

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF CHARITABLE FUNDS COMMITTEE

THURSDAY 7TH JULY 2011

Present:	Dr Peter Vernon (Chair) Sue Assar Martin Beardwell Vicky Hall Neil Nisbet	Non-Executive Director Non-Executive Director Non-Executive Director Senior Financial Accountant Finance Director
Apologies	Chris Benham Dennis Jones	Assistant Director, Financial Accounting Non-Executive Director
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/Recommendation/Further Action	Responsibility & Deadline
2011.29 - Declarations of interest	There were no declarations of interest.	
2011.30 - Minutes and Actions arising from previous meeting	<p>The minutes of the previous meeting held on 18th February 2011 were approved as a correct record.</p> <p>With the exception of the following, all actions were completed, included as agenda items or carried forward.</p> <p>Letter to Solicitors (2011.08) The Committee agreed that this item should now be actioned and letter sent to Solicitors.</p> <p>Location of Night Safe at PRH (2011.10) Chris Benham to confirm if night safe has been relocated.</p> <p>Review of funds and fund managers (2011.12) Neil Nisbet, Chris Benham and Vicky Hall to meet to align the Centre Structure to Charitable funds.</p> <p>Tender process (2011.13) Item to be carried forward for discussion at the next meeting.</p> <p>Training for Trust Board members (2011.15) Neil Nisbet and Chris Benham to discuss training for Board members.</p> <p>Action Plan in response to ISA260 recommendations (2011.15) Action Plan to be shared with the Committee at the next meeting.</p> <p>Safe Keeping Policy (2011.18) Chris Benham to confirm if safe keeping procedure has been prepared and to meet with Neil Nisbet to discuss process for receiving funds.</p> <p>Charitable Funds Internal Audit Report (2011.23) Progress on the recommendations to be discussed at the next meeting.</p>	<p>CB/NN</p> <p>CB 2.9.11</p> <p>NN/CB/VH 10.8.11</p> <p>All 2.9.11</p> <p>NN/CB 10.8.11</p> <p>CB 2.9.11</p> <p>CB/NN 10.8.11/2.9.11</p> <p>CB 2.9.11</p>

Minute	Decision/Recommendation/Further Action	Responsibility & Deadline
2011.31 – Matters Arising	Update on Umbrella Appeal The Committee received an update regarding the Umbrella Appeal.	
2011.32 – Comparison of charitable donations	Further update to be given at the next meeting, including comparison of donations across hospital sites.	VH 2.9.11
2011.33 – Investment and Funds activity April 2010 – March 2011	The Committee NOTED the turnover of charitable funds and the performance of the Trust's charitable investments for the period April 2010 – March 2011.	
2011.34 – Investment process	To be discussed at the next meeting.	All 2.9.11
2011.35 – Terms of Reference for individual funds	Neil Nisbet to meet with Chris Benham and Vicky Hall to discuss whether there should be a Terms of Reference for individual charitable funds.	NN/CB/VH 10.8.11
2011.36 – Seeking patients' views on the expenditure of charitable funds	Neil Nisbet agreed to meet with Adrian Osborne to explore ways to communicate expenditure of charitable funds and encourage donations.	NN 22.8.11
2011.37 – Charitable expenditure and income in excess of £10,000	The Committee further NOTED the donations made to the Trust over £10,000.	
2011.38 – Cancer Centre Project Update	The Committee received an update on the Cancer Centre Project and NOTED that the project would be fully revenue funded from existing resource base.	
2011.39 – Any Other Business	Resignation of Chair Peter Vernon informed the Committee of his resignation as Chair of the Charitable Funds Committee. He thanked the Committee for all their support and advised that Sue Assar would be taking over chairmanship of the Committee from the next meeting. Peter Vernon will also no longer be a member of the Charitable Funds Committee.	

Date of next meeting – to be held at 9.30 am on 2nd September 2011 in Syndicate Room 1, SECC, RSH

