



Charitable Funds Committee
9 October 2014

Members:

Erfana Mahmood (EM) on-Executive	Chairman of Charitable Funds & N
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
Maria Amos (MA)	Fundraiser
Chris Sharp (CS)	Head of Leadership and Learning
Adrian Harris (AH)	Paramedic
Alexis Keech (AK)	Environmental & Sustainability Manager (Arrived 1410)

Apologies:

Cath Cox (CC)	Head of HR Business Partners
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In Attendance:

Damian Moloy (DM)	Emergency Care Paramedic
Dave Jones (DJ)	Community Resilience Manager

Minutes:

Jo Wilson (JW)	Executive PA
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The meeting commenced at 1345 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 meeting on 9 October 2014 were agreed as a true representation. <u>Corporate Communications Time for Charitable Funds</u> Discussion took place regarding the re-charge of time given to Charitable Funds Committee business by Corporate Communications. EB suggested that more specific information needed to be presented to the Committee to inform their decision.	

	<p>Action EG/MA to write a paper for the next Committee meeting detailing activities and a timeline for Corporate Communications work undertaken on behalf of Charitable Funds.</p>	EG/MA
	<p><u>Yorkshire Air Ambulance Charity Bins</u> MA confirmed that at the YAA Partnership Board it had been agreed that charity clothing bins would be put on YAS sites.</p>	
	<p>Action An agreement would be sent through by YAA for signature and MA would ensure that this is signed and returned.</p>	MA
	<p><u>Tour de YAS</u> MA advised that feedback forms have been received for all participants in Tour de YAS. A lessons learned document will be brought back to the Committee once finalised.</p>	
	<p>Action MS to present a Tour de YAS lessons learned document to the Committee.</p>	MA
	<p>AK arrived at 1410.</p>	
4.0	<p>Action Log & Matters Arising The Action Log was noted and updated.</p> <p><u>Action 2013/32</u> It was confirmed that all these Public Access Defibrillators has been sited. Action closed.</p> <p><u>Action 2013/35</u> CS to speak about this later in the agenda.</p> <p><u>Action 2013/29</u> MA is progressing arranging meeting with local organisations regarding sponsorship to assist in the running costs of the CMUs.</p> <p><u>Action 2013/30</u> EG advised that these leaflets are in production.</p> <p><u>Action 2014/7</u> The Health & Safety report for the CMU is still awaited. DM to chase and circulate to Charitable Funds Committee.</p> <p><u>Actions 2014/13 & 2014/16 & 2014/17 & 2014/18</u> The Benevolent Fund has been agreed at TEG and SMG, checked by the legal team and this has now been uploaded to the Intranet.</p>	Closed DM

	<p>Actions closed.</p> <p><u>Action 2014/20</u> <u>To be discussed at todays meeting later in the agenda.</u></p> <p><u>Action 2014/21</u> To be discussed at todays meeting later in the agenda.</p> <p><u>Action 2014/22</u> To be discussed at todays meeting later in the agenda.</p> <p><u>Action 2014/23</u> EG has arranged to meet with Andrea Broadway-Parkinson. Action closed.</p> <p><u>Action 2014/25</u> Yorkshire Air Ambulance clothing bins to be located on our site. An agreement is to be sent through for signing. Action closed.</p> <p><u>Action 2014/28</u> MA to produce the Tour de YAS Lessons Learned document and will circulate or bring to the next Committee meeting.</p> <p><u>Action 2014/29</u> Guinness World Record idea has been discussed. Action closed.</p>	
11.0	<p>Community Medical Unit (CMU) This item was moved up the agenda so that DM could leave following this item.</p> <p>DM gave the Committee an update of the usage of the CMU. Radio York are working with North Yorkshire Police regarding how safe is York and the CMU will be featured. Results are awaited and the Committee will be updated when this has been received.</p> <p>Building on the success of the CMUs in Leeds and York it was proposed that a third unit be placed in Sheffield.</p> <p>Whilst the Committee agreed that this is a good concept, they requested further information before making a decision. EM advised that she thought the Charitable Funds could not sustain purchasing further vehicles.</p> <hr/> <p>Action A meeting to take place between EM/DM/IB to discuss this request.</p> <p>A business case to be presented to Charitable Funds including the usage figures for the existing two vehicles and robust financials and resource required for manning new vehicles.</p>	EM/DM /IB

