

**THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST**

**DRAFT OUTCOME SUMMARY OF CHARITABLE FUNDS COMMITTEE**

**Thursday 10<sup>th</sup> May 2012**

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:	John Davies (for item 2012.14) Adrian Osborne (for item 2012.14) Toni Stern (for item 2012.14)	Chairman of the Trust Communications Director Fundraising Consultant
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/Recommendation/Further Action	Responsibility & Deadline																				
2012.12 – Declarations of Interest	There were no declarations of interest.																					
2012.13 – Minutes and Actions arising from previous meetings	<p>The minutes of the previous meeting held on 9<sup>th</sup> February 2012 were approved as a correct record.</p> <p>An update on the following actions was received.</p> <table border="1"> <tr> <td><b>Letter to Solicitors (2012.02)</b> – action on hold, pending review.</td> <td></td> </tr> <tr> <td><b>Location of Night Safe</b> – Quotations to relocate the PRH night safe to be circulated to the Committee for approval to proceed.</td> <td>20.9.12 CB</td> </tr> <tr> <td><b>Seeking patients’ views on expenditure of funds</b> – action on hold pending review.</td> <td>25.5.12</td> </tr> <tr> <td><b>Matters Arising: Developing and Delivering Fundraising in SaTH (2012.03)</b> – Sue Assar had met with Dr Barbara Marsh, Lingen Davies. Action complete.</td> <td>20.9.12</td> </tr> <tr> <td><b>Inclusion of costs associated with Charitable Funds Committee</b> – ‘Management cost’ to be included in future annual accounts.</td> <td>VH/CB Ongoing</td> </tr> <tr> <td><b>Review of expenditure targets (2012.04)</b>– Subject to approval from the Finance Director, to recommend to the Corporate Trustees on 7<sup>th</sup> June that the expenditure target for 2012/13 should be to have a balance of £500,000 at year end.</td> <td>NN 7.6.12</td> </tr> <tr> <td>Fund Managers’ expenditure plans to be included in paper to Corporate Trustees on 7<sup>th</sup> June 2012.</td> <td>VH 7.6.12</td> </tr> <tr> <td><b>Investment and Funds activity April – December 2011 (2012.05)</b> – report amended as agreed. Action complete.</td> <td></td> </tr> <tr> <td><b>Comparison of donations (2012.06)</b> – Expenditure relating to Lingen Davies removed from comparison report. Action complete.</td> <td>SA 7.6.12</td> </tr> <tr> <td><b>Annual review of Investment Policy (2012.08)</b> – to be included as an agenda item for Corporate Trustees on 7<sup>th</sup> June 2012.</td> <td></td> </tr> </table>	<b>Letter to Solicitors (2012.02)</b> – action on hold, pending review.		<b>Location of Night Safe</b> – Quotations to relocate the PRH night safe to be circulated to the Committee for approval to proceed.	20.9.12 CB	<b>Seeking patients’ views on expenditure of funds</b> – action on hold pending review.	25.5.12	<b>Matters Arising: Developing and Delivering Fundraising in SaTH (2012.03)</b> – Sue Assar had met with Dr Barbara Marsh, Lingen Davies. Action complete.	20.9.12	<b>Inclusion of costs associated with Charitable Funds Committee</b> – ‘Management cost’ to be included in future annual accounts.	VH/CB Ongoing	<b>Review of expenditure targets (2012.04)</b> – Subject to approval from the Finance Director, to recommend to the Corporate Trustees on 7 <sup>th</sup> June that the expenditure target for 2012/13 should be to have a balance of £500,000 at year end.	NN 7.6.12	Fund Managers’ expenditure plans to be included in paper to Corporate Trustees on 7 <sup>th</sup> June 2012.	VH 7.6.12	<b>Investment and Funds activity April – December 2011 (2012.05)</b> – report amended as agreed. Action complete.		<b>Comparison of donations (2012.06)</b> – Expenditure relating to Lingen Davies removed from comparison report. Action complete.	SA 7.6.12	<b>Annual review of Investment Policy (2012.08)</b> – to be included as an agenda item for Corporate Trustees on 7 <sup>th</sup> June 2012.		
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<p>2012.14 – Matters Arising</p>	<p><b>Governance Review of Charitable Funds</b> Toni Stern, Fundraising Consultant attended the meeting to present the interim report following a review of charitable funds.</p> <p>The review identified:</p> <ul style="list-style-type: none"> <li>• The Trust is likely to encounter significant and increasing competition from internal and external charities if it does not invest in fundraising.</li> <li>• In order to compete with other charitable organisations the Trust needs a focus/specific appeal to raise funds for.</li> <li>• There is cope to collaborate more with key charity partners</li> <li>• Reconfiguration can be seen as treat and opportunity</li> <li>• Benchmarking has shown that there is scope to attract income through the use of a fundraiser or by improving information on the website but there would need to be a point of contact.</li> <li>• Telford presents a good fundraising opportunity.</li> <li>• The Trust needs to undertake more publicity around charitable funds</li> </ul> <p>The Committee considered five options to increase charitable income and agreed that Option 3, investing in a short term (six months) charity fundraiser to set up the infrastructure required, followed by a community fundraising development officer post to manage the ongoing fundraising, should be recommended to the Corporate Trustees at their meeting on 7<sup>th</sup> June 2012.</p> <p>The Committee thanked Toni Stern for attending the meeting and the work undertaken to date and suggested the following additional lines of enquiry/actions:-</p> <ul style="list-style-type: none"> <li>i) Establish trends and income streams at the RJ &amp; AH. John Davies agreed to make initial contact with Gwillam Owen.</li> <li>ii) Explore further the corporate fundraising opportunities in Telford.</li> <li>iii) Chris Benham agreed to cost Option 3, including an amount for non-pay.</li> </ul>	<p>SA/TS 7.6.12</p> <p>JD/TS 25.5.12</p> <p>CB 25.5.12</p>
<p>2012.15 - Investment and Funds activity April 2011 – March 2012</p>	<p>The Committee received and <b>NOTED</b> the turnover of charitable funds and the performance of the Trust's charitable investments for the period April 2011 – March 2012. During the period the Charity received donations and legacies of £582,884 whilst it had spent £1,019,423 on charitable activities including £500,000 towards the new Cancer Centre at RSH.</p>	
<p>2012.16 – Comparison of Donations</p>	<p>The Committee <b>NOTED</b> the level of charitable donations in 2011/2 with that of previous years.</p>	
<p>2012.17 - Charitable expenditure and income in excess of £10,000</p>	<p>The Committee received and <b>NOTED</b> the charitable funds expenditure and donations made in excess of £10,000, which included 7 legacies in the period April 2011 – March 2012.</p>	
<p>2012.18 – Any Other Business</p>	<p><b>Auditor Appointment</b> KPMG have been reappointed as Auditors of the accounts for SaTH Trust Charity for five years from 2012/13.</p> <p><b>Cancer Centre</b> It was noted that £250,000 from Head &amp; Neck Charitable Fund was approved by Trust Board as part of the funding of the Cancer Centre.</p>	

	<p><b>Resignation of Chair</b></p> <p>Sue Assar informed the Committee that her term as Non-Executive Director would come to an end at the end of May 2012 and another Executive Director (yet to be confirmed) would be chairing future meetings.</p> <p>The Committee extended their thanks to Sue Assar for support provided to the Committee.</p>	
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**Date of next meeting - 20<sup>th</sup> September 2012 at 10.00 am in Syndicate Room 3, SECC**