6. **Minutes of Previous Meeting on 27th October 2014.** The Minutes of the Meeting held on 27th October 2014 had been circulated previously and were approved by the Trustees. **ACTION: CM to sign Minutes as a final version.**

Matters Arising from Minutes. CM spoke on paper and the Trustees discussed this. **ACTION: YR to complete PVG form as soon as possible.**

7. **Management Report.** NC spoke on the paper and the Trustees discussed this. NC thanked contractors for keeping Centre open during lighting and heating installation. All trustees appreciated the huge difference this capital spend had made to the comfort and facilities. Particular thanks go to Ian Ross. **ACTION: CM to write on behalf of the Board to all contractors thanking them for their work. CC to reduce draft Budget by £1,000 for electricity.** A key point which was noted relates to the end of project funding for KICC Active Lothian. Whilst 2 bids to develop this project further have been made, no response has been received as yet.

Our charity partner, Edinburgh University Accommodation Services, raised £1,700 at their Christmas event.

SW asked if John Lewis had replied regarding the Mad Hatter's Tea Part but nothing as yet. CMcN will provide support to Fiona and NC in the running of fundraising initiatives and ideas.

The Therapy Statistics were reviewed and thanks to Gareth for pulling them together. The trustees noted the increase in non-MS clients and the need to continually monitor the O2T timetable.

8. **Finance Report.** CC reported via Skype on the paper and the Trustees discussed this. The figures represented the end of year (December 2014) position. Key points to note- KICC Active Lothian budget expires at 31.3.15 so NC will be managing that to make sure all payments go through in advance of that date. CC explained that the expenditure on capital reflects well for future grant applications. CM commented that the expenditure was really well controlled due to NC and others involved.

Annual Accounts 2014. CC reported on the first draft of the annual accounts. CC suggests pushing HMRC so that any liability can be included in the Accounts for 2014. Thanks to Heather for her work on the accounts. They are due to go for independent external examination mid-February. **ACTION: CC is to work with Heather on the draft Accounts. CM to help with narrative of Accounts.**

9. **Chair's Report:** CM spoke to the paper. All Trustees ratified the decisions taken since the last meeting as outlined in the paper. **ACTION: CM to bring outline paper regarding pensions auto-enrolment to the next meeting.**
10. **Workforce Report.** The Trustees discussed the Workforce Report. It was noted that we have had some staff changes which are to our financial advantage. However we need to keep these arrangements under review and also assess the General Assistant role. A report will be brought to a future Board meeting. **ACTION: NC**
11. **Service Users Group.** There are no new volunteers for this group despite advertising for new recruits; NC suggested a social media/internet group for suggestions/feedback or comments. **ACTION: CMcN, NC and Fiona to explore options.**
12. **MSNTC Update.** IS updated Trustees. IS to resign from MSNTC and CM thanked him very much for his time on the MSNTC.
13. **AOB & date of next meeting.**

The next Trustees meeting is scheduled for 27th April 2015, however this has been brought forward to **20th April at 6pm** due to other commitments.

There being no further business, the meeting closed at 8.45pm.

Signed

Causlehacamey
Chair

Date

20/4/15