

**POSTURE AND MOBILITY GROUP
FINANCE SUB-COMMITTEE MEETING
9AM, 16TH SEPTEMBER 2010**

**Regional Wheelchair Trading Service
BIRMINGHAM B29 6LR**

Present:

Kirsty-Ann Cutler	(KAC)
Barend ter Haar	(BtH)
Dave Long	(DL)
Henry Lumley	(HL)
Rakesh Shukla - Chair	(RS)
Clare Wright	(CW)
Minutes: Olwen Ellis	(OE)

1) Apologies for absence received from Helen Hislop (HH)

2) 2010 Conference – update on final figures

- i) HL reported that, based on recent accounts from Meeting Makers, the surplus realised for the International Conference may be in the region of £105K.
- ii) On further scrutiny it would appear that there are some discrepancies, with various costs not included, such as PMG cashbook entries. HL and BtH will consult with Meeting Makers in the next weeks in order to establish the real surplus. RS to provide the cash book figures for any conference expenses which have been paid direct from PMG bank account. **ACTION: BtH, HL, RS**
- iii) *Webcasting Costs:* BtH asked about costs incurred for webcasting equipment and personnel, which will have been paid by PMG. These need to be shared out proportionately between the 3 host organisations, based on the established ratios. OE to request info from Nigel Shapcott. **ACTION: OE**

3) PMG Website

- i) Agreed that the additional funds requested by the Website Sub-cttee for the development of a new PMG website could be made available if the surplus from Glasgow conference is sufficient.
- ii) The following recommendation to be made to PMG Executive Committee:

*Current website development fund of £7.5K to be increased to £15K in order that the preferred company, Glasgow-based **Alienation Digital**, can be offered the job of building the new PMG website. The recommendation dependent on a sufficient surplus being realised from the 2010 International Conference.*

4) NTE 2011 Administration

- i) Based on the experiences of the recent international conference, it was agreed that Meeting Makers should not be recommended as organisers of PMG NTE.
- ii) KAC provided the options in terms of the companies recommended by Warwick Conferences and others. Agreed that KAC will follow up CV1 whose costings appear to be the lowest, and consult further with Warwick conferences.

Action: KAC

- iii) OE to discuss further the in-house bid costings with Simon Hukku, who has offered to provide a bespoke booking system for PMG NTE included in the price; he would not charge PMG for normal website support for the duration of conference contract. **Action: OE**
- iv) Because of the tight schedule in the lead up to NTE 2011, KAC expressed a preference for working with someone who already understands PMG and the conference, in particular as her NHS line managers may no longer support her commitments to PMG in terms of work time being provided.
- v) NTE sub-cttee meeting arranged for end of September, after which KAC will email finance team with recommendation on admin for NTE 2011. **Action: KAC**

5) PMG Membership

- i) OE reported that there are currently 344 PMG members.
- ii) Agreed that Direct Debit option for payment is a high priority for the group. Many people believe themselves to be PMG members, but have not in fact renewed this year. The conference is usually the trigger for members to renew online.
- iii) RS to investigate change of bank for PMG, to find the best deal for setting up the Direct Debit facility. BtH will help. **Action: RS and BtH**

6) Research fund

- i) HL suggested that the continuous commitment to spending on the PMG Research Fund had held back the website development.
- ii) OE reported that there was one application for research funding remaining in 2010, with the requisite £5,000 available to support the project if the R&D sub-committee recommended this.
- iii) Agreed that no decision on further support of the Research Fund could be made until final figures come in from Glasgow conference.

7) PMG office

- i) OE reported that the monitoring of the power used in the PMG office is going ahead, in discussion with CW and RS.
- ii) OE reported on the problems experienced with Host365, the PMG internet provider, who have very poor customer support. BtH advised OE to contact the new BES internet provider.
- iii) Agreed that the PMG office structure still belongs to PMG. Cost of current weatherproofing to be carried by PMG therefore.

3 X Actions: OE

- 8) Admin Salary:** confirmation that BES will handle the administration of the admin salary, with PMG paying the actual money to OE, and repaying BES the monthly NI and PAYE charges incurred. Thanks to BtH. **Actions: CW, BtH, RS**

- 9) Date and venue of next meeting:** agreed 2nd week of December in Bristol so that HL can attend. OE to organise date and venue. **Action: OE**