

CAXTON TRUSTEE LIMITED

Minutes of the Meeting of the Board of Directors of Caxton Trustee Limited held on
Thursday 7 February 2013 at Third Sector Centres, Victoria Charity Centre, 11
Belgrave Road, London, SW1V 1RB at 10.30am

PRESENT:	Peter Stevens	(Outgoing Chairman)
	Fiona Edwards	
	Richard Finlay	
	Peter Harvey	
	Mary Leadbeater	(Chairman – Audit Committee)
	Charles Lister	(Chairman - NWC)
	Ann Lloyd	(Incoming Chair)
	Alan Rook	
	Vijay Sharma	
	David Atterbury Thomas	
	Howard Thomas	
IN ATTENDANCE:	Miranda Winram	(Chairman – EAC)
	Jan Barlow	(Chief Executive)
	Roz Riley	(National Welfare Manager)
	Linda Haigh	(Finance Manager)
	Cat Hogan	(Administrative Secretary)

PART A

- 49.13 Apologies for Absence**
There were no apologies for absence.
- 50.13 Appointment of new Directors and Chief Executive**
The Chairman welcomed the new Directors and Chief Executive to the meeting.
- 51.13 Welcome and introductions**
Directors and staff introduced themselves.
- 52.13 Minutes of the Previous Meeting**
Subject to a minor amendment in 47.12 the minutes were agreed as an accurate record of the previous meeting and signed by the Chair.
- 53.13 Matters Arising**
CL informed the board that following the appointments process for the new directors, Veredus had asked for an endorsement from the Foundation for their website. Following discussion, CL agreed to draft an endorsement to be circulated and approved by the board.
- 54.13 Financial reports and information**
(a) The Q3 management accounts were received by the board. PS noted that the DH required financial information to be presented to them in a certain way. However JB advised the board that she would be looking into the overall presentation and content of the finance papers for the future. ML requested that the addition of a commentary on the figures also be

included in future. Some exceptional costs had been incurred this year. In relation to expenditure it was noted that as part of the work on developing an overall strategy, a priority would be to ensure as many potential beneficiaries as possible were aware of the Caxton Foundation so that the level of grant making would increase.

A query was raised as to what percentage of the CEO's salary was to be met by the Skipton Fund. AL explained that the decision had been taken that due to the minimal involvement of the CEO in the Skipton Fund's work her salary would be split 50/50 between MFT and CF. This would be reviewed in 6 months' time.

- (b) The charitable disbursements schedule was not provided for this meeting.
- (c) JB explained that due to the DH having not confirmed the Foundation's allocation for next year, the figures for the draft budget were based on income for 2012/13. The draft budget was agreed, subject to further discussion in Part B of the meeting.
- (d) The board noted the audit timetable for the work on the 2012/13 accounts.
- (e) The changes to the Caxton account with Lloyds TSB were approved. The details of this are recorded in Part B for security reasons.

55.13 Risk management

The board considered the revised risk matrix for Caxton. JB advised that she had reviewed the document and in relation to her knowledge of the organisation so far, it represented an accurate picture of the risks the organisation faced. However, she would keep it under review. Following discussion it was agreed the impact of 2.2 and 2.5 should be reduced from high to medium.

56.13 Strategy

PS informed the board that the papers presented in this section were to provide a background for the strategy workshop in March.

HT presented a paper, previously received by the board, on the nature, effects and treatment of Hepatitis C. This included information regarding the progression of the virus according to different genotypes and information regarding the significant side effects of treatment with interferon. There is currently no vaccine for Hepatitis C, nor is one expected in the near future. However, it is expected that within the next 12-18 months, new treatments to replace interferon will significantly remove the debilitating side effects experienced by people.

PS presented a paper on predicting the possible number of potential Caxton beneficiaries, based on a number of assumptions in relation to the number of individuals who had received Skipton Stage 1 and Stage 2 payments and the likely progression of the disease, treatment and outcomes based on known statistics. Whilst changing any one of the variables could change the number, a reasonable estimate of likely potential beneficiaries may be in the region of 2000 living primary beneficiaries and 400 dependent families.

The board discussed a number of potential options for trying to reach these beneficiaries. Direct contact with people who had received Skipton payments, in many cases years previously, was thought to carry a significant risk of data protection and confidentiality breaches, and was therefore ruled out. JB considered that getting coverage in the specialist medical press e.g. GP and practice nurse publications, and in the national press, to be one of the best ways of publicising the organisation and the assistance it could offer. Further consideration would be given as to whether the report of the Penrose enquiry

could be used as a media “hook” for Caxton, but it was also felt that the organisation’s future strategic direction should be understood before significant media work was undertaken. AR offered his input into this area, which was welcomed.

The board considered two further reports, one setting out information regarding support to beneficiaries to date, another giving information regarding relationships with the beneficiary community. These areas would also be taken forward as part of the strategy development process. It was agreed that a meeting with the CBC would not be set up until after the strategy meeting, where there would be further discussion about engagement and communication with stakeholders.

57.13

National Welfare Committee

- (i) The board noted the minutes of the meeting held on 6 December 2012.
- (ii) The consolidated grant schedule was not available for the meeting.
- (iii) PS thanked the NWC for their work and explained that with the resignation of PH, a new trustee was needed for the committee; potentially the NWC could have 4 trustees. Any interested trustees were asked to email CL or JB to express interest in joining the committee.

58.13

Caxton Foundation/Macfarlane Trust Liaison Committee

The board received the minutes of the meeting held on 19 December 2012. AL advised that she felt the meeting had been significantly more positive than the minutes suggested. The committee will continue to meet but AL, JB and RE will also meet regularly, in addition.

61.13

Any Other Business

- (i) The board received the revised schedule of meetings and noted that the next meetings would take place as follows:
 - 11 March 2013, 9.30am – 12.30pm, Strategy Meeting
 - 2 May 2013, 10.30am