

THE MACFARLANE TRUST

Minutes of a meeting of the Trustees held at Alliance House on Thursday 27th July 1989 at 11.00 am.

Present: The Rev. Alan Tanner, Mr Grinsted (pm only), Mrs Guy, Mr Knight, Mr Palmer and Mr Stevens.

In attendance: Wg Cdr Williams, Mr Williams and Ms Evans
(Allocation session)

AGENDA

General Session

- 89.52 Apologies for absence
- 89.53 Minutes of meeting held on 14th March 1989
- 89.54 Matters arising
- 89.55 Administration
- 89.56 Information & Public Relations

Allocation Session

- 89.57 Case review
- 89.58 Allocation Policy
- 89.59 Mortgage Policy

Finance

- 89.60 Grants Expenditure
- 89.61 Audit and Annual Report
- 89.62 Investment Report

Closing

- 89.63 Any other business
- 89.64 Future meetings

GENERAL SESSION

- 89.52 APOLOGIES FOR ABSENCE.** Dr Jones and Mrs Leitch had notified the previous meeting of their inability to attend. Apologies has also been received from Mr Taylor.

89.53 MINUTES OF PREVIOUS MEETING held 22nd June 1989.

The Chairman asked for comments on the minutes, and some minor errata were noted. Subject to these corrections it was proposed by Mrs Guy and seconded by the Chairman that the Minutes be accepted as a true record. This was agreed unanimously.

89.54 MATTERS ARISING

M89.44. The Chairman reported that the meeting with DHSS planned for 17th July had had to be postponed at the request of DHSS and was now scheduled for September 7th.

There were no other matters arising not covered by the current Agenda.

89.55 ADMINISTRATION

a. Registrations. The Administrator reported that the current total of registrations was 1003. Of these 90 were deceased but in over 70 of these cases there were dependants for whom the Trust had or could have responsibilities. In addition there were 14 cases of infected marriage partners. A letter had recently been sent out to Centre Directors seeking their assistance in making contact with persons not yet registered.

b. Database. A full upgrade of the registration database is now in progress. This involves a review of all card files and a cross check against the data file.

The programme is likely to take at least 3 months but will then make information more readily available and in particular will enable regular statistical analyses to be made in greater detail and accuracy than at present.

c. Stationery. The Administrator reported that the early stock of stationery was almost used up and that there was an urgent need to re-order. Some proposals regarding re-supply were made and some design examples put on show. It was agreed that the weight of paper would be reduced and that separate versions could be obtained for beneficiaries and for business purposes. After some discussion on design the chairman proposed that this be deferred to a sub-committee. Mr Knight and Mr Stevens agreed to take on this task and a meeting would be arranged as soon as possible.

89.56 INFORMATION AND PUBLIC RELATIONS

The Administrator reported that several further visits were being negotiated and that a new programme would be printed when these were confirmed.

Mrs Guy reported that two meetings had taken place in the Manchester area.

ALLOCATION SESSION

89.57 CASE REVIEW

The Trustees reviewed 20 applications for assistance. Sixteen were approved for a total sum allocation of £22,619. The remaining four applications were refused.

89.58 ALLOCATION POLICY

Four aspects of allocation policy were discussed:

a. Special Christmas Payment. The desirability and feasibility were examined of various options for a special payment to cover Christmas expenses. It was agreed that any 'across the board' payment would be a breach of the Trust policy of dealing with need. Other selective automatic payments were ruled out for reasons of cost or because of the difficulties in maintaining an equitable system which could be easily justified to enquirers. It was recognised that a simple and even handed response would be needed and agreed that this should be concentrated on children. It was agreed that in response to any request a payment of £25 per child (under 16) could be made and that this would apply to registered children, siblings and dependants of registered adults.

b. Increased Regular Payments. A draft letter was circulated which was intended for notification of the increased payment approved in July (M89.45 (3)). The principle was accepted of using this letter to remind payees of the periodic review of qualification. Some modifications were made to the letter and it was agreed that it would not be sent to widows, few of whom would qualify for the increase (not being HIV+ve). The case of widow's payments would be reviewed in detail at the September meeting and the Administrator would circulate a paper for this purpose.

The prospect of review of regular payments in phase with changes in statutory benefits was considered but it was accepted that this would be outside the capacity of the office and that a 'rolling' review would be accepted for the present.

c. Assessment and Review. Discussion was held on a short paper by the Administrator covering the need to be able to conduct more rigorous examination of the needs and means of individuals making application for financial assistance. The suggestion was strongly supported by some but others expressed reservations both on the principle and on how and when such examination would be applied.

A suggestion that assistance might be obtainable from outside organisations such as the Family Fund network was also questioned.

