



**Charitable Funds Committee**  
**6 May 2014**

**Members:**

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

**Apologies:**

Alexis Keech (AK)	Environmental & Sustainability Manager
Cath Cox (CC)	Head of HR Business Partners
Adrian Harris (AH)	Paramedic
Chris Sharp (CS)	Head of Leadership and Learning

**In Attendance:**

Maria Amos	Fundraiser
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**Minutes:**

Jo Wilson (JW)	Executive PA (not in attendance at the meeting but minutes produced from notes made by Michelle Scott & Maria Amos)
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The meeting commenced at 1345 hours.

1.0	<b>Introduction &amp; Apologies</b> Apologies were received as above.	
2.0	<b>Declaration of Interests for any item on the agenda</b> There were no declarations of interest relating to items on the agenda.	
3.0	<b>Minutes of last meeting</b> The minutes of the last meeting on 6 March 2014 were agreed as a true representation.	
4.0	<b>Action Log &amp; Matters Arising</b> <u>Benevolent Fund</u> MA and MS provided a briefing note with regard to the above. The Benevolent Fund outline document and the Terms of Reference were presented and approved at the Charitable Funds Committee in March 2014. The Application Form has now been progressed and a draft document completed and this was presented to the Committee for review and approval.	

	<p><b>Action</b> MA to incorporate amendments discussed to the document regarding credit checks. This will be presented at the next meeting for approval.</p> <p>Once the application form has been approved this will, along with the Benevolent Fund Terms of Reference and the Outline document be communicated to the Trust Executive Group, Senior Management Group, Team Brief and on the intranet.</p>	<b>MA</b>
	<p><u>Agreed spend for fundraising products</u> MA provided a briefing note with regard to her request for £500.00 float for purchasing the following items to help with fundraising and promote awareness of the charity at forthcoming events:</p> <ul style="list-style-type: none"> <li>• Banners</li> <li>• Collection buckets</li> <li>• Badges</li> </ul>	
	<p><b>Agreement</b> The Committee agreed to this request for £500.00 float for the above fundraising items.</p>	
5.0	<p><b>Annual Workplan</b> It was proposed and agreed that the Charitable Funds Committee Annual Report should be moved to October on the Workplan as this fits in timelier with production of the Annual Accounts.</p>	
	<p><b>Action</b> JW to update the Workplan with regard to moving the CFC Annual Report to October.</p>	<b>JW</b>
6.0	<p><b>Report to Trust Board &amp; Any Feedback from Trust Board</b> A verbal update had been provided by EM to the Trust Board with no matters arising.</p>	
7.0	<p><b>Funds Statement</b> The Committee noted the current funds statement including the summary of projects (noted in Item 11.0).</p>	
8.0	<p><b>Donations &amp; Legacy Update</b> Small donations continue to be received and were noted on the Funds Statement.</p>	
9.0	<p><b>Communication Action Plan</b> A communication update was provided by EG.</p> <p>The launch of the CMUs was discussed, in particular their use on community engagement and public health activities.</p>	

	<p><b>Action</b> EG to keep the Committee updated on external communications and press in relation to the launch of the CMUs.</p> <p>MA to circulate by e-mail the leaflets signed off by Corporate Communications with regard to the launch and advertising of the CMUs</p> <p>EG to produce a Communications Strategy document to circulate at the next meeting.</p>	<p><b>EG</b></p> <p><b>MA</b></p> <p><b>EG</b></p>
10.0	<p><b>Fundraising Committee Update</b> MA provided a verbal update to the Committee of ideas for fundraising going forward</p>	
11.0	<p><b>Projects/Disbursements</b> <u>Tour de YAS</u> MA provided a presentation to the Committee with regard to the Tour de YAS event including:</p> <ul style="list-style-type: none"> <li>• Staff Participation</li> <li>• New Route &amp; Timescales</li> <li>• Sponsorship/Donations</li> <li>• Risk Assessment &amp; Control</li> </ul> <p><u>Community Medical Unit</u> It was noted that Tasnim Ali is in final stages of conversation with Dr Dave Macklin regarding establishing governance for working jointly with other agencies.</p> <p>The letter from Barca confirming transfer of ownership of the CMU vehicle was circulated for information.</p> <p>The Health &amp; Safety Risk Assessment is still awaited</p> <p><b>Action</b> MS and RB to chase this risk assessment.</p> <p>The updated business case requesting support from Charitable Funds to fund an additional two bespoke Medical Units (MUs) was circulated. The proposal builds upon the pilot work carried out in Leeds city centre over the past 12 months.</p> <p>The Committee agreed to fund the work requested to make the Barca vehicle operational.</p> <p>The Committee requested that Operations produce an operational deployment framework for CMU's ahead of any further funding decisions by the Committee.</p>	<p><b>MS/RB</b></p>

	<p><u>AED Cabinets</u> It was confirmed that 13 of the 15 CPADs funded by Charitable Funds have been sited. The CPAD at Baildon is awaiting details of the exact location. The remaining 2 are awaiting the results of a site and will be sited shortly.</p> <p><u>KS2 Educational Resources</u> The monies ring-fenced for these items have not yet been spent. Chris Sharp will advise the Committee when this resource has been finalised.</p> <p>The Committee noted this project summary update.</p>	
12.0	<p><b>Annual Accounts for Filing</b> It was confirmed that the Annual Accounts were filed with the Charities Commission on 27 January 2014.</p>	
13.0	<p><b>Risk Register</b> No additional updates were made to the Risk Register.</p>	
14.0	<p><b>Training Needs</b> No training needs were identified.</p>	
15.0	<p><b>Legislation Update</b> There were no items to update with regard to recent legislation.</p>	
16.0	<p><b>Any Other Business</b> <u>Charitable Funds Award</u> It was discussed and agreed that Pat Gardner should receive the Charitable Fundraiser award to the forthcoming WE CARE Awards in July.</p> <hr/> <p><b>Action</b> EG to organise for Mrs Gardner to receive this award.</p> <hr/> <p><u>Street Angels Co-ordinator</u> The Committee were asked to consider support to fund a Street Angels Co-ordinator. Street Angels are a group of volunteers working in Leeds City Centre at night-time to promote safety and welfare in the city. The funding requested is £5000 over the next two years.</p> <p>The Committee declined the request as this did not fit with the objects of the YAS Charitable Fund.</p>	<b>EG</b>

	<b>Date and Time of Next Meeting</b> 3 July 2014 1345-1515	
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**CERTIFIED AS A TRUE RECORD OF PROCEEDINGS**

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**CHAIRMAN**