

**POSTURE AND MOBILITY GROUP**  
**FINANCE SUB-COMMITTEE MEETING**  
**1<sup>st</sup> July 2011, BHTA, London**

**Present:**

Barend ter Haar	(BtH)
Rakesh Shukla - <i>Chair</i>	(RS)
Clare Wright	(CW)
Kirsty-Ann Cutler	(KAC)

**Minutes:** Olwen Ellis (OE)

**Apologies:** James Hollington (JH)

**1) Minutes of previous meeting:** approved

**2) PMG bookkeeping:** recommend to PMG executive that OE takes over the role of bookkeeper from RS from July 1<sup>st</sup> 2011. OE to be paid additional hours as incorporated in current admin contract. OE and CW to update Administrator contract and job description. CW/OE

**3) Cover during Treasurer Paternity Leave:** RS to take 1 month off Sept/Oct 2011, so that payments of invoices and expenses claims won't be processed during that time. Agreed that OE best placed to cover this, and recommendation to be made to exec. RS will complete 3rd quarter VAT return end of October, and arrange handover of payment details to OE. RS/OE

**4) VAT Inspection:** BtH reported on the recent VAT inspection, which resulted in PMG being given a De Minimus status for NTE accounts.

**5) End of Year accounts:** Agreed that RS can go ahead with 2010 end of year accounts, as PMG has no liability to the 2010 International Conference. RS

**6) NTE 2012 Admin arrangements:**

i) agreed to recommend a 10 month part-time temporary contract to Hayley Webb (HW) to run the exhibition and bookings element of the NTE 2012 administration, with OE handling overall programme planning etc as in 2011. KAC to add clause to HW draft job description tabled. OE to discuss contract with HW in terms of who should be main employer. RS, CW and OE to keep BtH informed - BES has kindly offered to process the PAYE for this as for the PMG administrator job. KAC  
OE  
RS/CW/OE

ii) OE and CW to discuss how to deal with her NTE role contractually. OE to inform BtH about NTE 2011 instalments made to her in current financial year CW/OE

**7) 2010 International Conference:**

i) BtH gave update on continuing negotiations with Meeting Makers (MM), which are still proving difficult to resolve.

ii) OE reported that no money has been paid to MM since Henry Lumley (HL) handed over as treasurer to RS.

iii) Agreed that HL needs to be involved in the negotiations with MM again, and that a meeting takes place with HL, BtH and MM asap. Seek approval from PMG executive for a deal to be brokered, rather than looking into taking legal action. BtH to contact HL. BtH

iv) CW enquired if there might be an honest broker in Scotland who could help bring closure to the negotiations, so that the final accounts can be signed off. BtH thinks probably not. MM had been recommended by Geoff Bardsley because they had organised events in the field before. e.g. the Dundee International Conference.

## **8) Direct Debit (DD)**

- i) OE reported on her recent discussions with various banks, to find out about their systems and charges for DD originating. It transpires that they were either too expensive, or would not allow PMG to be a DD originator. Even PMG's current bank, HSBC, are reluctant to give this facility to PMG, as the annual turnover is too low.
- ii) OE tabled information from NatWest, who are the only bank to offer any encouragement, although OE feels there may be a catch further down the line, once PMG had transferred bank account. KAC and OE concerned about causing confusion with NTE invoice payments, which are notoriously difficult for some NHS trusts to process.
- iii) BtH advised that HSBC bank account could continue regardless, and be used for NTE invoice payments as now.
- iv) BtH to digest information from NatWest and follow up with them if appropriate. BtH to report back. **BtH**

## **9) NTE 2011 accounts and 2012 planning**

- i) KAC explained that the surplus was down from NTE 2009 largely because of fewer attendees. All agreed that the surplus on 2011, approx £64K, was still excellent, and congratulated KAC and her team. BtH feels that 2012 might see a halving of the 2011 surplus, because of shrinking training budgets in the NHS.
- ii) KAC reported that NTE sub-cttee is looking at options with the exhibition space for 2012, and that the costs may be higher than for 2011. BtH advised that it is now a buyer's market in this area, but also warned that several of the industry companies are struggling because of NHS cut backs in wheelchair services purchasing budgets.
- iii) KAC feels there are elements in the current contract with Warwick that can be changed in PMG's favour. Also the exhibition-only/day visitor idea to be developed in 2012.
- iv) KAC reported that two of the companies, RMS and Gerald Simonds, have complained about their stands at NTE 2011. She will talk with both companies, taking heed in particular of BtH's information regarding RMS's behaviour in relation to the International in Glasgow in 2010. **KAC**
- v) Agreed that RS and KAC will work together on the budget for 2012. OE to send relevant documents to RS to help with this. **RS/KAC/OE**

**10) Date of next meeting:** agreed that Finance sub-cttee meetings should always be arranged on same day as PMG executive whenever possible.