It was however agreed that an informal consultation by the Administrator and Social Worker with the Director of the Family Fund and her Assistant should go ahead as planned. (Aug 24th). A report should then be made to the Trustees so that options for further action could be considered.

d. Second Holiday Grants. It was reported that current policy permitting second holiday grants to be made "in exceptional circumstances" was proving difficult to apply. This was mainly due to the implication that anyone receiving such a grant was in the 'seriously ill' category, information that might be unknown or unwelcome to the individual concerned and an embarrassment if known to the community in which he lived.

It was also pointed out that the current policy of 'not in consecutive years' carried an implied promise that major holiday grants could be made every two years and in view of the expense so far there was doubt as to whether it was safe to make or imply such a promise.

After some discussion it was agreed that

1. The full family holiday grant (including parents, siblings and dependants) would be paid once only.
2. This grant would continue to be subject to the limit per person (Adult £350, Child £175) but no other limit would be applied.

3. Payment for outings and excursions (including families) would in general be preferred to second holiday applications.

4. The need for short rest breaks (in UK) for convalescence or recuperation would be considered where medical grounds were offered. This would be restricted to the registered person and one companion and such payments would be regarded as therapy not as holiday.

(Administrator's Note: This minute records an apparent consensus but no formal vote was taken. It will therefore be incorporated into a short paper for formal consideration and for publication to members if appropriate.)

89.59

MORTGAGE POLICY

a. Overall Policy. the Chairman drew attention to the document which had been discussed in outline at the previous meeting. A first full draft had been circulated early in July and comments received had been incorporated into a second draft circulated before the meeting. He invited a detailed review of the second draft and the administrator drew attention to the changes and particularly those where some discussion may be needed. Agreement was reached on the new text and it was then proposed by Mr Grinsted that the paper be adopted as the statement of Trustees current policy on home ownership. This was seconded by Mr Stevens and carried unanimously. The document MORT/POL/8907 is retained with these minutes.

b. Equity Sharing Mortgage in Substitution of Existing Mortgage. The chairman invited a detailed review of the Second (Final) Draft of the document ref. CHG/29.06.89. Mr Grinsted introduced the document, pointing out the general similarity to the document already agreed on equity sharing for purchase. Some editorial changes of the text were agreed.

It was then proposed by Mr Stevens and seconded by Mr Palmer that the document be accepted as part of Trust policy. This was carried unanimously.

c. Chairman's Statement. In summing up the Chairman said that he felt the meeting would wish to record satisfaction at the completion of the three major statements of policy and in particular to record its thanks to Mr Grinsted for the enormous amount of work he had done to lead to this achievement. The meeting endorsed these thanks.

FINANCE

89.60 GRANTS EXPENDITURE

The meeting took note of the summary of grants expenditure to 30th June 1989, circulated prior to the meeting, and the update to 26th July tabled at the meeting. These are reproduced as Annex A to these minutes.

The Administrator drew attention to the growing cost of backdating regular payments to November 1987 and to the increasing irrelevance of such large sums of money to applicants' current needs. He suggested that this aspect of 'even-handedness' need no longer be applied so rigorously since no responsibility for late payment now remained with the Trust. After some discussion it was agreed that back payment would be limited to £2,000 and proportionally less for partial payments.

89.61 AUDIT AND ANNUAL REPORT

a. Auditor's Report.

At the request of the Chairman the Administrator introduced the draft of the Annual Accounts which had been circulated prior to the meeting. He pointed out that the financial figures as represented were unchanged since the first draft circulated before the June meeting but the presentation had been considerably changed to indicate the separation of the Trust and Management accounts and to avoid the misleading indication given by the first draft of a surplus of management income over expenditure. He said that there were some small errata to be cleared with the Auditors regarding referencing of notes but subject to this recommended the financial statements as fit for approval by the Trustees. After some inquiry and general discussion it was proposed by Mrs Guy and seconded by Mr Stevens that the Annual Accounts be approved. This was carried unanimously.

b. Relation between Auditors Report and Annual Report.

There was some discussion on the relationship between the two reports. It was agreed that the Accounts represented the Report by the Auditors to the Trustees which would in that form receive very limited circulation and which therefore needed no

narrative statements or reports. The Accounts would then be combined with a full statement of the Trust's activities in an annual Report to be issued by the Trust.

It was however agreed that pending circulation of the full Annual Report a copy of the Accounts would be lodged with DHSS, the Charity Commissioners and the Income Tax authority.

c. Annual Report.

The Chairman said that the first draft of the Annual Report having been issued for the meeting should not be discussed immediately but taken away for consideration and comment.

It was agreed that agreement on and production of the report should receive a high priority aiming for circulation as early as possible.

It was agreed that first comments should be made to the Administrator by Friday 11th August, together with suggestions for distribution. A second draft would be circulated as quickly as possible thereafter aiming for final agreement of the text before the end of August. This would be arranged between the Chairman, Deputy Chairman and Mr Stevens.

Examination of design layout and production should proceed in parallel with the agreement on text, and the sub committee looking into stationery (M.89.55c) was asked to take on this responsibility.

