

THE MACFARLANE TRUST

A meeting of the Board of Trustees held on Monday 28 July 2014 at 11am at Alliance House, 12 Caxton Street, London SW1H 0QS.

PART A

PRESENT	Roger Evans	(Chairman)
	Paul Biddle	
	Matt Gregory	
	Vanessa Martlew	(Medical Trustee)
	Alasdair Murray	
	Patrick Spellman	
IN ATTENDANCE	Jan Barlow	(Chief Executive)
	Ben McGrath	(Interim Finance Manager)
	Robert Merrifield	(Sanlam investment manager) – item 669:14 (i) only
	June Omadoye	(Office Manager/PA)
	Victoria Prouse	(Director of Operations)
APOLOGIES	Alan Burgess	
	Jamie O'Hara	
	Eileen Jackman	

693.14 Welcome and apologies for absence

The Chair welcomed the Board members to the meeting.

Apologies were received from Eileen Jackman, Alan Burgess and Jamie O'Hara.

694.14 Minutes of Previous Meeting

The minutes of the meeting held on 12 May 2014, which had previously been circulated in draft form, were agreed as a correct record and signed by the Chairman.

695.14 Matters arising from the minutes other than those itemised separately on the agenda

Former minute 683.14.2 (ii) - The Board noted that the Grants Guidelines had been finalised and agreed by the Grants Committee. JB informed the Board that the application guidelines and application form would now be sent to beneficiaries applying for grants. It was noted that a newsletter was planned and JB would agree the content of this with PS, as interim Chair of the Grants Committee.

Paul Biddle informed the Board that he now serves on the Board of Surrey and Sussex Healthcare with effect from 1 July 2014. It was agreed that the Register of Interest would be updated.

FINANCE

696.14 Annual Report & Accounts 2013/14

(i) The Board received the annual report and accounts for 2013/14.

JB reminded the Board that members had seen the previous version of the report and accounts in draft form and had been invited to comment. A few minor changes to the text had been made as a result but otherwise the document and numbers had not changed.

The Board noted that the incoming resources from generated funds recorded receipts of donations of £1,134. BM would confirm the donor(s) to the Board members outside of the meeting.

The Board approved the annual report and accounts and agreed that RE would sign the document.

- (ii) The Board noted the Auditor's management letter. No issues at all had been raised by the auditors this year, which reflected all the work that JB, and her staff had done over the last 12 months to rectify previous discrepancies.
- (iii) The Board noted the Letter of Representation and agreed that RE would sign the document.

697.14 Loans

The Board received and noted the information on the current position regarding loans held by MFT beneficiaries with the Trust.

The Board noted that the loans held totalled £421,294 as at 31 March 2014; a single loan comprised £113,710 of that total. It was noted that with the exception of 2 loans, all were either secured against a beneficiary's property or were advances from regular payments, repayable over 2 years maximum.

It was noted that loans did have an impact on future budgets and this would become more significant as the level of reserves decreased; this would therefore need to be taken into consideration for future budgets.

It was agreed that the loans position should be reviewed each year at the same time as the budget for the following year was being discussed.

The Board thanked JB and BM for the information on the loans.

698.14 Current financial position

The board considered an analysis of the financial position as at 1 July 2014.

The Board noted the deficit of £101,147 against the Department of Health allocation, which was being made up through the use of reserves, as agreed in the budget. It was noted that the position was as expected at this stage in the financial year.

RE thanked Ben McGrath for his hard work and his contribution to the organisation during his time as Interim Finance Manager as he finishes at the end of August.

699.14 Investments

- i) Robert Merrifield from Sanlam Private Investments attended the meeting to discuss the Trust's investment portfolio with the Board. The Board had requested the meeting in the light of the plan to reduce the level of reserves over the next three years; RE & JB had met with RM on 14 July to brief him in more detail.

RE reminded the Board of the current composition of the investment portfolio and the equities and bonds. He also summarised the performance of the portfolio in the current year to 30 June 2014. RM advised the Board that because of the Trust's need to reduce reserves over the next 3 years, to fund the deficit caused by the Department of Health allocating less funding than was budgeted for, the risk profile associated with the equities might not be prudent and a move

to a bonds-only portfolio might be required. The proposed general fund of £750,000 to £1 million could, however, be retained in the existing portfolio.

Following discussion, it was agreed that the Board would review and revise its investment policy and risk profile in the first instance. JB & PB would submit a draft, revised, Investment Policy to the October Board meeting. The Board would then advise Sanlam Private Investments of the policy.

RM was thanked for attending the meeting.

- ii) The Board received and noted the report of the Trust's investments up to and including 1 July 2014.

WELFARE

700.14

Grants Committee

PS advised the Board that he felt there was now greater transparency about grants, and decision were made and transmitted to applicants much more promptly, since the introduction of the new Grants Guidelines. He advised that there were indications that applications for grants approved under the reserves scheme were now starting to come forward. There was also a sense that cases were more complex than previously. It was, however, noted that the organisation should stay within budget for grants if the year progressed at the current rate.

- i) The Board received the minutes of the meeting held on 20 May 2014.
- ii) The Board received the minutes of the meeting held on 1 July 2014. It was noted that there was no update regarding the Counselling Fund.
- iii) The Board noted and received the consolidated grant schedules up to and including 1 July 2014, including the decisions of the Committee meeting held on 1 July 2014.
- iv) The Board considered an appeal by a primary beneficiary who had requested additional funding in relation to a grant under the reserves scheme. The appeal had already been rejected by the Grants Committee.

It was noted that when the reserve grants had been allocated, the lowest of 2 quotes had been agreed. When the policy for committing the Reserves Funds for home improvements was agreed it included a stipulation that additional funding, over the original allocation would not be agreed in the event of additional works being undertaken. This appeal fell within this category and a number of similar requests from other beneficiaries had already been declined.

The Board therefore upheld the Grants Committee's original decision not to grant additional funding. However, it was agreed that the offer of an advance to the beneficiary, should be repeated.

701.14

Political Developments

The Board received a report from JB regarding the APPG Inquiry and the work being undertaken by Alistair Burt MP. It was noted that the APPG Inquiry would look into the current system of support available to those infected with HIV & Hepatitis C; Alistair Burt's work would look into alternative future options.

It was noted that all five Alliance House organisations had been invited to attend a meeting with the APPG in closed session on 10 September 2014. RE, JB and Ann Lloyd, Chair of the Caxton Foundation would be attending; Peter Stevens was

unable to attend, but JB & RE would discuss the funding of the non-discretionary bodies at the meeting.

It was noted that the APPG had asked Alliance House to send out a survey to all beneficiaries on their behalf. The Chairs had signed off a covering letter to go with the survey, which made it clear that the APPG had not had access to beneficiaries' personal information. They had also asked to have sight of the survey before it was sent.

A discussion took place on the preparatory work to be undertaken before the hearing. AM offered to make available his experience and knowledge.

702.14

Chief Executive's Report

The Board received the CEO's report, updating the Board on the census, the recruitment of Joyce Materego the Director of Finance who would be starting on 11 August 2014, and the new telephone system.

703.14

Any other business

There was no other business.

704.14

Date of next meeting

27 October 2014, 11am.