



Charitable Funds Committee
19 April 2012

Members:

Elaine Bond (EB) (Chair)	Non-Executive Director
Roger Holmes (RH)	Non-Executive Director
Mick Farmer (MF)	Head of Fleet & Equipment
Alexis Keech (AK)	Environmental & Sustainability Manager

Apologies:

Elaine Gibson (EG)	Assistant Director, Corporate Communications
Amy Moorhouse	Media Relations Officer
Cath Cox (CC)	Assistant Director, HR
Rod Barnes (RB)	Executive Director of Finance & Performance
Lindsey Johnston (LJ)	Paramedic & Union Representative
Adrian Harris (AH)	Paramedic

Minutes: Jo Wilson (JW) Executive PA

The meeting commenced at 9.05am.

1	<p>Apologies Apologies were received as above.</p> <p>EB opened the meeting by introducing herself and thanking Nina Wrightson for the valuable contribution that she had made a Chair of the Charitable Funds Committee over the past few years.</p>	
2	<p>Minutes of the Last Meeting 13 December 2011 The minutes of the last meeting were agreed as an accurate and true reflection of the meeting.</p>	

3	<p>Action Log The Action Log was noted and the following updates agreed:</p> <ul style="list-style-type: none"> • The ongoing trial for disposable patient gowns will be reviewed on a six-monthly basis. • Whilst the request for cycle racks at stations had already been rejected, it was discussed and agreed that this could be re-considered and would be a future agenda item 	
	<p>Action JW to update the action log and to contact Paul Stevens, Network First Response, to invite him to attend the Charitable Funds Workshop on 31 May 2012.</p>	JW
4	<p>Charitable Funds Committee Report to the Trust Board This report was noted.</p>	
5	<p>Annual Workplan The Committee noted the new format of the workplan and after discussion the following items are to be added:</p> <ul style="list-style-type: none"> • The house insurance premium for the part-property left in the Maurice Arthur Taylor legacy needs to be added for review each February. • Following the workshop in May it is anticipated that there may be extra items to be included for discussion in the August meeting. 	JW
6	<p>Funds Statement at 31 March 2012 AR presented the funds statement at 31 March 2012, highlighting the large amount of monies paid for television licences.</p>	
	<p>Action Following discussion it was agreed that the funds statement needs to show only restricted and unrestricted funds. AR to ask Judith Gifford to amend this.</p>	AR
	<p>The Committee noted this statement.</p>	

7	<p>Internal Audit Recommendations Update</p> <p>Whilst the recent charitable funds audit recommended significant assurance for administration of the fund, the following issues were identified as a result of this work:</p> <ul style="list-style-type: none"> • Bank reconciliations should always be signed and dated by both the person preparing this and the person authorising this. • Whenever possible gift aid tax claims should be made. <p>The Committee noted this update.</p>	
8	<p>Donations & Legacy Update</p> <p>There were no updates to be noted.</p>	
9	<p>Charitable Funds Communication Action Plan</p> <p>As EG and AM were unable to attend the meeting, EG provided an update to the Committee by e-mail in addition to the 2011/2012 Communications action plan previously circulated:</p> <p>Most of the actions are now complete and a new action plan will be produced for 2012/2013 and will be presented at the next meeting.</p> <p>The new action plan will help to meet the following objectives:</p> <ul style="list-style-type: none"> • Ensure we have information available about the charitable fund for internal staff and external members of the public. • Continue to raise awareness of the charity with staff and encourage fundraising activities • Communicate the good work of the charity both internally using staff publications and externally through the media. <p>Action EB to contact EG to discuss the update of the Communication action plan going forward and also the draft leaflets.</p>	EB/EG
10	<p>Charitable Funds Sub-Committee Minutes</p> <p>The Sub-Committee has not met since the last meeting Charitable Funds meeting in December.</p>	

11	<p>Annual Accounts, Annual Report & Annual Return AR confirmed that these returns for 2010/2011 had been submitted in January 2012 and the returns for 2011/2012 are being prepared at the moment.</p> <hr/> <p>Action The draft of the 2011/2012 return is to be added to the workplan for August and needs to be seen ahead of the meeting for review.</p> <hr/>	AR/JW
12	<p>Charitable Status Update This will be discussed at the workshop on 31 May.</p>	
13	<p>Charitable Funds Committee Workshop 31 May 2012 EB talked through the proposed slide presentation for the workshop.</p> <ul style="list-style-type: none"> • Terms of Reference & charitable purpose • Disbursements • Big ticket fundraising • Governance arrangements • NHS trustees • Governance structure • Discussion groups (ideas for fundraising and brainstorming ideas) <p>With regard to discussion groups it was suggested that the workshop split into two or three groups. Each group would brainstorm ideas of how to fundraise and ideas of how to spend the charitable funds. Groups would then complete a feedback form to be collated following the meeting and findings to be presented to the Trust Board.</p> <p>A review and discussion of the Terms of Reference and charitable purpose is required to move forward.</p> <p>Training for the Board, Charitable Funds Committee and Sub-Committee in terms of charitable governance, law and fundraising activities was discussed. It was agreed that there needs to be a level of training to allow them to effectively run the charity.</p> <hr/> <p>Action EB to discuss the above two items with Stephen Moir.</p> <p>EB to meet with JW to look at the list of attendees and assess whether this represents a useful split across the Trust.</p> <hr/>	

14	<p>Pennies from Heaven Update RH gave the Committee an update on the progress of this scheme, highlighting that this does not seem to be yielding the funding which the Committee anticipated.</p> <p>As previously discussed, gift aid tax should be claimed on these donations.</p> <p>The meeting closed at 9.40am.</p>	
	<p>Date and Time of Next Meeting Charitable Funds Committee Workshop - 31 May 2012 - 1430-1630 Charitable Funds Committee Meeting - 14 August 2012 - 0900-1000</p>	

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN