

**MINUTES OF YORK MEDICAL SOCIETY COUNCIL MEETING**  
**HELD ON**  
**MONDAY 18TH JANUARY 2010 at 7.30PM**

1. Attendance

Dr T Julian, Mr MJ Stower, Mr DWPring, Dr MJHarran, Dr AL Harris,  
Dr S Watson, Mr A Grace Miss EJ Mattock, Mr T D Herbert.

2. Apologies for Absence

Dr G Richardson, Dr D Wyn - Jones, Dr C Lacey, Dr V Cove, Dr S Chintapalta.

Dr P McGrann has decide to resign from the Council as he is now living in Islay and so will not be available. Dr Julian expressed his thanks for all his support and hard work over the years. It was suggested that Council asks Sarah Anderson if she would be willing to replace Dr McGrann on the Council and if so she will be proposed at the AGM. Allan Harris is also planning to retire from the Council during the next year and a replacement will need to be found.

3. Management Report Terry Herbert - Recent Work

**REPORT** from: Terry Herbert to: York Medical Society Council 11<sup>th</sup> January 2010.

Maintenance

1. A list of future maintenance jobs accompanies this report. Attached separately.
2. External painting, roof overhaul and gutter renewals and repairs were all successfully carried out during October.

Financial Issues

1. At the time of writing (6<sup>th</sup> Jan 2010) bank balances were as follows:

Barclays accs	16,042
CAF Gold acc	69,184
Petty Cash acc	95
C. Jacks' Float	200
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	£85,521
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2. The Society's Year End has just passed. Computer accounts and printouts will be completed as soon as possible to be handed over in good time to the Auditors (Garbutt & Elliott). It may be that the Society's new corporate status will require

different treatments and a different presentation of the annual accounts. It might also be that the Auditors are not presently aware of the Society's new status.

3. Gift Aid money has begun to flow from HMRC - £1999.74 from 2002 and £1602.05 from 2003. Other years are set to follow.

#### Other Matters

1. A new cleaner (Mr. Rowan Somerville) commenced working at YMS in late-November.

4. Minutes of Council Meeting on 13<sup>th</sup> October 2009.

The Minutes of the Council Meeting held on 13<sup>th</sup> October 2009 were accepted.

5. Matters arising from the Minutes: -

The Accountants have contacted the Tax Office re our altered status and will liaise if the format is changed. Once Adam Simeon is established the Bank Signatories will be decided, it was felt that every member of Council as signatories would be helpful and two signatures required on each cheque. The headed notepaper and compliments slips will be re-designed; the charity number and the fact that we are a Limited Company will be placed at the bottom of the sheet. To arrange when in post. The Annual Safety Inspection with Listers will

take place with Terry Herbert and Adam Simeon. DWP suggested a second projector be purchased; this was agreed and will be taken forward by Dr Harris.

6. Update on Constitution Changes and Charity Status

No response as yet. Accountants have contacted the HMRC. It is proposed that the membership fees increase to £50 per annum and this will be put to the AGM.

7. Dealings with the Solicitors including charges- these have been paid and no further charges will be levied.

8. Progress Report on staffing and organization.

Adam Simeon has been appointed and will start on 25<sup>th</sup> January. He will work three full days but will be flexible. Helen Duffy has produced a hand book for him. He will require a CRB check. He will be met on the 25<sup>th</sup> January by Michael Harran who has agreed to be his line manager and also to carry out the assessment at 6 weeks and possibly the appraisal at 3 months, but this will be decided at a later date.

Terry Herbert will discuss with Adam Simeon contact with the tenants and we hope to organize a meeting with them at some stage. A meeting has been arranged with Mrs. Jacks to communicate her role in the Society, on 27<sup>th</sup> January. She will bring in her hard disc. The information on her computer will be transferred to the computer in Little Paradise and all information will be password protected. There was considerable discussion on the actual process of this happening, there was concern that the information needs to be kept in Little Paradise and if the computer is to be returned to her after she has finished her employment, the hard disc will need to be wiped clean professionally. We will ask her to remove any personal data on the machine before it comes to 23 Stonegate.

Mr D Pring asked if sickness and disciplinary measures were in place and this will be discussed with Helen Duffy.

'Petty Cash' was discussed and will be revisited at a later date.

Charity Donation amounts to be decided and paid- Increase all donations by £500. It was discussed at previous Council meetings re the exact sum but the finances are in good shape and will allow for this. The information about the student bursaries has been sent out.

#### 9. Bank Signatories

As above

#### 10. Update on meetings with Accountants and Inland Revenue as Company etc .

As above

#### 11. Any Other Business

- Request from Christine to be paid for 12 days holiday outstanding to allow completion of work for handover- Agreed
- A newsletter to be sent out by Adam Simeon, with new email and phone number this to be one of his first tasks.
- Andrew Grace asked that a new inventory be carried out re the contents and insurance of York Medical Society.
- Helen Duffy has been paid £2,450 for her work regarding the change in staff and our grateful thanks go to her.
- DWP has asked that an architect carries out a 'walk round' to see about any changes that can be made to improve the facilities. Dr Dudek's husband would be willing to do this. A fee would be paid.

- Sarah Watson asked if the day of meetings could be changed as often younger GP's find it difficult to attend on a Friday. Mike Stower is happy to alter the days of some meetings during his term as President. This has been attempted in the past with mixed success.
- Management of communication with members- when a membership list is available members will be asked for their preferred method of contact and this is of vital importance.

**12..** Date & Time of Future Meetings Tuesday 13<sup>th</sup> April 2010 at 7:30pm.

EJM/CJ 24.2010