

**POSTURE AND MOBILITY GROUP
FINANCE SUB-COMMITTEE MEETING
14TH DECEMBER 2010**

Bristol DSC, Southmead Hospital, Bristol

Present:

Barend ter Haar	(BtH)
Dave Long	(DL)
Henry Lumley	(HL)
Rakesh Shukla - Chair	(RS)
Clare Wright	(CW)
Kirsty-Ann Cutler	(KAC) – via teleconference for part of meeting
James Hollington	(JH) – “ “ “

Minutes: Olwen Ellis (OE)

1) 2010 Conference – update on final figures

- i) HL reported that there are continuing discrepancies, and that the final balance is still not clear. He has requested a detailed breakdown of costs from Meeting Makers, and will report back to the sub-cttee via email. **ACTION: HL**
- ii) OE to supply details of training day costs. **ACTION: OE**
- iii) BtH confirmed that no contract was signed with Meeting Makers. He feels that the only way forward now is to have a face-to-face meeting with David Donovan, MD of Meeting Makers, and he will arrange this asap in the New Year.
ACTION: BtH
- iv) Agreed that the outstanding invoice from Leith's should be paid
ACTION: RS
- v) Based on current known situation, the sub-committee felt able to allocate an assured surplus of £80k:
 - PMG to hold 10K against further costs and to top-up the seed fund for future developments. Seed fund carried over from Exeter stands at £4,045.61.
 - £70K to be shared between the 3 host organisations in the agreed ratios of –
PMG: 6
BSRM: 4
SPMN: 1.5

RS actioned to pay BSRM £24,347.67 and SPMN £9,130.67

ACTION: RS

2) VAT

- i) RS reported that the 2010 VAT returns for quarters 2 and 3 had been submitted, and that HMRC wish to check on 3rd quarter return because a refund has been requested.
- ii) OE to make appointment for RS with his local HMRC office. BtH offers assistance if required.
ACTION: OE, RS, (BtH)

3) PMG website development

Agreed that the funding should now be made available as recommended by the PMG executive committee in September, so that a total of £15K is immediately provided to develop the new website.

ACTION: JH,RS

4) Research Fund

i) HL reported that future accounting for the Research Fund would change based on the decision at AGM, where liability will now be recorded, as opposed to actual spend.

ACTION: HL, RS

ii) Agreed that no decision can be made on further funding until final surplus from Glasgow is known. Notional £5K proposed by CW.

5) PMG Membership

i) Confirmed that no specific amount had been budgeted to promote PMG in the past. Agreed that this should now change, especially with increasing membership numbers being a key priority of the group in 2011 and onwards.

ii) Agreed that no decision can be made on actual funding for this until final surplus from Glasgow is known. Notional £5K proposed by CW.

6) NTE 2011

i) NTE sub-cttee's recommended costings were discussed, with final prices agreed as attached schedule.

ii) OE reported that Craig Egglestone has negotiated a 15% cut of takings for PMG from book token sales at Warwick University Bookshop during NTE.

iii) Agreed that £25 book token scheme should go ahead in 2011. ***ACTION OE***

iv) *Bursaries*: agreed 5 bursaries to attend full conference, at a cost of £400 each plus VAT.

ACTION OE

7) Date for next meeting to be arranged.

ACTION OE AND RS