

THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

OUTCOME SUMMARY OF CHARITABLE FUNDS COMMITTEE

FRIDAY 4th NOVEMBER 2011

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

Minute	Decision/Recommendation/Further Action	Responsibility & Deadline
2011.55- Declarations of interest	There were no declarations of interest.	
2011.56 - 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) Action to be followed via Recommendation Tracking report at Audit Committee.</p> <p>Review of funds and fund managers (2011.12) Committee to be assured the Trust was operating in accordance with the Charity Commission.</p> <p>Committee to be advised of advice from Charity Commission re alignment of funds.</p> <p>Tender Process (2011.48) Committee to be advised of compliance with SFIs.</p> <p>Seeking patients' views on expenditure of charitable funds (2011.51) Advice from Director of Fundraising in Manchester to be sought.</p>	<p>NN/AO Jan 2012</p> <p>CB/SA/DJ 9.2.12</p> <p>NN 9.2.12</p> <p>CB 2.2.11</p> <p>CB 9.2.12</p> <p>SA 9.2.12</p>
2011.57 – Matters Arising: Umbrella Appeal	The Committee received an update on correspondence with the Umbrella Appeal.	
2011.58 – Seeking patient's views on expenditure of charitable funds	Patients' views on expenditure of charitable funds to be sought by Fundraising Development Officer when in post.	AO 9.2.12

2011.59 – Developing and delivering fundraising in SaTH	<p>The Committee considered and APPROVED a proposal from Adrian Osborne for an interim Fundraising Development Officer to strengthen fundraising arrangements in the Trust.</p> <p>Role of Fundraising Development Officer to be discussed with the Chairs of the Leagues of Friends at their next meeting.</p> <p>Contracting arrangements to be checked with Human Resources with a view to appointing a Fundraising Development Officer on a nine months trial basis after Christmas 2011. Pilot to be reviewed by Committee in September 2012.</p>	<p>SA/MB/DJ Dec 2012</p> <p>AO Jan 2012 All 11.9.12</p>
2011.60 – Investment and Funds Activity – April – September 2011	<p>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 £320,000 whilst it had spent £707,000 on charitable activities, including £500,000 towards the new Cancer Centre at RSH.</p> <p>A paper comparing donations to be prepared for the next meeting in order that the Committee could continue to monitor the level of donations received.</p> <p>The Committee reviewed the current investment portfolio and agreed to continue as present. Vicky Hall to establish expiry dates of fixed interest accounts.</p>	<p>VH 9.2.12</p> <p>VH 9.2.12</p>
2011.61 - Charitable Funds Annual Reports and Accounts 2010/11	The Committee APPROVED the revised document for submission to the Corporate Trustees on 24 th November 2011, subject to further minor amendments to page 7.	VH 14.11.11
2011.62 – Management Representation Letter	The Committee recommended the Management Representation Letter for approval by the Corporate Trustees at their meeting on 24 th November 2011.	VH 14.11.11
2011.63 – ISA 260	The Committee received and NOTED KPMG’s Audit Highlights Memorandum and Management Report for the year ending 31 st March 2011.	
2011.64- 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.	
2011.65 – Meeting schedule	The Committee APPROVED the schedule of meetings for 2012.	

Date of next meeting – to be held on 9th February 2012 at 10.00 am in Syndicate Room 1, SECC.