

CHARITABLE FUNDS COMMITTEE

02 November 2016

12.00 – 13.00pm AD65

Attendees:		
Alan Hall	AH	Non-Executive Director – Chair
Paul Biddle	PB	Non-Executive Director
Caroline Warner	CW	Non-Executive Director
Fiona Allsop	FA	Chief Nurse
Paul Simpson	PS	Chief Finance Officer
Ian Mackenzie	IM	Director of Information and Facilities
Gillian Francis-Musanu	GFM	Director of Corporate Affairs
Laura Warren	LW	Head of Communications
Paul Skelly	PSk	Fund Raising Manager
Djafer Erdogan	DE	Head of Financial Accounts
Helena Usman	HU	Charitable Funds Accountant
Mark Preston (part)	MP	Director of OD and People
Zara Nadim (part)	ZN	Chief of WaCH
Nicola Shopland (part)	NS	Medicine Divisional Chief Nurse
Mohammad Luqman (part)	ML	Radiology Services Manager
Janita Gardner	JG	Note taking

1	Apologies for absence Pauline Lambert Barbara Bray		
2	Minutes of last meetings The minutes of the last meeting held on 07 July 2016 were recorded as a true and accurate record.		
3	Outstanding Issues from previous meetings Fund Raising – viable proposals to Lord Astor. Executives to discuss and give guidance and input into long-term projects required which must engage with public. Review opportunities with Fund Raiser and present proposals to Committee. Final Annual Report and Accounts 2015-16 post Independent Examination for approval. Representatives from each Division invited to Charitable Funds Committee re expenditure plans. Names of fund-holders and activity history to be added to the management accounts pack.	0716/01 0716/02 0716/03 0716/05 0716/07 0716/08	02/3/17 02/11/16 Agenda Agenda Agenda
4	Fund Raising		

	<p>The Chair welcomed the Trust's new Fund Raising Manager, Paul Skelly, to the meeting.</p> <p><u>Fund Raising Update</u> PSk has been actively establishing a network of local contacts since he joined the Trust in July. He has been promoting the charity with local community groups, associations, corporate and third sector groups and individuals. New promotional literature has been printed and distributed to staff and members of the public who came to the information stand, the Trust's AGM and a SASH Charity stand in the Trust's foyer.</p> <p>As a result of our registering with Reach Volunteering, SASH has been approached by Sara Jefferson, a corporate fundraiser at the National Gallery. Sara has volunteered, and we have accepted, her support with corporate fundraising. SASH Charity is also now a member of Gatwick Diamond Business, a very well connected association with members across Surrey and Sussex, which will improve our access to promote fundraising appeals.</p> <p>A SASH Charity wish list paper will be presented for at the General Executive Committee on 2nd November. To develop our corporate fundraising strategy, SASH Charity needs a wish list of projects that the Trust would like to develop as fundraising appeals. This will help when researching companies.</p> <p>LW confirmed the need to identify a project/large piece of equipment to raise funds for, which highlights patient benefits. A ballpark figure of £100k being raised in 12 months seemed quite manageable.</p> <p>LW explained the proposal of setting up a Much Loved Giving website page. The cost would be £1200 plus VAT per year, with a one-off £800 set up fee. This would allow people to donate online in memory of a loved one. A presentation from ML was tabled giving background to the discussion.</p> <p>The Committee approved the proposal.</p>	<p>1116/01</p>	<p>02/11</p>
<p>5</p>	<p>Benevolent Fund & GAYE Option for Staff</p> <p>There is an ongoing appeal for GAYE to be made more visible to staff. It was agreed that individuals were more likely to contribute if they knew the cause they were supporting. A new information leaflet will be designed for Trust staff and employees of other companies who may wish to donate. PSk to liaise with Institute of NHS Fundraisers.</p>	<p>1116/02</p>	<p>PSk</p>
<p>6</p>	<p>Finance</p> <p><u>Final- Annual Report and Accounts 2015-16</u> DE advised the draft accounts had been sent to Audit. Draft Independent Examiner's Report has been received with no amendments or recommendations, DE therefore asked for the Committee's approval.</p>		

	<p>The Committee confirmed their approval of the accounts.</p> <p><u>Management Accounts</u> The accounts for period to 30 September 2016 had been prepared in the general format. DE requested that committed costs are included in future management accounts to clarify available balances; this was agreed by the Committee.</p> <p>The management accounts for the period to 30th September 2016 reported:</p> <p>Income £29k excluding £28.4k revaluation of investment</p> <p>Expenditure £66k excluding £95k committed costs</p> <p><u>Fund Balances</u> £438 available balance after committed costs</p> <p><u>Annual CF Committee Report to Board 2015-16</u> The Committee carried out an annual review to ensure fulfilment of the annual work plan and that the stewardship and integrity of the charitable funds are maintained.</p> <p>AH requested that an amendment was made to the report, noting that PSk, the new Fund Manager, had commenced his role with the Trust. Also there was a duplication of wording on Page 4 to be amended.</p> <p>Following the above two amendments, the Committee approved the paper for the November Trust Board meeting.</p>	<p>1116/03</p>	<p>DE</p>
<p>7</p>	<p>Approved Funding requests over £2,000</p> <p>Presented for information only; all requests signed off by PS/AH.</p> <p>PSk asked if he could be kept in the loop and have sight of these requests.</p>	<p>1116/04</p>	<p>HU</p>
<p>8</p>	<p>Fund Activity Report</p> <p>Divisional fund holders had been invited to the meeting to discuss their spending plans. Representatives from HR, Cancer, Medicine and WaCH were in attendance; Surgery gave their apologies.</p> <p>Balance sheets had been prepared in advance, outlining that the Trust had approximately £533k sitting in 61 individual funds. The Committee suggested that monies be pooled into the General Fund, whereby applications for expenditure could be made. Following much discussion, the Divisional reps confirmed they had clear plans for spending their funds.</p> <p>It was agreed that HU would write to Divisions, requesting them to resubmit their spending plans for the year-end.</p> <p>Any large balances remaining at year-end would be discussed at the next Committee meeting in March, with a view to transferring them to the General Fund.</p>	<p>1116/05</p> <p>1116/06</p>	<p>HU</p> <p>02/3/17</p>

<p>9</p>	<p>Any other business</p> <p>PSk asked the Committee for ideas for fundraising. He will be approaching outside support to glean ideas regarding events such as sponsored walks, etc. Volunteers were also being sought – PB suggested approaching the Board of Governors.</p> <p>PS questioned the governance around fundraising. It was agreed the GFM would agree and sign off any procedures regarding raising money for the SASH Charity.</p> <p>PB asked if future Committee meetings could be moved to a more convenient day/time. Following discussion, it was agreed that finding a suitable date for all members to attend was difficult, and therefore going forward, the option of dialling into the meeting by teleconference would be available.</p>	<p>1116/07</p> <p>1116/08</p> <p>1116/09</p>	<p>PSk</p> <p>PSk/GFM</p> <p>JG</p>
<p>10</p>	<p>Date of next meeting</p> <p>02 March 2017 : 12.00 - 13.30pm in AD77</p>		