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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, 11 March 1997 at 10.30 a.m.

Present: The Reverend Prebendary Alan Tanner, Mrs Cowe,
Mr Grinsted, Ms Harrington, Mr Hodgson, Mr Pudlo,
Mrs Stubbs, Dr Winter and Miss Winterton

In attendance: Wg Cdr Williams, Mr Williams

AGENDA

Administration

- 97.01 Minutes of previous meeting - 21 Nov 96
- 97.02 Administrator's Report (including Statistics)

Finance

- 97.03 Administrator's Financial Report

Assistance and Grants

- 97.04 Payments Summary
- 97.05 Applications and Reviews
- 97.06 Guidelines

Policy Items

- 97.07 Feedback
- 97.08 Visits and Liaison
- 97.09 Bank Mandate
- 97.10 Trust Deed
- 97.11 Strategic Review
- 97.12 Handbook
- 97.13 Newsletter 36
- 97.14 Any other business

Apologies had been received from Mr GRO-A who had a business meeting which could not be missed.

The Chairman noted with regret that this would be the last meeting of Ms Harrington's term of office as Trustee, and that he would return to this later.

ADMINISTRATION

97.01 MINUTES OF PREVIOUS MEETING - 26 November 1996

a. The Administrator said that since the circulation of the Draft minutes an amendment covering M.96.47 and an addendum covering M.96.55 had been sent out and no further comments had been received. The Chairman invited further comment. It was proposed by Miss Winterton and seconded by Mr Hodgson that the Minutes be accepted and this was approved unanimously.

b. Matters Arising. M96.47b

(a) **Alternative/Complementary Therapy** The Administrator said that as requested by the Trustees the staff had examined the options for extending current guidelines on grants for complementary therapy. Faced with equal claims for the value of such therapy 'giving relief to those ill' and 'maintaining health' of those not yet ill, it had not been possible to recommend any selective or priority criteria and hence it was suggested that the only limitation feasible was in financial terms. There was a full discussion on this and although the majority view was sympathetic to further support of this nature, the Trustees were conscious of the risk of any open-ended commitment becoming unaffordable without taking from other forms of help. It was eventually decided that a second payment of up to £200 could be made to any individual for any kind of treatment by a recognised therapist (i.e. repeat or second trial). This was approved nem con with one abstention. The Trustees asked that a precise record of all such payments be kept for the FY97-98 so that a decision could be made on a possible further extension.

b. **Equity Share Mortgage** The Administrator said that the deadline (of 28 February 97) for the Trustees' offer to waive half of their entitlement to the gain in capital value of the Trust's equity share in the property (MNo 1823) had now passed. This was now the fourth time the widow had proposed to sell and then withdrawn and he suggested that any future negotiation should offer no concession, but insist on the exact terms of the agreement which the couple had voluntarily accepted. This view was strongly endorsed by Mr Grinsted and agreed by the Trustees without dissent.

97.02 ADMINISTRATOR'S REPORT

a. **Statistics.** The Administrator said that there had been a late notification of a further death in February, and that this would be corrected in the next issue. The Trustees noted that the lower loss rate

had been relatively stable for just over a year. Dr Winter said that the encouraging news on new multiple drug therapies gave hope that this would be sustained, and taking into account that present survivors would be those with the greatest resistance to the virus, the loss rate could improve even further.

b. Staff. It was reported that Mrs Angela Callaghan had taken over the secretarial work vacated by Mrs Le Sage. Office management functions had been moved to Ms Hassan, so the balance between the two posts had changed somewhat, though still adding up to 1.5 posts.

c. Bank. It was reported that renegotiation with the NatWest Bank had been completed which had succeeded in deferring an increase in bank charges and establishing a more accountable framework for future charges.

FINANCE

97.03 ADMINISTRATOR'S FINANCIAL REPORT

The Trustees reviewed and discussed the report which had been circulated covering the period to 28th February.

On expenditure it was noted that there was no major change and that the forecast for the year showed an increase of less than 2.5%, mainly resulting from the increases in regular payments made during the year.

On investments it was noted that the performances of the two portfolios (PRINCIPAL & COIF) were extremely close and that overall the Fund had taken good advantage of the favourable markets during the year.

811 The Administrator said that the higher liquidity maintained through 96-97 was drawing down to the lower level for satisfactory management and that during 97-98 withdrawals from capital would have to start again. He suggested that consideration be given to some early liquidation of assets while market values were high. The Trustees directed that advice should be sought from the two portfolio managers and additionally from an independent expert if possible. 11.

