

T H E M A C F A R L A N E T R U S T

Minutes of a Meeting of the Trustees held at Alliance House
on Tuesday, 22nd November 1994 at 10.30 a.m.

Present: The Reverend Prebendary Alan Tanner, GRO-D,
Mr Cashman, Mrs Cowe, Mr Grinsted, Mrs Guy,
Ms Harrington, Mr Hodgson and Mr Palmer

In attendance: Wg Cdr Williams, Mr Williams

AGENDA

Administration

94.42 Minutes of Meeting 7 Sept 94
94.43 Administrator's Report

Finance

94.44 Investments
94.45 Grants expenditure

Grants and Payments

94.46 Case review
94.47 Feedback from members
94.48 Trustees' Aide Memoire

General

94.49 Research project - progress report
94.50 Birchgrove Group
94.51 Visits and Liaison
94.52 Newsletter 26
94.53 Meetings 1995
94.54 Any other business

Apologies had been received from Dr Mayne who was unable to
meet the changed date.

ADMINISTRATION

94.42 MINUTES OF MEETING - 7th September 1994

a. A small addition to M94.34(c) paragraph 1 had been suggested by Mr Grinsted and was agreed. It was proposed by Mr Grinsted and seconded by Mr Cashman that the Minutes be accepted as a true record and this was carried unanimously.

b. Matters Arising

M94.30. The Administrator said that the Section 64 Grant application for 1995-96 had been submitted and acknowledged. Approval was not expected until near the end of the financial year.

M94.34 Guidelines. The suggestion made by Dr Mayne had been taken up and would now be covered by Agenda Item 94.48.

M94.34(c) Owner Liability. Mr Williams reported on his investigations into possible liability by the Trust if ownership was retained of items like stairlifts bought for people registered. Trustees agreed that although the risk of liability was very small it could not be discounted entirely and that even if not vulnerable to damages the Trust could incur legal costs. It was decided therefore that the Trust should not retain ownership, but transfer it to the beneficiary with a request rather than a requirement that it be returned to the Trust if no longer required. It was considered that the risk of loss would be less than the legal costs of retaining ownership or the insurance costs of indemnifying against such losses.

94.43 ADMINISTRATOR'S REPORT

The Trustees took note of the Administrator's report on the following items, with comment and action as recorded:

a. **Winter Payment.** A misprint in Newsletter 25 indicated payment for 4th November instead of the 9th. By the time this was discovered it was too late to bring payment earlier than 8th and hence some beneficiaries had been disconcerted by the late payment. Apologies had been made in individual cases and would be repeated in Newsletter 26.

b. **Attempted Cheque Fraud on Eileen Trust.** A large cheque had been abstracted from outgoing mail, and although it could not itself be misapplied it had been used to obtain temporary cheques which had been forged and presented. Fortunately these had been queried by the bank, identified as forgeries and payment stopped. The matter was in the hands of the Metropolitan and Essex police forces who identified it as part of a widespread and co-ordinated activity. Fortunately no loss was involved. The office would take extra precautions over despatch of large sums of money and would take up with the Bank the matter of security of temporary cheques.

c. **Trust Bank.** The National Westminster Bank would be closing their City Hall Branch in January 1995. The Trust accounts would be transferred to the Westminster Branch on Victoria Street which was equally convenient. All account numbers would remain the same although the Sort Code would alter. The bank had promised there would be no change in the quality of service.

d. **Statistics.** A summary for 31st October 1994 had been circulated.

e. **Office Closing for Christmas Holiday.** It was proposed to close the office from p.m. Friday 23rd December until a.m. Tuesday, 3rd January. As before the Answerphone would be monitored regularly throughout the period. The Trustees approved this arrangement.

FINANCE

94.44 INVESTMENTS

a. **Summaries.** The Administrator drew attention to the fluctuating values of both portfolios during the current year, but with values (including revenue) remaining above those at 1st April. Regarding the periodic summaries he said that with changing portfolio content and with withdrawal of capital due to begin shortly the connection with the original 'book value' of £3 million for each of the portfolios was becoming increasingly tenuous and attempting to maintain it was concealing as much information as it revealed. To maintain relevance to the SORP2 accounting system a more appropriate figure was the market value at the beginning of the financial year, and historical values further back than this should be relegated to footnotes. He circulated a redraft of the summary for 31st October.

Mr Grinsted endorsed this approach in principle and expressed satisfaction with the new draft summary, subject to modification in the light of further experience. The Trustees agreed the recommendation and accepted the new summary.

b. **General Financial Situation.** The Administrator referred to the Annex to his routine monthly report. He said that as a follow-on to previous summaries this showed no untoward changes. With regard to cashflow he said that now the Government Stock was all sold he had to work on a longer notice period to liquidate investments. Hence due to slightly higher than expected costs to date this year, and to maintain an adequate cash reserve he had proposed and the Investment Committee had approved the withdrawal of a further £25,000 from each portfolio above the £200,000 (each) originally provided for. Unless there was a further downturn in the market the portfolios should still be at or above the £3 million previously allowed for. This position was supported by Mr Grinsted and Mr Palmer and approved by the Trustees.

