

THE MACFARLANE TRUST

Minutes of a meeting of the Trustees of the Macfarlane Trust held at 123 Westminster Bridge Road on Wednesday 20 July 1988 at 5 pm

Present: The Revd Alan Tanner, Mr Grinsted, Mrs Guy, Mr Knight, Mrs Leitch, Mr Palmer, Mr Stevens and Mr Taylor.
In attendance: Mr Watters and Mr Williams.

AGENDA

- 88.34 Apologies for absence
- 88.35 Minutes of the meeting held on 7 June 1988
- 88.36 Matters arising
- 88.37 Administration
- 88.38 Policy Matters
- 88.39 Any other business
- 88.40 Date and place of next meeting

88.34 **APOLOGIES FOR ABSENCE** were received from Mrs Demmery and Dr Jones.

The Chairman welcomed Wing Commander John Williams, the newly appointed Administrator of the Trust. He had been selected from a short-list of applicants submitted by the Officers' Association and would take up his appointment on Monday 8 August 1988.

88.35 **MINUTES OF THE MEETING** held on 7 June 1988: After a correction to the spelling of Mr Grinsted's name at 88.28, line eleven, it was proposed by Peter Stevens, seconded by Norma Guy, and agreed unanimously that the minutes be adopted as an accurate record of proceedings at that meeting.

88.36 **MATTERS ARISING**

- (a) AID Health Authority Funding: While Dr Peter Jones had promised that a paper would be available to the Trustees on this subject at this meeting, the paper had not been received. In the absence of this document the Allocations Committee had discussed the situation and they wished to recommend, unanimously, that no payment be made in respect of artificial insemination by donor where the haemophilic partner was HIV antibody positive. This was endorsed by the Trustees.
- (b) Registrations received: The General Secretary of the Haemophilia Society reported that the number of registrations received to date totalled in the region of one thousand. [NB Later verified at less than seven hundred.]
- (c) Grants made in June and July: The General Secretary of the Haemophilia Society reported that in June fifty-eight grants were made on behalf of the Trustees of the Macfarlane Trust, totalling £23,626.78. The July meeting had been adjourned to enable the Trustees to meet and a full report would be made at the August meeting of the Trustees.
- (d) Section 64 Grant, DHSS: The Chairman reported that written confirmation had now been received from the DHSS that a Section 64 Grant would be paid in the sum of £100,000 for the current year. The correspondents required the written agreement of the Trustees to abide by the following four conditions:
 - (a) It is recoverable to the extent that it is not used for the purposes for which it is given; and the right is reserved to discontinue the grant before it is paid in full.

- (b) Two copies of your accounts, audited to professional standards and signed by at least two trustees, and in which the grants should be identified, are to be provided as soon as possible, but not later than six months after the end of your financial year, and the Department may have to ask for further details about the expenditure of the grant;
- (c) The right is reserved for representatives of our Finance Division to examine the books and records underlying the expenditure of monies for the purpose for which the grant has been made; a right of access for the Comptroller and Auditor General is also reserved.
- (d) That the Department has no commitment to renew financial support after the termination of this grant.

Mr Grinsted expressed some reservation about condition (d) since this appeared to be out of step with the announcement made in the House by Mr Newton regarding the administrative funding of the Trust. The General Secretary of the Society undertook to mention this in writing to agree the conditions set out in the letter dated 14 July 1988 from the Department.

88.37 **ADMINISTRATION**

- (a) Staffing: Mr Grinsted reported on the selection and appointment of Wing Commander John Williams as Administrator to the Trust. It was also reported that difficulties had been encountered in the appointment of a Social Worker and that the post had now been readvertised.
- (b) Premises: Mr Grinsted reported that office premises had been obtained in Alliance House, 12 Caxton Street, London SW1. The cost of the office suite was £7,600 per annum, for the next three years, or £17 per square foot approximately. Service charges/rates/etc added a further £8 per square foot (approximately), making a total of £25 per square foot. This involved picking up the final eighteen years of a twenty year lease and Mr Grinsted had been assured that if the Trust wished to surrender the premises they would be able to do so without penalty. In addition Alliance House offered Board Room and Conference facilities. The site was a prime location and it was hoped that contracts would be exchanged within a few days. Approval was given to the redecoration of the premises prior to occupation (in the sum of £50) and, further, expenditure on office equipment and machinery was assigned to a subcommittee consisting of Mr Grinsted, Mr Stevens and the Chairman. The General Secretary of the Haemophilia Society was asked to take the necessary steps, in liaison with Mr Williams, to secure telephone installation at an early date.

Mr Grinsted explained that in selecting those premises it had been assumed that the Social Worker would be a 'field officer'. There was doubt about this as an accurate interpretation of the Social Worker's role but it was felt that the premises offered flexibility.

The Chairman expressed his deep personal gratitude to Mr Grinsted for the hard work and tenacity he had displayed both in relation to the appointment of the Administrator and in securing the office premises in Caxton Street.

In further discussion it was agreed that the address should remain confidential and that a new PO Box number be secured in SW1. The General Secretary of the Haemophilia Society undertook to arrange this.

88.38 **POLICY MATTERS**

- (a) Insurance/Mortgage Protection: Peter Stevens had nothing to report. The Chairman reported that approaches were being made to Professor Wilkie to secure his cooperation in considering this question further.
- (b) Allocations: A paper from the Allocations Committee was tabled, discussed and agreed. A copy is appended to these minutes as an annexe. It was agreed that this policy document be put into easily understandable terms and circulated as part of a 'Newsletter' to those who had registered with the Trust as well as making it widely available to the Haemophilia Society to distribute to all those on their mailing list and to Haemophilia Centres. Other items being drafted were the detailed data collection form and the application form for those seeking funds from the Trust. It was agreed that Clive Knight should coordinate the content and production of those documents and that the matter should proceed with the Chairman's approval.

With regard to the Allocations Policy itself it was agreed, most importantly, that payments would be made to those whose income fell below a certain level and that regular payments would be made on a sliding scale from a minimum of £5 per week to a maximum of £20 per week. It was also stressed that those payments would be made retrospectively from 16 November 1987.

- (c) Investments: Mr Grinsted reported that £6.7 m had been placed on the investment market, leaving approximately £1.7 m as overnight monies. Interest received to date on the investment market totalled some £88,000. In addition the Trust held £2,049,000 on the Sterling Money Market, through National Westminster Bank, with £40,539.54 on the Deposit Account. In addition £200 was held in the Current Account. It was noted that the Chairman was making arrangements for appropriate books to be established for the Trust and that bank statements were expected within a few days. Again, the Chairman expressed his gratitude to Mr Grinsted for having looked after the financial affairs of the Trust with such a degree of diligence.

88.39 **ANY OTHER BUSINESS**: The General Secretary of the Haemophilia Society introduced the subject of the registration cards received to date and the work which had to be done on them before they would be a useful tool to the Trustees themselves. It was agreed that the Macfarlane Trust would, from its Administrative funding, meet the cost of the Society employing temporary staff to enable permanent staff to be freed for this important work. It was recognised that this could not begin until after the General Secretary returned from holiday on 8 August 1988.

88.40 **DATE AND PLACE OF NEXT MEETING**: This was agreed as Monday 22 August 1988 at 2 pm in Alliance House, address as above.

Approved as an accurate record of proceedings on 22 August 1988

Signed

GRO-C: Alan Tanner

Chairman