



Charitable Funds Committee
22 October 2013

Members:

Erfana Mahmood (EM)	Chairman of Charitable Funds & Non-Executive Director
Michelle Scott (MS)	Finance Project Manager
Rod Barnes (RB)	Executive Director of Finance & Performance
Elaine Gibson (EG)	Assistant Director, Corporate Communications
Elaine Bond (EB)	Non-Executive Director
Adrian Harris (AH)	Paramedic

Apologies:

Alexis Keech (AK)	Environmental & Sustainability Manager
Cath Cox (CC)	Head of HR Business Partners

In Attendance:

Chris Sharp (CS)	Head of Leadership and Learning
Damien Maloy (DM)	Emergency Care Practitioner
Michael Fox Davies (MFD)	Associate Director of Operations

Minutes:

Jo Wilson (JW)	Executive PA
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The meeting commenced at 1510 hours.

1.0	Introduction & Apologies Apologies were received as above.	
2.0	Declaration of Interests for any item on the agenda There were no declarations of interest relating to items on the agenda.	
3.0	Minutes of last meeting The minutes of the last meeting were agreed as a true representation.	

4.0	<p>Action Log & Matters Arising The Action Log was updated.</p> <p>Briefing Note: New Bank Changes and Change of Signatories Following discussion at the August meeting regarding the Financial Services Compensation Scheme, it was suggested that a further bank account should be opened with another financial institution, in order to mitigate the risk of losing any amount over £85k held in the current bank accounts. The new bank account will also allow a balance to be held up to £50k without any bank charges being made for transactions.</p>	MS
<p>Agreement & Action</p> <p>The Committee agreed to this request. Due to personnel changes within the Finance team, it was agreed that a change to the authorised persons on the accounts could be made.</p>		
<p>Briefing Note: British Heart Foundation (BHF) Defibrillators At a previous meeting, a question was raised over the suitability of the Public Access Defibrillators supplied by the British Heart Foundation. Concern was shown whether these defibrillators met the Trust's governance arrangements. It was reported that this issue had been discussed with Dave Macklin, Associate Medical Director and he advised that he fully supported the BHF initiative for match funding and would welcome the opportunity to place more AED's in the community.</p> <p>The Committee accepted this update and supported the investigation of matched funding for these units.</p> <p>Briefing Note: YAS Charitable Funds Benevolent Fund The Committee discussed the possibility of setting up a YAS Charitable Funds Benevolent Fund to provide financial support to those serving or retired YAS personnel or their dependents, in times of crisis, exceptional hardship or poverty.</p>		
5.0	<p>Static Medical Units The Committee had previously received a paper requesting funding for four Static Medical Units (SMU). Mike Fox Davies, Interim Executive Director of Operation and Damien Moloy, Emergency Care Practitioner attended the meeting to answer further question in relation to this bid.</p>	MS
<p>Agreement & Action</p> <p>The Committee gave their agreement in principle to this bid but requested further information with regard to obtaining agreements in</p>	MFD/ DM	

	<p>writing from potential internal users of the vehicle, a schedule of a typical week's usage of the vehicles and an update of the costings.</p> <p>Final agreement for this spend was deferred to EM.</p>	EM
	<p>MFD and DM left the meeting at 12.40pm.</p>	
6.0	<p>Report to Trust Board The Committee noted this report with not actions required.</p>	
7.0	<p>Funds Statement The Committee noted the current funds statement, including a recent donation of £15k. Confirmation was given that restricted funds had now been moved in designated funds.</p>	
	<p>Agreement It was agreed that the CPR Training Manikins purchased for the Harrogate CFR scheme purchased with monies from Harrogate Lions Club would also be used by neighbouring CFRs. Paul Stevens, Response Network Manager will hold these items for distribution.</p>	
8.0	<p>Donations & Legacy Update A legacy has been received from the estate of Doreen Cumberland. This legacy has no restrictions place on it.</p>	
9.0	<p>Communication Action Plan A communication update was given by Head of Corporate Communications focusing on raising awareness amongst staff and members of the public regarding a refresh of the branding and promotion associated with the fundraising activities.</p> <p>EM advised that there needs to be a real push with re-branding, marketing and visibility of Charitable Funds.</p>	
	<p>Action The Fundraising Committee is to keep EG updated with any activities so that coverage can be given in operational update, YAS matters or local media.</p> <p>MS & EG to meet to discuss re-branding.</p>	
10.0	<p>Fundraising Committee Update</p> <ul style="list-style-type: none"> Minutes of last meeting 2 July 2013 <p>The Fundraising Committee has met once since the last Charitable Funds Committee and discussed area of potential fundraising. The minutes were noted and a final version of the Fundraising Strategy and Business Plan was circulated.</p>	
	<p>Action The updated costings for the Static Medical Units is to be updated on</p>	

	the final page of the Fundraising Strategy.	
	The job description for a Fundraiser to be appointed on a part-time basis was circulated for information and it was confirmed that interviews will take place at the end of November. The interview panel will consist of RB, MS and EM. The Committee will be kept up to date with progress on this appointment and it is hope that the Fundraiser will be in post in January 2014.	
11.0	Training Needs (Standing Item) No training needs were noted.	
12.0	Projects/Disbursements <u>Tour de YAS</u> Chris Sharp, Head of Leadership & Learning presented a paper to propose a unique fundraising event that would link the celebration of the forthcoming Tour de France with a YAS cycling event that will raise funds for the YAS Charitable Fund. It is planned that this event will take place over a 3 week period during June 2014 departing at Whitby Ambulance Station taking in all stations across the Yorkshire region.	
	Agreement & Action The Committee were very supportive of this proposal and asked CS to start conversations with staff members and agree a timeline of fundraising activity for consideration. EM to speak to the Chairman regarding this event.	CS EM
13.0	Legislation Update There were not legislation update to be given to the Committee.	
14.0	Any Other Business There was no other business to discuss.	
	Date and Time of Next Meeting Tuesday 10 December – 1345-1515	

The meeting closed at 1615.

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN