

Minutes of Meeting of the Board of Trustees /Management Committee, MS Therapy Centre Lothian on Monday 20th April 2015 at 6pm in the MS Therapy Centre, 40c Swanfield, Edinburgh

Present: Carole Macartney (Chair); Sheila West; Yvonne Rafferty; Ian Smith, Paul Bartlett, Janice Thomson, Ben Moran and Neil Lucas. Cathal Cunningham joined the meeting via Skype.

In attendance: Nancy Campbell

1. **Apologies for Absence.** Apologies for absence were received from Charlotte McNeill.
2. **Register of Interests.** IS's interest in MSNTC should be deleted. **ACTION: YR to check Rofl.**
3. **Annual Accounts 2014.** CC spoke on the draft Accounts for 2014. These were approved by the Trustees subject to concluding the Gift Aid review by HMRC. CC is also preparing a letter to go to HMRC to get some clarity in writing on a few matters to help with going forward.

It was decided to set up a sub-group to look into options for future donation/charging structures in light of HMRC's recommendations. **ACTION: CC (to lead), SW and PB to set up sub-group.**

4. **AGM 2015 arrangements.** It was decided to hold the AGM on Monday 22nd June at 6pm. CM suggested a resolution for AGM to increase maximum number of Trustees to 11 as an odd number is preferable in terms of voting. There is to be no speaker at the AGM this year.
5. **Pensions Auto-Enrolment.** CM spoke to paper. An auto-enrolment pension scheme for employees must be in place by 1st January 2017 (our staging date) but as outlined in the paper, there would be benefits in commencing this next year (ie from January 2016). Close liaison with our payroll provider is important. We can get advice from an independent financial advisor with whom CM has already met but given the staffing numbers and structure, the process should be relatively straightforward. CM suggested a working group be set up to prepare the way for the scheme and to be ready to implement as planned. **ACTION: CM, JT and BM to be in working group.**
6. **Minutes of Previous Meeting on 26th January 2015.** The Minutes of the Meeting held on 26th January 2015 were approved by the Trustees in draft. **ACTION: CM to sign the final version of Minutes.**

Matters Arising from Minutes. CM spoke on paper and the Trustees discussed this. **ACTION: YR to complete PVG form. ACTION: NC and Fiona to explore avenues to re-instate Service Users Group or alternative.**

7. **Manager's Report.** NC spoke on the paper and the Trustees discussed this. A key consideration was the need for a new bespoke customer relationship management system. We need to make a start on this as it is clear that we need a different system for data storage. CM suggests NC follow up Gordon Fraser Trust for potential funding. **ACTION: NC to follow up.**

It was decided to go ahead with the First Media estimate. **ACTION: NC to take forward.**

8. **Finance Report.** CC reported on the paper giving the financial outturn for the first quarter of 2015 and the Trustees discussed this. At present income and expenditure are being well managed and controlled. One matter to pursue ASAP is the funding for the Project Support Worker post. **ACTION: NC to approach Robertson Trust for see if there is any possibility to fund part of the salary costs; also the R S**

McDonald Trust.

- 9. **Chair's Report:** CM spoke to the paper. All Trustees approved decisions for ratification.
- 10. **Workforce Report.** CM spoke to the paper. Two key matters- maternity cover for physiotherapist and additional project support following the departure of the intern and other short term arrangements. The Trustees discussed the options outlined in the paper. The preferred proposals were considered taking into account the current budget. All were supported and now require immediate action to implement. **ACTION: NC to ensure these actions are addressed as a priority to ensure continuity of staff cover.**
- 11. **AOB & date of next meeting.**

BM enquired about mindfulness training. NC said we referred this to Thistle Foundation.

JT asked if anyone was going to the next MSNTC meeting in July in Warminster. **ACTION: CM to look into this.**

The next Board meeting is scheduled for 27th July 2015 at 6pm.

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



Signed
Chair

Date27.7.15.....