

	A response has been sent to the DH from the Committee - Action closed.		
4	<p>Financial Overview</p> <p>Financial Performance (incl Jan 13 Mgmt Acs) Very few contributions have been received via donation envelopes or the Paypal account on the website. Management and Administration charges have been revised and are below forecast. 3 Organisations have expressed an interest in carrying out fundraising activities on behalf of the Paediatrics department. Chair wanted to ensure that these donations would be monitored through this committee and go through the normal governance procedures. It was confirmed that this would be the case. The use of the description "Corporate" funds was queried and it was agreed that a more definitive description would be "Trust wide" funds. Every opportunity to use photo opportunities should be used /taken advantage of for past and future gifts/donations.</p> <p>Consolidation of Charity, 2013-14 The DH needs to report adequately on public finds and a return has to be made to the department this year.</p>		
5	<p>Charities Promotion/Fundraising</p> <p>Website Update The website update is in progress. A query was raised as to whether the links to the site worked and whether links to the website were prominent enough. Action 3: GFM to check that the links to and on the website work.</p> <p>High Profile Streams Suggestions are sought for other streams than those listed. Proposals included asking staff, Patients Council and readers of the Surrey Mirror. A list of 10 ideas should be compiled which then can be prioritised.</p> <p>Specific Fundraising Campaigns Once the campaigns have been identified, targets can be set. Charitable Funds should not necessarily be responsible for the total cost of a campaign but be split between this and the Trust. This feedback should be given to the next Investment & Workforce committee (IWC). Action 4: Feedback to be given to the IWC Committee. The committee were informed that If it is a fundamental piece of equipment that the Trust should provide, this should not be funded by Charitable Funds or the Friends.</p> <p>Donation Envelopes Donations are predominately made by cheque. It was proposed donation envelopes should be included in the welcome packs and discharge lounge. Action 5: OL to check if there are discharge packs that donation envelopes should be included.</p> <p>Volunteer The existing volunteer has left and references are being awaited for the replacement.</p>	<p>GFM</p> <p>GFM</p> <p>GFM</p> <p>OL</p>	<p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p> <p>Next meeting</p>

6	<p>Approved Funding Requests over £2,000</p> <p>3 requests have been received – 500 A5 folders Choir Co-Coordinator - £5,000 from General Fund Viewpoint Integration System for ultra sound x-rays - £42,000 – enhancements to an existing facility.</p> <p>A request has been received for Charitable Funds to support some of the Empathica data. The original business case put together was for a total of £35k. This has now increased to £97k which included a full time post for one year to provide analysis of patient feedback on their experience in the trust cost of which the Trust would take on in 14/15.</p> <p>Action 6: LC to identify the minimum set of requirements. This element should be paid for by the DH/Trust. Recurring costs also need to be quantified. Value added can then be identified with a view to Charitable Funds supporting this.</p> <p>Action 7: A revised business case needs to be produced and circulated to Committee members.</p>	LC LC	
7	<p>Any Other Business</p> <p>Awareness of Committee It is uncertain if fundholders are aware of this committee. It is proposed to invite one major fund holder to attend a meeting to discuss their funds and their plans to utilise these funds.</p> <p>ACTION 8: OL to invite a major fund holder to next meeting.</p>	OL	Next meeting
8	<p>Policy Review</p> <p>Updates – It was agreed that Donor Benefit rules should be removed from the policy.</p> <p>Committee membership & Terms of Reference (ToR) Director of Corporate Affairs to be added to Terms of Reference replacing Director of Information & Facilities.</p> <p>Action 9: MB to add Director of Corporate Affairs to membership and send out revised ToR and workplan to all Committee members with Minutes.</p>	MB	
9	<p>Proposed date of next meeting:</p> <p>3rd July 4pm</p>		