ASSISTANCE AND GRANTS

97.04 PAYMENTS SUMMARY

The Administrator asked for comments or suggestions on the new summary of single payments by type and authorisation, which had been circulated for the previous three months in addition to the long established financial summary.

The Trustees agreed that this was useful additional information enabling them to monitor the application of Trust policy and guidelines. The Chairman asked whether a progressive longer term summary of payments by type could be produced, and the staff agreed to work on this.

97.05 APPLICATIONS AND REVIEWS

Mr Williams introduced case summaries covering three first applications for which the Trustees approved one payment of £500 and refused two requests. Three case reviews were also considered: one concession payment of £500 was approved, a request for additional back payment of the special supplement regular payment was refused, and the closure of regular payment to a remarried widow (review raised by the office) was approved.

97.06 GUIDELINES

A new guideline authorising assistance with the cost of preparing a Will was agreed, of £50 subject to conditions as written in the guideline. Trustees agreed that the value of this help in encouraging people to make a will and keep it up to date was considerable and would be unlikely to prove unduly expensive for the Trust.

GENERAL POLICIES

97.07 FEEDBACK

Trustees discussed the principles involved, based on a case where an applicant had complained about the 'evidence of expenditure' requested by the office as justification for a grant within office guidelines (driving lessons). The staff view was that there were certain grants which were more open than others to a degree of abuse and, although this was a small minority, it was significant enough to justify some action if this could be presented as a broad rule rather than as a selective inquisition into one particular request. In the particular case not only was there some doubt as to whether the 'carer' was a recognised dependant, but also a distinct inference that she was already a qualified driver. The office had asked to see her Provisional Driving Licence as evidence of a Learner driver.

In response to a question from the Chairman, Mr Williams confirmed that a receipt of the Trust's payment was always requested and that for many larger grants an invoice or statement was requested before payment, but that there was no general rule requiring proof of actual expenditure or purchase. (This was based on past history of a number of 'one-off'

payments where if the receiver did not acquire the item requested the grant would not in any case be repeated later - with the later emphasis on regular rather than single payments this procedure became less of a safeguard).

After some discussion the Trustees endorsed the principle of requesting proof of expenditure where this did not put an unnecessary burden on the individual. Subject to a caution that such a policy be carried out only where needed, and then with extreme care to avoid giving offence or the impression that any individual was being singled out for enquiry, the Trustees left the matter to the discretion of the office staff.

(Post meeting note. At next review of Guidelines an attempt will be made to write in these "administrative conditions" where applicable).

97.08 VISITS AND LIAISON

The Administrator drew attention to the number of personal visits made by Mr Williams and Mrs GRO-A since the previous Trustees' meeting and also to a letter of thanks from a lady recently widowed thanking Mr Williams in particular and the Trust in general for the support she and her husband had received.

This couple were in the bottom third of payments received, and the Administrator suggested that however important financial support remained, the element of personal involvement and support should also be regarded as a vital aspect of the Trust's service. Whilst care was needed that this personal service was not expanded over-indulgently, he hoped that the current level of service would not have to be cut back.

In discussion there was general approval for the recent programme, and agreement on the value of the personal approach to those needing help. Whilst making no express decision or ruling at this stage, the Trustees agreed that the discussion had considerable relevance in the context of the current strategic review and the plans or actions arising as a result of the review.

97.09 BANK MANDATE

Trustees had agreed in principle (M96.52) on a new form of Bank Mandate leaving the Chairman, Deputy Chairman and Administrator to complete the details. This had been completed, but the Administrator pointed out that the clauses covering automated payments to members were not entirely within the bank's capacity to monitor and therefore had been removed and would be negotiated separately with either Centre File or the Bank according to what new arrangement was made.

A redraft of the Bank Mandate was circulated and was approved unanimously. The final document was signed later by all Trustees present.

The outline framework for a mandate on automated payments was also agreed in principle, subject to confirmation when negotiations are completed.

97.10 TRUST DEED

The reply from the Charity Commissioners (CC) on the subject of possible merger of the Macfarlane and Eileen Trusts was discussed together with the opinions of Paisners as reported by the Administrator.

Merger. The Trustees accepted the advice of Paisners that although not completely barred, as suggested by the CC, the process would be complex and might not achieve full integration. They decided not to proceed with action on a legal merger but to continue and develop as necessary the current policy of cooperation and consultation.

