

THE EILEEN TRUST

MINUTES OF A BOARD MEETING OF THE BOARD OF TRUSTEES HELD ON 15TH OCTOBER, 2011 AT THE HIGHCLIFFE MARRIOTT HOTEL, BOURNEMOUTH

Present: Mr Peter Stevens (Chairman)
Mrs Elizabeth Boyd
Mr Patrick Spellman

In Attendance: Mrs Susan Daniels (Secretary)

236.11 **Apologies for Absence**

Mrs Sue Phipps and Mr Russell Mishcon had apologised for their inability to attend.

237.11 **Minutes of the meeting held on 3rd August 2011**

The minutes, previously circulated, were approved as a correct record subject to some changes noted below.

238.11 **Matters Arising**

228.11 It was agreed that the frequency of Board meetings would be reduced to two per year

232.11 The Chairman would write to the DH regarding extending the service of Trustees whose appointments appeared to have terminated.

232.11 The Trustees confirmed the appointment of Mrs Daniels as Secretary.

233.11 The Chairman reported that the matter regarding the number of Trustees who were also MacFarlane Trustees had been resolved.

239.11 **Financial Report**

The Chairman tabled the schedules showing the income and expenditure budget for the year and the forecast of funds available for disbursement. After some discussion it was agreed that an immediate £1,000 supplement would be paid to all registrants plus 5009W (the widow of a deceased registrant who lives on a very low income) to assist with the currently high cost of energy and fuel.

5087A, 5087D, 5087 and 5005D will not receive the supplement. The first three do not need financial support from the Trust. The fourth is the non-infected child of a dead registrant to whom the Trust simply gives some financial support until he reaches his majority (in 2012), in line with established policy; it was not appropriate to pay the supplement to him.

240.11

Caxton Foundation

The Chairman reported on the development of the Caxton Foundation and outlined the implications for the Trust in terms of staffing, costs and the flow of funding from the DH.

241.11

Case Officer's Report

SD gave a report on the Trust's registrants. The Trustees noted that most registrants appeared to be managing on their current income. It was agreed that:

- 5089 would receive a grant of £345.48 to cover the cost of her dental treatment.
- 5090 would receive a grant of up to £1000 to cover the cost of a will and two Lasting Powers of Attorney. As the wife of 5090 is very ill and will be having an exploratory operation the following week, it was agreed that the registrant would be further assisted in any way possible. SD would keep the Trustees informed.
- 5023 would receive a grant to cover the costs of a Will and a Lasting Power of Attorney, should she proceed to have these prepared.
- 5087 would receive the sum of approximately £250 to pay off, what is hopefully the last of any mortgage arrears (SD to confirm with Nationwide the exact amount outstanding and request an up to date statement). As 5087 is now employed she should now be responsible for her own mortgage payments.

SD would provide the Trustees with updated income and expenditure statements for all infected registrants and 5009W for the next Trustees meeting.

PS/SD would liaise with Caxton to ensure that the payment of the supplement and grants complied with the DH audit requirements.

The Trustees thanked SD for her continuing help both to themselves and to the registrants.

242.11

The weekend was going well (it was subsequently deemed to be very successful). It was agreed that another event would be held at a similar time next year. SD would research possible venues for consideration.

The cost of the weekend had been budgeted at £10,000. SD would provide a schedule of expenditure, once the hotel has produced their final account, for Trustees to approve.

242.12

It was agreed that Martin Harvey would continue to be able to give his approval to financial transactions such as the signing of cheques.

243.13

The date of the 2012 meetings will be 7th March, in Alliance House, and the weekend of either 13/14 or 20/21 October at the registrants' event.