94.45 GRANTS SUMMARY

The Chairman invited comment on the latest summary (to 31 Oct 94). Mr Grinsted said that there was nothing in either the Investment Report or the expenditure summary to encourage Trustees to be other than cautious in their view of future expenditure. The Trustees concurred.

GRANTS AND ASSISTANCE

94.46 CASE REVIEW

The Trustees reviewed a proposal to recognise as an infected widow the common law partner of a deceased registered person. Although there had been some discontinuity of the relationship, the Trustees accepted the registration on the basis of the long established relationship and the son was who already recognised as a dependant by the Trust.

Mr Williams presented 20 applications for assistance. 11 grants were approved totalling £10,100.00.

In the process of dealing with the individual cases the Trustees approved two matters of precedent:

a. **Motability.** The assistance (up to a maximum of £900) would in future be allowable to any contract with Motability whether for hire or purchase, but subject to the proviso that no further assistance (e.g. for running costs, insurance etc.) would be available for three years, equivalent to the hire period.

b. **Donor Insemination and In-Vitro Fertilisation.** After a long discussion the Trustees conceded that there was no valid way to treat different applications on individual merit and that a decision on principle was needed. The Trustees rejected any consideration other than strictly financial and on this basis voted 4-4 on whether the Trust should regard such payments as a high enough priority for use of Trust funds. Since no application of this nature had been approved for a very considerable period the Chairman ruled that this was the 'status quo' and gave his casting vote for no change.

94.47 FEEDBACK

The Trustees reviewed three letters received from persons registered and the replies sent. They took note of the concerns expressed but decided that no further response was called for.

94.48 AIDE MEMOIRE

The Trustees considered the draft and outline which had been circulated. They unanimously welcomed the proposal in principle, and approved the general scope of the completed sections. Suggested additions agreed were for the Trust Deed and Handbook to be incorporated in full, and for coverage to be given to general Trust history including the two Special Payments Trusts and a reference to the Eileen Trust.

The Administrator said that work would now continue on all parts, and since the book would be looseleaf the Trustees could incorporate parts as they were ready. He hoped to have a full draft ready for the next meeting but some parts may be more complete than others.

GENERAL

94.49 RESEARCH PROJECT

Mr Williams reported that the progress was behind schedule due to the difficulty in obtaining enough volunteers for the interview stage. A second and third invitation list had had to be sent out. Enough helpers had now been identified and this phase should shortly be complete so that the design of the questionnaire could begin. Some transcripts of the interviews had already been received.

It was agreed that any Trustee who wished to read the full transcripts would come to the office, but otherwise they would wait for the synopsis.

Trustees also agreed that even if it were possible it would be a mistake to send out the questionnaires before Christmas, and hoped that it would be possible to post them by mid-January.

Attention was drawn to a carping article in the Birchgrove publication, and that this was a distortion of the true situation in that only one complaint about the interviews was known, probably by the same person who had written the article.

94.50 BIRCHGROVE GROUP

The additional support for the Birchgrove Group up to a maximum of £7,500 which had been agreed by postal circulation was noted for formal record, and a letter of thanks from the Group was circulated.

On the basis of the presentations made at the Haemophilia Society Chairman's weekend (19/20 November) Mr Hodgson and Mrs Guy gave their view that the Group appeared to be adopting a more constructive and less confrontational stance which could begin to do some good.

94.51 LIAISON

Since the last meeting the Trust had been represented at two Society 'Haemophilia Days', Mr Williams at Nottingham on 17th September and the Administrator at Winchester on 15th October.

It was reported that the meeting between representatives of the Trust and of the Haemophilia Society Executive had taken place as planned on 12th October. Those attending agreed that this had continued the process of exchange of views but that nothing specific had been agreed as a result of the meeting.

The Administrator had attended the Haemophilia Society's Chairman's Weekend (19/20 Nov) to conduct what were called 'Drop In' sessions and had met and talked to some members of the Trust. The Chairman, GRO-D Mrs Guy and Mr Hodgson had been there in their respective Haemophilia Society capacities.

The Administrator urged that since the review data would be largely statistical and impersonal the Trust should again seek to make more face-to-face contact with members. The Trustees agreed.

94.52 NEWSLETTER 26

A list of topics was circulated, together with a proposal timetable aiming for posting in the first week of December. Trustees agreed to make suggestions or comment as proposed.

94.53 MEETINGS' SCHEDULE 1995

Because of uncertainty of the timing of completion of the research project, and the need to exploit the results as quickly as possible an extra reserve date was agreed. Dates were agreed as:

Thursday, 9th February

Monday, 13th March (if needed)

Monday, 22nd May

Dates for September and November were not decided. The possibility to merge these meetings still to be considered.

There was no further business and the meeting was closed at 1.30 p.m.

GRO-C

9th February 1995

The Reverend Prebendary Alan Tanner
Chairman