

**CHARITABLE FUNDS COMMITTEE**

05 November 2015

12 noon – 1.30pm AD77

Attendees:	Alan Hall	AH	Chair / Non-Executive Director
	Pauline Lambert	PL	Non-Executive Director
	Paul Biddle	PB	Non-Executive Director
	Paul Simpson	PS	Chief Finance Officer
	Fiona Allsop	FA	Chief Nurse
	Gillian Francis-Musanu	GFM	Director of Corporate Affairs
	Laura Warren	LW	Head of Communications
	Djafer Erdogan	DE	Head of Financial Accounts
	Helena Usman	HU	Charitable Funds Accountant
In attendance:	Janita Gardner	JG	Note taking

<b>1</b>	<b>Apologies for absence</b>  AH welcomed members to the meeting.		
<b>2</b>	<b>Minutes of last meetings</b>  The minutes of the last meeting held on 04 August 2015 were recorded as a true and accurate record.		
<b>3</b>	<p><b>Outstanding Issues from previous meetings</b></p> <p><u>Organ Donation Committee</u></p> <p><b>Action: PL to discuss ideas and funding options with PS outside of the meeting, and bring back to the next CFC meeting.</b></p> <p><u>Ward and Special Purpose Fundraising</u></p> <p><b>Action: FA to gather more stories from her team.</b></p> <p><u>Governance Draft</u></p> <p><b>Action: This is to be followed up by PL and brought back to the next meeting.</b></p> <p><u>Fund Balances</u></p> <p><b>Action: DE to write to fund holders and confirm source of income for amounts in excess of £30k.</b></p> <p><u>Expenditure Plans</u></p> <p>PL queried an item on page 9 of the plan, which PS/DE agreed to check.</p> <p><b>Action: PS/DE to check.</b></p>	<p>0815/01</p> <p>0815/02</p> <p>Action closed</p> <p>0815/03</p> <p>Action closed</p>	<p>PL/PS</p> <p>FA</p> <p>PL</p> <p>DE</p> <p>PS/DE</p>

<p><b>4</b></p>	<p><b>Fundraising</b></p> <p><u>Fundraising Update</u></p> <p>LW confirmed that we continue to raise the profile of the charity. Michael Wilson had met with Redhill Football Club (RFC) and we have agreed our partnership principles. They have chosen SASH charity as one of their charities and there are plans to organise a fundraising event in collaboration with RFC in Spring 2016.</p> <p>We have secured a place in the London Marathon and will be publicising the place to staff and externally to recruit a runner to participate in the London Marathon and agree to raise a minimum of £1,500 in support of the charity. Several donations had recently been received from patient families to the General Fund and to ICU.</p> <p><u>Fundraiser Recruitment Update</u></p> <p>LW advised the Committee that Kat Swanston had now stepped down and therefore the Trust currently has no Fundraiser in place. LW/GFM confirmed that this position was proving difficult to recruit; however, a potential candidate is being interviewed later this month. If unsuccessful, GFM asked for suggestions regarding re-advertising. There were questions raised by the Committee regarding the job description; appropriate banding of the post; and whether this should be a substantive position, and not advertised as a fixed contract. AH confirmed if the potential applicant is not successful, then the job description and post banding will need to be readdressed.</p> <p><b>Action: GFM to share job description and advertisement with AH if the potential applicant is unsuccessful.</b></p> <p>LW requested that an interim administrator be employed within the Comms Team, to help promote the charity and assist with general admin duties. GFM confirmed they had a member of staff in mind. AH supported this proposal.</p> <p><b>Action: GFM/LW to recruit an interim administrator.</b></p>	<p>1115/04</p> <p>1115/05</p>	<p><b>GFM</b></p> <p><b>GFM/LW</b></p>
<p><b>5</b></p>	<p><b>Finance</b></p> <p><u>Management Accounts</u></p> <p>DE reported negative income for the period to 30<sup>th</sup> September 2015; although donations amounted to £50k, £75k from Cardiac Fund was transferred to SaSH as Trust income re DVLA payments for reports. Funds still not being spent £50k as at M6.</p> <p>The committee acknowledged that although considerable consolidation carried out few years ago the fund numbers are still quite high.</p>		

	<p>DE reported that the valuation of the COIF investment fund decreased by £11k as at M6 but fully recovered in October 2015.</p> <p><u>Fund Balances</u></p> <p>IM questioned where the funds of two items where we had given notice, would go - namely 9835 Crawley Chapel Fund and 9848 Post Graduate Education Crawley. PS confirmed these would need to be clarified with the individuals.</p> <p><b>Action: DE to follow up with individuals.</b></p> <p><u>Expenditure Plans</u></p> <p>These will be reviewed again at the end of the year.</p> <p><u>Annual Accounts and Report 2014-15</u></p> <p>DE confirmed a signed audit report had been received and these were ready for signature by AH and PS following the meeting.</p> <p><b>Action: AH/PS to sign off Annual Accounts and Report.</b></p>	<p>1115/06</p> <p>1115/07</p>	<p>DE</p> <p>AH/PS</p>
6	<p><b>Approved Funding Requests over £2,000</b></p> <p>No objections were raised.</p>		
7	<p><b>Expenditure Guidance</b></p> <p>The Committee noted changes and the guidance was approved.</p>		
8	<p><b>Work Plan 2015/16 Draft</b></p> <p>DE confirmed there were no changes.</p>		
9	<p><b>Savile Action Plan – Refresh</b></p> <p>DE/GFM tabled a document with suggested wording to be incorporated within page 17 of the expenditure guidance – Managing Financial Donors Policy. The Committee agreed the wording.</p>		
10	<p><b>Any other Business</b></p> <p>None</p>		
11	<p><b>Date of next meeting</b></p> <p>03 March 2016 : 12 noon – 1.30pm in AD77</p>		