Other Issues. The CC letter raised two issues regarding the Deeds of the two Trusts which called for consideration irrespective of action on a merger.

(1) **Power to wind-up the Trusts.** The CC statement that the Trust Deed contained no power to wind-up the Trust was accepted as correct per se. However, the reassurance from Paisners was accepted that the power to vary the terms of the Deed (contained in clause 12) in the event that the objectives in clause 4 had been completed or could no longer be identified had the effect of giving power to wind-up. The Trustees agreed that with this ruling on record no further action was required at present.

(2) **Power to spend capital.** The CC letter had stated that the Trust fund was an endowment and that Trustees had no power to spend capital. This was in contradiction to the historic purpose of the Trust, and it had been the declared policy of Trustees that capital as well as interest would be used as necessary to meet the needs of beneficiaries. This policy had been implicitly and explicitly endorsed by the Government as the provider of the original and replacement capital sums. Although content with Paisner's advice that the CC was wrong in this respect, the Trustees felt that it was dangerous to let such a statement by the CC go uncontested. The Administrator was asked to brief Paisners to pursue the matter with the CC and obtain a record of agreement by the CC that the de facto situation and current policies of the Trust, were not only within the spirit of the original intentions, but also correct in law and therefore incontestable.

97.11 STRATEGIC REVIEW

At the request of the Chairman, the Administrator briefed the meeting on what had been done to date.

The committee had met and discussed a first draft, which covered research to date and a framework for further work. The committee had decided that there was not enough time to put this work together and circulate it to Trustees before the meeting and that it was too long to 'table' and have effective discussion on. The Administrator had therefore been asked to provide a summary of the expected content and layout of the eventual report. This had been done and the summary was circulated at the meeting.

The Trustees discussed the document and some of the points of principle raised. They approved the document as a satisfactory first stage and authorised the Committee to continue to work on these lines and to circulate a new paper as soon as possible, aiming to approve a final version at the next Trustees' meeting in May.

97.12 HANDBOOK 1997

First and final drafts of the Handbook had been circulated prior to the meeting. Comments and suggestions from Trustees on the first draft had been incorporated in the final. Subject to minor errata the Trustees approved the final version for printing and circulation.

97.13 NEWSLETTER 35

The Administrator said that because of the Handbook there was little urgent content for a Newsletter, but that one had usually gone out at this time of year, and there could be enough material for at least a single side letter to go out as cover for the Handbook.

The Trustees indicated their preference for a Newsletter, provided that adequate material was available.

97.14 ANY OTHER BUSINESS

1. Women's Weekend

In the period before breaking for lunch, Ms Harrington reported to the Trust on the 'Women's Weekend' which had taken place on 8 and 9 March in Oxford, organised by the Haemophilia Society but assisted and largely

funded by the Trust. She said that the event appeared to have been a considerable success, and that although comment sheets from participants were still being evaluated, the feedback had so far been very favourable. As one of the organisers and staff of the event, she had felt that those attending had experienced a considerable relief and support, many of them perhaps for the first time, and there had been many indications of the wish to maintain and develop contacts made at the meeting. She recommended to Trustees that further such events, not necessarily only for women, should be considered as a valuable and cost-effective part of the Trust's work.

Following queries and discussion, the Trustees welcomed the assessment of success for the meeting and expressed a general readiness to support and participate in further meetings, particularly noting that a number of people did not find a place at the recent meeting. Types of meeting, ways and means to be further examined.

2. Valediction

The Chairman spoke of the considerable contribution to the work of the Trust made by Ms Christine Harrington. He said that the Trust had been fortunate in having Ms Harrington for 3 terms of office (6 years) since it was normal policy for the 'professional' appointed Trustees to serve only two terms. However, it was not the length of service but the quality he wished to praise. Ms Harrington had given Trustees the benefit of her special knowledge and experience in caring for people registered with the Trust, and had been an active participant in the work of the Trust not only in discussion at meetings but in events outside, not least in the recent Women's Weekend. On behalf of the Trust he thanked Ms Harrington and offered good wishes for the future. The thanks and good wishes were warmly endorsed by all present and were accepted with thanks by Ms Harrington.

Closing

There being no further business, the Chairman closed the meeting at 3.20pm.

GRO-C

The Reverend Prebendary Alan Tanner
Chairman of Trustees

21 May 1997

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