	DM left the meeting at 1425.	
14.0	<p>Flash Mob This item was moved further up the agenda so that Dave Jones (DJ) could leave following this item.</p> <p>DJ, Community Resilience Manager attended the meeting to advise the Committee of an event taking place on 18 October. This will be a Community First Responder awareness event at Leeds Train Station and The White Rose shopping centre.</p> <p>25 volunteers posing as members of the public will produce an element of surprise by playing ‘Staying Alive’ music and demonstrating CPR on inflatable dummies. This event will be filmed and streamed on large screen in Leeds Train Station. The timings for this event will be:</p> <p>1100 – White Rose shopping centre 1230 – Leeds Train Station 1400 – White Rose shopping centre</p> <p>MA advised that she will also be in attendance dressed as a defibrillator with collection buckets.</p> <p>EG added that this will generate lots of positive PR linked with the Re-start A Heart campaign.</p> <p>The Committee thanked DJ for his attendance, supported the event and he left the meeting at 1430.</p>	
5.0	<p>Charitable Funds Cashbook Reconciliation, Income and Expenditure Report and Project summary MS presented this report, including a summary of approved projects.</p> <p>It was reported that income and expenditure amounts were much the same at around £10,000 for each with a total balance in the account of £102,730.39.</p> <p>The Project Summary identified:</p> <ul style="list-style-type: none"> • Overall profit from Tour de YAS as £2337.00 plus two life-cycles (an asset value for £1900) • £1000 to cover the cost of 50 mini-anise for the Re-start A Heart campaign to support the Flash Mob event • AEDs have all been sited • CS to provide an update of KS2 workbooks later in the agenda <p>The Committee were happy to note this report.</p>	

6.0	<p>Donations & Legacy Update Within the Income Schedule, it was highlighted that a donation had been received from the estate of Harold Haigh for £1000.00, with no restrictions placed on this.</p>	
7.0 7.1 7.2	<p>Charitable Funds Committee Annual Report Annual Accounts Review & Sign Off Trustees Annual Report Review</p> <p>MS presented the CFC Annual Report and asked the Committee to note the content and approve this document for submission to the Audit Committee.</p> <p>The Committee noted the Annual Report, Annual Accounts Review and Trustees Annual Account and agreed that EM should sign this off on their behalf.</p>	EM/MS
7.3	<p>Action EM to sign a copy of this annual report which will then be forwarded to External Audit for sign off.</p> <p>Internal Audit Final Report. MS advised the Committee that this report had been given significant assurance with no recommendations to be carried out. The risks identified had all been picked up and dealt with.</p> <p>EM thanked MS for her work on these documents.</p>	
8.0	<p>Communication Action Plan EG presented the updated Communication Action Plan and Communication Strategy.</p> <p>Flyers regarding Charitable Funds are to be included in a suite of booklets including information sent out to CCG contacts.</p> <p>EM suggested that the PTS re-branding may provide an opportunity for include Charitable Funds information to be included on newsfeeds and screensavers. This information will include details of items purchased by the fund eg. Public Access Defibrillator cabinets.</p> <p>EG advised that a full page will be given to Charitable Funds in the YAS Annual Report.</p> <p>Dedicated Corporate Communications time for Charitable Funds was discussed at Item 3.0.</p>	EG JW
	<p>Action EG to add dates and timings onto the strategy.</p> <p>JW to add the Communication Strategy to the Workplan.</p>	

