

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST
OUTCOME SUMMARY OF CHARITABLE FUNDS COMMITTEE
FRIDAY 18TH FEBRUARY 2011

Present:	Dr Peter Vernon (Chair)	Non-Executive Director
	Chris Benham	Assistant Director, Financial Accounting
	David Gilbert	Interim Finance Director
	Vicky Hall	Senior Financial Accountant
	Dennis Jones	Non-Executive Director
Apology:	Martin Beardwell	Non-Executive Director
Secretary:	Amanda Young	PA to Finance Director

Minute	Decision/Recommendation/Further Action	Responsibility & Deadline
2011.07 - Declarations of interest	There were no declarations of interest.	
2011.08 - Minutes and Actions arising from previous meetings	<p>The minutes of the previous meetings held on 5th October 2010 and 13th January 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>Investment and Funds Activity: April 2010 – August 2010 (2010.45) The General Charitable Fund (ST100) has been renamed SaTH Development & Improvement Charitable Fund.</p> <p>Feedback from HFMA Charitable Funds Conference 28.9.10 (2010.53) David Gilbert and Julia Clarke to contact Solicitors to promote donations to the Trust's charitable funds.</p>	DG
2011.09 – Matters Arising Update on Umbrella Appeal	<p>A draft letter advising Josie Mitchell of the Committee's concerns to be amended and shared with the Head of HR. In the meantime David Gilbert to meet with Josie Mitchell.</p> <p>Adrian Osborne to be kept informed of the matter.</p> <p>Alternative Fund Manager to be identified for Ward 22 Charitable Fund.</p>	<p>CB/DG 31.3.11</p> <p>CB Ongoing</p> <p>Div 1</p>
2011.10 - Update on location of night safe at PRH	Chris Benham to arrange for the night safe at PRH to be relocated.	CB 31.3.11
2011.11 - Investment and Funds Activity Comparison of charitable donations	A comparison of charitable donations received over the last three years showed that the volume and value of donations had steadily decreased. It was agreed that this should be monitored and a further update received in Month 6.	CB/VH 27.9.11

2011.12 - Investment and Funds activity April 2010 – January 2011	The Committee NOTED the turnover of charitable funds and the performance of the Trust's charitable investments for the period April 2010 – January 2011. A review of the number of funds and fund managers would take place. Further update at the next meeting.	CB/VH 23.6.11
2011.13 - Tender process for investment advisors	Item to be carried forward for discussion at the next meeting on 23 rd June 2011.	CB 23.6.11
2011.14 - Charitable Funds Annual Report and Accounts 2009/10 - Confirmation of filing	The Annual Accounts had been signed and submitted by KPMG.	
2011.15 - ISA260 Recommendations	David Gilbert and Chris Benham to discuss how training would be delivered to Trust Board members at a future Board Development Session. Chris Benham to prepare an Action Plan in response to the recommendations made in the report for discussion at the next meeting on 23 rd June 2011.	DG/CB 31.3.11 CB 23.6.11
2011.16 – Governance Annual Review of Terms of Reference	The following documents to be presented to the Corporate Trustees on 31 st March 2011 for approval: <ul style="list-style-type: none"> • Terms of Reference for Charitable Funds Committee • Investment Policy and Provisional Policy for 2011/12 • Policy & Procedure on the Receipt and Use of Charitable Funds • Charitable Funds Expenditure Plan 2011/12. 	DG/CB 31.3.11
2011.17 - Annual review of Investment Policy and Provisional Policy for 2011/12	Policy to be amended as suggested by the Committee. Advice and approval about the level of investment advice required to be sought from the Auditors and the Corporate Trustees.	CB 18.3.11 CB 31.3.11
2011.18 - Annual review of Policy and Procedure on the Receipt and Use of Charitable Funds	The Committee reviewed the policy and agreed amendments to sections 1.2 and 3.4. A safe keeping procedure for donations prior to depositing in the night safe to be prepared.	CB/VM 31.3.11
2011.19 - Audit commission auditor appointment process	Chris Benham to arrange for auditor appointment confirmation letter to be forwarded to Corporate Trustee Meeting.	CB 18.3.11
2011.20 - Provisional expenditure plan for 2011/12	Chris Benham to prepare expenditure plan for 2011/12 for approval by the Corporate Trustees on 31 st March 2011.	CB 31.3.11
2011.21 - Seeking patients' views on the expenditure of charitable funds	Item to be carried forward for discussion at the next meeting.	Chair/AJY 23.6.11
2011.22 - Leadership Improvement Patient Safety Course	Following receipt of a copy of the course programme, the Committee approved funding of the event from charitable funds to the initial value of £30,000.	
2011.23 - Charitable Funds Internal Audit Report	Progress on the recommendations identified in the report to be discussed at the next meeting.	CB 23.6.11

2011.24 - Charitable expenditure and income in excess of £10,000	The Committee received and NOTED the charitable fund expenditure and donations made in excess of £10,000.	
2011.25 - League of Friends	<p>Meetings with the Chairmen of PRH and RSH League of Friends were continuing to take place.</p> <p>The Committee supported the requests to approach RSH League of Friends for funding to purchase a Stonelight Laser System (£47,000) and a High Frequency Oscillator Ventilator for RSH (£49,600), as discussed at Capital Planning Group meeting on 17th February 2011.</p>	
2011.26 - Lingen Davies Funding update	Item to be carried forward for discussion at the next meeting on 23 rd June 2011	CB 23.6.11

