

**Minutes of the Charitable Funds Committee**

**Date**            Tuesday 3 December 2013  
**Venue**            Conference Room, Hollybush House  
**Time**              12.00pm

**Present:**

Name	Role
Sue Rawlings (Chair)	Non-Executive Director
Jeremy Vanes	Non-Executive Director
Surrinder Kalirai	Non-Executive Director
Kevin Stringer	Chief Financial Officer

**In Attendance:**

Name	Role
Sandra Ness	Deputy Chief Financial Officer
Matthew West	Financial Controller
Katie Winchurch	PA to Deputy Chief Financial Officer (minute taker)

**Apologies:**

Name	Role
David Loughton	Chief Executive

Item No		Action
1	<p><b><u>Apologies of absence</u></b>                      The committee noted that apologies had been received from D Loughton.</p>	
2	<p><b><u>Minutes of the Previous Meeting held on the 29 August 2013</u></b>                      The minutes of the meeting held on the 29 August 2013 were agreed as a correct record.</p>	
3	<p><b><u>Matters Arising</u></b>                      S Ness confirmed that she had agreed with Adrian Sargent the narrative for the Standard Agenda and also, what dates are included in the Terms of Reference.</p>	

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	All other actions were confirmed as complete where not covered on the agenda.	
4	<p><b><u>Declaration of Interest</u></b> No interests were declared at this meeting.</p>	
5	<p><b><u>Terms of Reference – for information following Approval at Trust Board</u></b> The Chairman confirmed the Terms of Reference had been approved at the Trust Board Meeting, noting that a copy has been sent out with the papers for information.</p>	
6	<p><b><u>Investment Management Reports (Cazanove) – Quarterly Full Report up to 30 September 2013 and Monthly Report for October 2013</u></b> M West presented the Investment Management Reports (Cazanove) – Quarterly Full Report up to 30 September 2013 and Monthly Report for October 2013.</p> <p>It was noted that the funds were performing well with a valuation of £400k higher than book value as at 1 September, and a further increase of £100k with the current October valuation.</p> <p>M West confirmed that Cazanove were in the process of selling the Gilts currently held within the portfolio, (to the value of £52k), in line with their previous report.</p> <p>M West noted that investments to the value of £162k were being sold to realise cash for the Charity: this to be used to reimburse the Trust for items paid on behalf of the Charity. This included the payment for the SIMMan Training Centre - capital spend reimbursement, relating to the late Accounts changes, including this in the year end Creditors.</p>	<p><b>Cazanove</b></p> <p><b>Cazanove</b></p>
7	<p><b><u>Charity Accounts – Position as at 31 October 2013</u></b> M West presented the Charity Accounts position as at 31 October 2013.</p> <p>He confirmed that the net spend for the year to date is £229k. Higher value donations were noted to include £18k for Beynon and £10k for Linear Accelerators.</p>	

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	<p>The Chairman asked M West if there was any reason why only two donations had been received over £10k, compared to this time last year, and if this had been impacted by the Fundraiser position being vacant. M West to look into this and report back to the next meeting.</p> <p>S Kalirai queried VAT recovery on audit and M West agreed to circulate a response to Members via email.</p> <p>S Ness made the Committee aware of an approach from a member of the public who is putting his will together and is keen on donating a potentially significant sum to the Eye Infirmary. S Ness reported that the Trust was trying to encourage the person to enable more flexibility of use of such donation. S Ness confirmed that Mr Harris, Legal Services Manager was involved and liaising with the potential donor's solicitors.</p>	<p><b>M West</b></p> <p><b>M West</b></p>
8	<p><b><u>Charitable Funds Management proposed Expenditure Plans</u></b></p> <p>M West presented the proposed expenditure plans from the individual Fund Managers. He confirmed that the Managers have been contacted to establish current Charitable Funds expenditure plans, short and long term. It was noted that few plans existed. M West highlighted appendices data which included current funds value information alongside historic spend patterns and any future spend plans put forward.</p> <p>M West suggested that Managers should be encouraged to spend money in line with Charity aims and that funds be rationalised to encourage better utilisation of funds. It was noted that 19 funds balances were under £5k.</p> <p>The Chairman asked if Managers understood what funds could be used towards. S Ness responded that many unsuitable requests were received, eg for operational consumables, and that she had met with a couple of Business Managers in this regard. S Ness reminded Committee Members that a simple statement had been circulated to Managers previously of items and services, with examples, that could and couldn't be funded from Charity.</p> <p>The Chairman asked that the issues covered be raised with Managers when 2014/15 budgets are discussed. This was agreed to be taken forward via the Corporate/Clinical Finance Managers and M West agreed to liaise with them in this regard.</p>	<p><b>M West</b></p>

