Directors Summary Report

of the establishment of

Face2FaceParkinson’s Community Interest Company

This report is intended to capture the essential elements of the establishment of the CIC and provide a record and foundation of the items which are mandatory for the Directors to undertake. It also enables the membership to review the activity undertaken by the Directors on their behalf.

The inaugural meeting of Face2FaceParkinson’s C.I.C. was held on 10th March 2020 at which the attendees planned to establish a small charity to support PLWP in and around Bristol. [1]

In reviewing charity guidelines, the Directors were caused to consider what kind of organisation structure would be most appropriate. File note of agenda and actions for the subsequent meeting refers (meeting not held due to covid19 restrictions). [2]

It was concluded that a Community Interest Company was the most suitable organisation for the service the Directors envisaged. Face2Face Parkinson’s was agreed as the company name, checked for uniqueness, and the logo was defined as above.

On 9th July the Directors registered the necessary documentation with Companies House and the Company was incorporated on 14thJuly 2020 with company number 12739859 with purpose as defined on CIC36 and is governed under the Articles of Association of the Companies Act 2006 as a Community Interest Company, limited by guarantee. [3]

At the inaugural meeting two Directors were actioned to identify a local bank for ease of access. Several donations the were made and more promised; the money was ring-fenced and kept in a Director’s bank account; recorded in the financial report. [1][4]

A member reviewed available charity/business bank accounts for suitability. The subsequent application process identified the second impact of covid 19, the limited availability of banking staff; the security of working from home was immature at this time, and most banks would not take on new business. Those that would, had byzantine application processes and long timescales; on one occasion, Face2Face Parkinson’s CIC application, was rejected.

Review of a wider range of banking services identified Starling Bank as best business account for small companies. [www.starlingbank.co.uk](http://www.starlingbank.co.uk). This required the identification of a Person with Significant Control amongst the Directors and an amendment of the company details held at Companies House. The company accountant had been appointed and arranged a bank account for donations in September 2020. [5]

The business nature of Face2Face Parkinson’s CIC is as a Private Limited by guarantee company and a ‘not for profit organisation’. No salaries are to be paid, and reasonable expenses, authorised by two other Directors or one Director and the accountant will be considered to ensure maximum use of funds to support the community. Funding by donation is the largest source of income.[3][4]

The nature of the service is to provide face to face support and guidance to PLWP in improving their quality of life via health or social provision and informing health and social services professionals and the public. The service has previously benefitted from referrals and access to consultant surgeries at Southmead and Cossham hospitals, PUK branch meetings, drop ins and home visits. This has proved elusive under covid19 restrictions. [3]

The increasing number of PLWP, as experienced by the Directors, indicates that there will be greater demand on the services Face2Face Parkinson’s CIC provide. Information about those services, has been limited to the website, leaflets and word of mouth. There is a firm customer base and as a charitable organisation Face2Face Parkinson’s CIC has no competition. [6]

To provide some additional promotion the Directors supported the GDNF Challenge planned for April, with T-shirts, which were superseded by postponement of the event to September. [7]

Membership is important to Face2Face Parkinson’s CIC not only because of the Articles of Association which allows for a large membership. The Directors want the members to drive the pace and direction of the organisation. A membership secretary was appointed and membership records produced. Members are able to join the AGM to be consulted, make donations, advertise the service by word of mouth.[8]

There are a number of statutory procedures that any organisation has to consider ;- health and safety, employment law, data protection etc. Many of these are provided for the Founding Director, within the existing

honorary contract with North Bristol Trust for hospital based work. It is envisaged that Sirona may be able to provide recognition in the future tbc.[9]

As a small organisation the Directors are not bound by a number of these e.g. Health and Safety at work - there are less than five employees. However we will take the normal precautions to provide a safe working environment where necessary and minimise the occurrence of any issues; e.g. For covid 19, a meeting protocol was established for clients at a new venue.[10]

For data protection the Directors do not retain electronic data from any client. The Founder has undertaken GDPR training and any necessary Director and officer details are retained in a password protected file in a password protected account. [11]

For general application Face2Face Parkinson’s CIC has Public Liability Insurance [12]

The application of the Articles of Association requires the Directors to take responsibility for the organisation in several key areas and the Directors took actions to satisfy those by ; -

Appointing:- a minutes secretary, Mrs.Caryl Mortensen; Accountant/Treasurer, Ms.Eliza Short; Membership secretary, Mrs. Elsje Carter. [13]

The Directors declared their potential conflict of interests and agreed to the same. A register has been created.[14]

At the inaugural meeting the Founder articulated his vision. An organisation driven by its members PLWP, delivering face to face service to as many as possible, expansion over time to include a larger population with the potential for additional practitioners, set up a charity shop for useful items and maybe an office. [1]

Several key objectives were identified for the year :-. in 2020 register the company, provide a bank account, enlist officers [particularly an accountant], develop a website, enrole members, provide the service to as many as possible, raise funding through donations. [0],[1]

Many of these were achieved, some partially, largely due to covid19. See Founders report, where we also identify some key objectives for year 2 [0].

The Directors of FACE2FACE PARKINSON’S CIC are;-

Mr. Kevin Carter, Independent Parkinson’s Advisor

Mr. Nicholas Mortensen, F.I.Mech.E. PLWP

Ms. Kathryn Prout, Parkinson’s Nurse Specialist Sirona CIC

References

0. Founders end of year report 2021 and Directors Summary Report

1. Minutes of inaugural meeting, 10 March 2020

2. Directors notes of setting up a charitable organisation

3. Purpose CIC36, certificate of incorporation, IN01 incorporation form and articles of association

4. Bank account, see Financial report

5. Person with Significant Control

6. Directors note on the establishment of F2FP, Marketing leaflets

7. Promotional material

8. Register of members

9. NHS North Bristol Trust policies

10. Covid 19 protocol F2F meeting at The Chantry, Thornbury

11. Personal Data and document storage, staff consent

12. PLI certificate

13. Appointment of and Delegation to, officers

14. Directors register and agreement to potential conflict of interests records