89.62 INVESTMENT REPORT.

A summary of the Trust's Investment portfolio at 30th June 1989 had been circulated and is attached as Annex B to these minutes.

Mr Grinsted pointed out that the aim of achieving a high running yield was being achieved since the stocks still compared favourably with cash investment over the longer term and our advice was that they would continue to do so. There was therefore no case for early sale as it was expected that the market value would shortly begin to rise again. The meeting took note of the report and approved the continuance of current management.

CLOSING SESSION

89.63 ANY OTHER BUSINESS

a. Court Actions for Compensation. The Chairman proposed that it should be put on record that the Trustees were aware of current action in the High Court by many people registered with the Trust. The Trust would therefore monitor progress on this action and would take account of it in any negotiations with DHSS.

This was unanimously agreed.

The Chairman also said that Trustees would wish to be aware that the Haemophilia Society continued to pursue its action to press for a 'no fault' compensation settlement out of court, as a means of avoiding the inevitable long delays in pursuing claims in court.

b. Hull University Research Project.

Consideration was given to the request by Hull and York Universities for introduction to people registered with the Trust in connection with the research project "HIV- AIDS and Social Care". Information and a draft covering letter had been circulated prior to the meeting.

There was no broad agreement since some Trustees had considered the safeguards as adequate and justified by the possible benefits of the research, whereas other Trustees felt that participation in any such project represented a breach of the special relationship that the Trust aimed to maintain with all persons registered.

The consensus of the meeting was that there was little scope for debate in these opposing views and that those in favour would defer to the 'in principle' opposition.

The Administrator was asked to write to the project director declining any mediation by the Trust.

89.64 DATES OF FUTURE MEETINGS.

Meetings of Trustees for 1989 were confirmed.
Thursday September 28th
Monday November 20th

Meetings for 1990 were agreed
Thursday January 18th
Thursday March 22nd

All at 11.00am and all at Alliance House.

An Allocations Meeting was agreed for 11am on Tuesday August 22nd at Alliance House. Mr Palmer agreed to chair the meeting.

Drawing attention to the pattern of bi-monthly meetings now being established the chairman stressed that efficient use of this cycle depended on timely handling of drafts and papers circulated between meetings. He asked Trustees to ensure that responses were made by the deadline requested, whether this involved detailed comment or simple approval.

GRO-C

28th September 1989

The Rev. A.J.Tanner
Chairman

Annexes

- A - Grant Summaries
- B - Investment Portfolio Summary

MACFARLANE TRUST

Summary of Grants Made

30th June 1989

A Single Payments

	No	Total	Amount	Overall
January to March	84		25,671	
April 1988	25	109	8,812	34,483
May	21	130	11,611	46,094
June	59	189	23,627	69,721
July	37	226	19,733	89,454
August	43	269	25,533	112,987
September	23	292	14,835	127,822
October	68	360	39,663	167,485
November	108	468	65,498	232,983
December	130	598	78,550	311,533
January 1989	92	690	47,636	359,169
February	131	821	67,392	426,561
March	114	935	70,348	496,909
April	145	1080	82,182	579,091
May	144	1224	72,385	651,476
June	91	1315	48,725	700,201

B Regular Payments

	No	Initial	Ongoing	Total	Overall
November	126	150,380		150,380	
December	122	137,220		137,220	287,600
January	56	68,380	18,384	86,764	374,364
February	29	39,636	21,764	61,400	435,764
March	73	99,511	29,215	128,726	564,490
April	26	41,750	25,592	67,342	631,832
May	81	126,418	38,270	164,688	796,520
June	19	35,374	33,826	69,200	865,720
	532				

Total paid out in June £ 117,925
Overall total paid out £1,565,921

Commitment to Regular Payments £10,034 p w = £521,768 p a

Rising w.e.f. September to approx £12,500 pw £652,000 pa

MACFARLANE TRUST

PORTFOLIO SUMMARY at 30th June 1989

Name of Stock	Holding (nominal) Book Market	
		Clean Cost	Running Yield %	Value	Gross Ann Div
11 3/4% Treasury 1991	1,500,000	1,601,016	11.01	1,483,494	176,250
10 1/2% Treas Conv 1992	500,000	525,000	10.00	496,636	52,500
13 1/4% Excheq 1996	2,200,000	2,593,938	11.24	2,492,132	291,500
15% Excheq 1997	1,500,000	1,950,001	11.54	1,872,707	225,000
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Stocks Total	5,700,000	6,669,955	11.17	6,344,969	745,250
Capital Gain/(Loss) (325,986)					
Certificate of Deposit Baring Bros 14 1/16%	1,000,000	1,000,027	14.00	1,012,328	at maturity 3 July
Sterling at NatWest Bank	1,670,000	1,670,000	13.25		

Annex B to
Minutes of
Trustees' Meeting
27th July 1989