

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF CHARITABLE FUNDS COMMITTEE

FRIDAY 2nd SEPTEMBER 2011

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

Minute	Decision/Recommendation/Further Action	Responsibility & Deadline
2011.41- Declarations of interest	There were no declarations of interest.	
2011.42 - Minutes and Actions arising from previous meetings	<p>The minutes of the previous meeting held on 7TH July 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) Letter to be sent to solicitors with a view to asking them if their clients wished to consider the Trust as a beneficiary of legacies, how to proceed.</p> <p>Location of Night Safe at PRH (2011.10) Chris Benham to confirm the date the safe will be relocated.</p> <p>Review of funds and fund managers (2011.12) The concept of an 'umbrella structure' was discussed and advice was awaited from the Charity Commission as to what governance process the Trust needed to adopt to align/introduce centres.</p> <p>Training for Trust Board members (2011.15) Date to be identified for Neil Nisbet and Chris Benham to provide training to Board members on the role and responsibility of the Corporate Trustee.</p>	<p>NN 28.10.11</p> <p>CB Asap</p> <p>NN/CB Nov 2011</p> <p>NN Nov 2011</p>
2011.43 – Matters Arising: Umbrella Appeal	The Committee received an update on correspondence with the Umbrella Appeal.	
2011.44 – Action Plan in response to ISA260 Recommendations	The Committee NOTED the actions undertaken to improve awareness of the process for handling cash on wards and arrangements put in place to monitor this on a regular basis.	
2011.45 - Charitable Funds Internal Audit Report: progress	Similar issues raised under items 2011.42 and 2011.44 above	
2011.46 – Comparison of charitable donations	The Committee noted the decrease in donations across the two hospital sites and discussed the possible reasons for this. Situation to continue to be monitored.	

2011.47 – Investment and Funds Activity – April – July 2011	The Committee NOTED the turnover of charitable funds and the performance of the Trust's charitable investments for the period. The Trust had received donations and legacies of £117,000 whilst it had spent £145,000 on charitable activities. Expenditure targets to be reviewed in February 2012.	Committee Feb 2012
2011.48 – Investment Advisors	The Committee was satisfied with the service provided by CCLA. To be reviewed on an annual basis.	Committee September 2012
2011.49 - Charitable Funds Annual Reports and Accounts 2010/11	Draft Charitable Funds Annual Report & Accounts 2010/11 to be amended as discussed and re-submitted to the next meeting in November 2011 before being presented to Trust Board for approval on 24 th November 2011.	VH Nov 2012
2011.50 – Terms of reference for individual funds	Discussed under item 2011.42 as part of the review of funds and fund managers and umbrella structure.	
2011.51 - Seeking patients' views on the expenditure of charitable funds	The Committee acknowledged the need to be more active in both communicating expenditure of charitable funds and encouraging donations and discussed the appointment of a part time fundraiser. A proposal for a fundraiser to be prepared and presented to the next meeting in November 2011. Meetings to be arranged with the Leagues of Friends as discussed.	AO/CB Nov 2011 AJY
2011.52 - 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. The Committee further NOTED the donations made to the Trust over £10,000.	
2011.53 - Frequency of meetings	The Committee agreed to continue to meet four times a year, ie September, November, February and May/June, in accordance with the Terms of Reference.	

Date of next meeting – to be held on 4th November 2011 at 10.00 am in the Learning Centre, RSH.