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	<p>Members further agreed that M West write to all Managers with low value balances with a view to consolidation.</p> <p>S Ness confirmed that all areas received an administration charge.</p>	<b>M West</b>
9	<p><b><u>Technical Guidance Updates: Consolidation of Charity Accounts into Trust Accounts (2013/14); Revised Public Benefit Guidance (2013/14); and New Draft SORP(2015/16)</u></b></p> <p>M West presented the Technical Guidance Updates: Consolidation of Charity Accounts into Trust Accounts (2013/14); Revised Public Benefit Guidance (2013/14); and New Draft SORP (2015/16) report.</p> <p>The Committee noted the contents of the reports.</p>	
10	<p><b><u>Business Case</u></b></p> <p>10.1 <b><u>Gastroenterology Fund, £9,160, Endoscopy Provision of a Patient Monitor.</u></b> <b><u>Approved by Capital Review Group on 13.11.13</u></b></p> <p>S Ness presented the Gastroenterology Fund Business Case and noted that this was brought to the Committee for information only, with it having previously been approved by the Capital Review Group.</p>	
11	<p><b><u>Volunteers Expenses</u></b></p> <p>S Ness informed the Committee that Finance were examining Volunteer Expenses and had identified a variance in practice between community and acute areas, with variance in sums paid and noting that community volunteers were funded through mainstream budgets, whereas acute volunteers were funded via General Charity Funds.</p> <p>S Ness confirmed that practice at other Trust's was being considered and agreed to take steps to ensure that the Trust standardised the process moving forward. Members agreed that all expenses should be funded from General Funds. S Ness confirmed that she would involve Charlotte Hall, Deputy Nurse Director and Di Pugh, Deputy HR Director, and that agreed procedure would be documented, as appropriate, and included within Policy moving forward.</p>	<b>S Ness</b>

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12	<p><b><u>Update regarding Fund Raising appointment and Communication Strategy for Charity</u></b></p> <p>The Chairman gave an update on the position noting that she and S Ness had met with M Espley, Director of Planning and Contracting, to discuss the Fund Raising Manager post and how this fit within her wider Marketing and Communications Strategy. M Espley agreed that the fundraising role should be incorporated into her area and that this had already been noted within the Strategy. However, further to drafting a business case, M Espley had informed the Chairman that due to insufficient existing funding, the Strategy and its associated preferred structure solution, had been unable to be taken forward. On this basis, the Fundraising Manager post was to be advertised at the existing Band 6 level but reporting to the Head of Strategy &amp; Service Redesign, H Davis. The Chairman confirmed she would be involved in the recruitment process and stated that if unsuccessful then the Committee may need to consider additional Charitable Funds allocation.</p>	S Ness
13	<p><b><u>Proposed Charity Committee meeting dates for 2014 for approval.</u></b></p> <p>It was agreed that the meetings scheduled for March, September and December will be moved to after Audit Committee. However, it was noted that the June Meeting would need to be arranged post M West confirming a suitable date with Mark Jones to ensure timely Accounts sign off.</p>	<p><b>K Winchurch</b></p> <p><b>M West</b></p>
<p>14</p> <p>14.1</p> <p>14.2</p>	<p><b><u>Any Other Business</u></b></p> <p><b><u>Calabar</u></b> S Ness informed the Committee that an approach had been made by an Ophthalmology Consultant about setting up a Calabar-Wolverhampton Eye Link with the Charity. Programme costs are estimated at £15,000 a year. C Etches is in support of this approach. K Stringer will speak to C Etches to request that a case be submitted to the Charitable Funds Committee to consider. S Ness will inform the Consultant that this request would be considered at the next Committee.</p> <p><b><u>Thanks</u></b> The Chairman thanked J Vanes for everything he has done for the Charity over the years and wished him well in the future.</p>	<p><b>K Stringer</b></p> <p><b>S Ness</b></p>
15	<p><b><u>Date and Time of Next Meeting</u></b></p> <p>Tuesday 25 February 2013 at 12.00pm in the Conference Room, Hollybush House</p>	