

## THE MACFARLANE TRUST

A meeting of the Board of Trustees held on Monday 29 July 2013 at 10.15am at Alliance House, 12 Caxton Street, London SW1H 0QS

<b>PRESENT</b>	Mr R Evans Mr M Gregory Mr A Burgess Ms K Evans Ms E Jackman Mr R Mishcon Mr P Spellman	(Chairman)
<b>IN ATTENDANCE</b>	Ms J Barlow Mrs L Haigh Ms R Riley Mr S Craddock Mr C Hamilton	(Chief Executive) (Finance Manager) (Head of Support Services) (Interim Assistant CEO) (Auditor – Ward Williams) – item 629.13 only
<b>APOLOGIES</b>	Mrs E Boyd Dr V Martlew	(Chair of NSSC) (Medical Trustee)

### PART A

#### **625.13 Apologies for Absence**

Apologies were received from Elizabeth Boyd and Vanessa Martlew.

#### **626.13 Minutes of Previous Meeting**

The minutes of the meeting held on 29 April 2013 were agreed as a correct record and signed by the Chairman, subject to the following amendments:

612.13 point (ii) third bullet - RM asked that the following be added in relation to the winter fuel payment, '*£500 for those in £0-7600, and £7601-15,200 income brackets and £250 for the remaining brackets up to £37,900*'.

613.13 - RM asked that the word temporary be added before the words 'additional full-time member of staff' to denote that the position would be short-term.

#### **627.13 Matters arising from the minutes other than those itemised separately on the agenda**

i) Partnership Group – following the last meeting on 9 May 2013, JB advised that the minutes of the meeting had yet to be agreed; this was the second meeting for which the minutes had not been agreed. RE advised that no future meetings were planned until the autumn.

ii) Communications strategy – RE advised that work was being done in conjunction with Caxton on communications and that beneficiaries had been advised of this at the last Partnership Group meeting. This would take on board the work done by KE.

## FINANCE

### **628.13 Use of reserves**

The board discussed the proposed disbursement of £1million of MFT reserves on grants for health and mobility-related repairs and improvements to property. Draft application and assessment criteria and a draft application form had been circulated in advance of the meeting.

Following discussion the board agreed:

- the application process and the criteria with minor amendments;
- to consider any appeals on the basis of receiving any new and relevant information;
- that grant applications could be made by all individual beneficiaries, as opposed to restricting it to households;
- to convene a special board meeting on 14 October 2013 in order to consider the applications and make decisions regarding funding;
- that the NSSC process would continue as usual.

### **629.13 Annual Report & Accounts 2012/13**

(i) Annual Report & Accounts - CH from auditors Ward Williams attended to give an overview of the annual report and accounts. He outlined the main elements on the Statement of Financial Activities and the Balance Sheet. It was noted that the financial picture was very similar to the previous year although investments had performed better than the previous year.

The board approved the accounts and agreed that the Chair should sign them.

(ii) Auditor's Management Letter – CH presented the management letter. He advised that the majority of issues raised in the letter had been brought to the auditor's attention by the Chief Executive prior to the audit and that he was satisfied that the appropriate remedial action had been taken.

(iii) Letter of Representation – following discussion the board confirmed that it was happy for RE to sign the letter on the board's behalf.

### **630.13 Current financial position**

JB advised that whilst there was an on-going deficit which the board had agreed to make up from reserves, spend for the year to date was largely in line with budget.

In response to a question from RE regarding why there was an underspend on regular payments, JB advised that the most recent census data was still being processed as many returns had provided incomplete information. This was due in some part to the timing of the census (at a time when items such as future council tax payments had not yet been agreed), and that in future years the plan would be to schedule the census for later in the year, to a time when beneficiaries would be able to provide all the relevant documentary evidence with their returns.

### **631.13 Investment Report**

The board received the latest investment performance report which reflected the recent draw-down. There was general discussion regarding the external management of the investment portfolio and whether to carry out a limited tender exercise. RE suggested that any decision regarding this process should be made at the February 2014 meeting. This was agreed.

**632.13 Trustee expenses**

It was confirmed that the HMRC mileage rate of 45p/mile should apply to staff, trustees and beneficiaries attending Partnership Group meetings etc.

It was also agreed that the hospital visit mileage rate of 15p/mile should also be increased to 45p/mile with immediate effect.

WELFARE & SUPPORT SERVICES

**633.13 National Support Services Committee**

- (i) The board received the minutes of the NSSC meeting held on 24 April 2013.
- (ii) The board received the minutes of the NSSC meeting held on 5 June 2013.
- (iii) The board received the consolidated grant schedules for the quarter.

Following discussion it was agreed that Neil Bateman should be invited to the October board meeting to brief the board about changes to the benefit system.

MANAGEMENT

**634.13 Chief Executive's Report**

The board received the Chief Executive's report.

The board agreed that the policy of backdating payments to non-infected beneficiaries, including widows, to May 2009 would cease with effect from 1 October 2013.

It was noted that Scott Craddock had been appointed as interim assistant CEO for 6-9 months in July to provide the CEO with additional senior management capacity. Following Cat Hogan's departure, the new Office Manager, June Omayoye, would be starting on 12 August 2013. The Caxton Employment Affairs Committee had met on 3 June 2013 and PS had attended as an MFT observer.

It was noted that the lease renewal on Alliance House was currently being reviewed by Caxton's lawyer and would hopefully be completed and signed off shortly.

**635.13 Any other business**

- (i) It was noted that a Liaison Committee meeting would be arranged for October.
- (ii) Beneficiary to beneficiary letter (former minute 609.13) – it was noted that nothing further had been heard about this following the May board meeting.

**636.13 Date of next meeting**

14 October 2013, 10.15am (to consider reserves grant applications only)

28 October 2013, 10.15am