	<p>MA to contact doctor's surgery's to advertise our Charitable Fund on screens in waiting rooms.</p> <p>MA to speak to Hester Rowell, Head of Stakeholder Engagement to discuss the opportunity to include Charitable Funds leaflets in materials at events.</p> <p>EG to look at the possibility to incorporate Charitable Funds advertising to newsfeeds, screensavers and social media.</p>	<p>MA</p> <p>MA</p> <p>EG</p>
9.0	<p>Fundraising Committee Update</p> <p>MA presented this update providing an overview of fundraising activity:</p> <ul style="list-style-type: none"> • The benevolent application papers have been circulated to all TEG and TMG attendees as agreed. • A meeting of the fundraising group (formerly known as fundraising committee) was held on 9 September and notes were presented. • Procedures around cash handling have been agreed within the Finance Department along with further segregation of duties to support these • Text to donate service is up and running with £83.00 having been donated for Tour de YAS • We now have the unique reference number from HMRC which has in turn enabled the following actions; • The setup of an online giving page at MyDonateBT which has over £700 online donations as of 8 Sept 2014 • Registration with the Charities Aid Foundation which enables us to receive and cash CAF vouchers should any individuals / groups etc. donate using this method • Government Gateway registration which enables us to re-claim gift aid on donations made up to four years ago • Approaches made to several Breweries across the Region with regard to sponsorship/donations in support of the CMU's. All but one responded saying they would require a form of advertisement on the vehicle. Copper Dragon Brewery in Keighley are currently supporting YAA and Guide dogs for the blind, but have asked for information on the work of YASCF and will consider for future • MA is supporting Claire Aydogan, our newly appointed Leadership & Talent Development Officer who is taking part in the Spartan Challenge at the end of September and hopes to raise £300+ <p>The Committee were happy to note this report.</p>	

10.0	<p>Review Fundraising Strategy MA presented the Charitable Funds Fundraising Strategy & Business Plan 2014/15 detailing:</p> <ul style="list-style-type: none"> • The key objectives of the charity • Money held by the charity • Balancing the short and medium terms • Trustees' policies on giving grants from unrestricted funds • Annual grants • Benevolent Fund • Trustee's policy on restricted funds • Reserves Policy • Strategic goals • Operational Business Plan • Monitoring Performance • Efficient administration • The role fo the fundraiser • Areas of potential fundraising • Potential areas of expenditure in 2014/15 <p>The Committee noted this document and EM added that fantastic progress had been made.</p> <p>AK suggested that MA could link in with a network of Fundraisers within other ambulance services. RB suggested that she would do the same with Firefighters.</p>	
12.0	<p>Charitable Funds Committee Terms of Reference MA advised the Committee that following a review of the Terms of Reference it was proposed that the name was amended to Fundraising Group.</p>	
13.0	<p>Projects/Disbursements MS provided the Committee with an update of Projects/Disbursements by way of the Summary of approved projects appendix at Item 5.0.</p> <p><u>AED Cabinets</u> All cabinets have now been purchased and sited.</p> <p><u>Key Stage 2 Ambulance Educational Resources</u> CS confirmed that booklet had been fully developed into a 14 page document. This document will also be offered as a download.</p> <p>CS advised that the costing for production of this booklet will be £4000. EB commented that this appeared to be a large amount of money and suggested that this could be tendered further. EM questioned whether this costing had already been agreed or whether further tendering could be investigated?</p> <hr/> <p>Action</p>	

	CS to speak to EB outside of the meeting to discuss costing.	CS
	<p><u>Re-start a Heart Day</u> CS advised that this initiative will take place on 16 October and is British Heart Foundation driven. Mini-Annies purchased by YAS Charitable Funds have already been delivered to schools to assist in the delivery of this training to provide some hands on CPR training.</p> <p>The Committee noted this update.</p>	
15.0	<p>Risk Register EM advised that regular updates will be provided to the Charitable Funds Committee but at the moment the top three risks are:</p> <ul style="list-style-type: none"> • Fundraiser • Changes in regulations • Operational pressures <p>The Committee noted this update.</p>	
16.0	<p>Training Needs No training needs were highlighted.</p> <p>EM is due to attend an event in Harrogate and will update the Committee at the next meeting.</p>	
17.0	<p>Legislation Update No updates were highlighted.</p>	
18.0	<p>Any Other Business There was no other business to discuss.</p>	
	<p>Date and Time of Next Meeting 5 March 2015 - 1345 – Kirkstall & Fountains</p>	

The meeting closed at 1535 hours

CERTIFIED AS A TRUE RECORD OF PROCEEDINGS

CHAIRMAN