

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF CHARITABLE FUNDS COMMITTEE

THURSDAY 9TH FEBRUARY 2012

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| Present: | Sue Assar (Chair) Martin Beardwell Chris Benham Vicky Hall Dennis Jones | Non-Executive Director Non-Executive Director Assistant Director, Financial Accounting Senior Financial Accountant Non-Executive Director |
| Apologies | Neil Nisbet | Finance Director |
| In attendance: | Adrian Osborne (for item 2012.03) | Communications Director |
| Secretary: | Amanda Young | PA to Finance Director |

| Minute | Decision/Recommendation/Further Action | Responsibility & Deadline |
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| 2012.01- Declarations of interest | There were no declarations of interest. | |
| 2012.02 - Minutes and Actions arising from previous meetings | <p>The minutes of the previous meeting held on 4th November 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 – action on hold, pending review.</p> <p>Location of Night Safe – Chris Benham to explore possibility of relocating the night safe at RSH to the Bereavement Office or the MES store.</p> <p>Review of funds and fund managers/Alignment of funds – Confirmation received that the Trust was operating in line with guidance. No further action required.</p> <p>Tender Process for investment advisors – Confirmation received of compliance with SFIs and intention to continue to use CCLA. No further action required at this stage.</p> <p>Seeking patients' views on expenditure of funds – action on hold pending review.</p> <p>Expiry dates of fixed interest accounts (2011.60) – Committee advised that the Trust has instant access to the accounts and the risk lies with CCLA.</p> <p>Charitable Funds Annual Reports and Accounts 2010/11 (2011.61) – approved at Corporate Trustees meeting on 24th November 2011.</p> <p>Inclusion of costs associated with Charitable Funds Committee – agenda item.</p> <p>Management Representation letter and ISA 260 (2011.62/63) approved by Corporate Trustees on 24th November 2011.</p> | <p>May 2012</p> <p>CB 29.2.12</p> <p>10.5.12</p> |

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| 2012.03 – Matters Arising | <p>Developing and Delivering Fundraising in SaTH In the light of the presentation from Hill Dickinson at the Board Development Day on 9th November 2011, the Committee decided that a scoping and governance review of charitable funds should be undertaken before proceeding with the appointment of a fundraiser. Adrian Osborne to liaise with external consultant regarding project brief. In the meantime Sue Assar to meet with representatives from Lingen Davies. The early findings of the review to be shared with the Charitable Funds Committee before the full report is presented to the Corporate Trustees.</p> | <p>AO 29.2.12 SA 29.2.12/ In due course</p> |
| | <p>Inclusion of costs associated with Charitable Funds Committee in annual accounts The Committee agreed that costs associated with the administration of charitable funds should be reflected as <i>management costs</i> in future annual accounts.</p> | <p>VH Ongoing</p> |
| 2012.04 – Review expenditure targets | <p>The Committee to recommend to the Corporate Trustees that the expenditure target for 2012/13 should be for the Trust to have a balance of £500,000 (currently £972,976) at the end of 2012/13.</p> <p>Fund managers with charitable fund balances over £10,000 to be contacted regarding their expenditure plans.</p> | <p>SA 19.3.12</p> <p>VH 29.2.12</p> |
| 2012.05 – Investment and Funds Activity April-December 2011 | <p>The Committee received and NOTED the turnover of charitable funds and the performance of the Trust’s charitable investments for the period April – December 2011.</p> | |
| 2012.06 – Comparison of donations | <p>The Committee compared the level of charitable donations in 2011/2 with that of previous years and noted the continued decline.</p> | |
| 2012.07- Charitable expenditure and income in excess of £10,000 | <p>The Committee NOTED the donation of £12,466 made to the Trust during the period October – December 2011. There was no charitable funds expenditure exceeding £10,000 in this period.</p> | |
| 2012.08 – Annual Review of Terms of Reference | <p>The Terms of Reference for the Committee were reviewed and it was agreed that no changes were required.</p> <p>Corporate Trustees to undertake annual review of the Investment Policy.</p> | <p>SA 19.3.12</p> |
| 2012.09 – Meeting dates for 2012 | <p>The Committee APPROVED the schedule of meetings for 2012.</p> | |
| 2012.10 – Any Other Business | <p>RBS on-line banking The Committee gave APPROVAL for the Trust to register with RBS on-line banking system.</p> <p>Cancer Centre Arrangements to be made for interested Committee members to have a tour of the new Cancer Centre.</p> | <p>AJY/DJ/SA 30.3.12</p> |

Date of next meeting – to be held on 10th May 2012 at 10.00 am in Syndicate Room 1, SECC.

