

SOUTH WARWICKSHIRE NHS FOUNDATION TRUST

Minutes of the Charity Trustee Meeting held on Thursday 12 December 2019 at 11.00am in the Brooke Suite, Warwick Hospital

Present:

Russell Hardy	(RHa)	Trustee/Chairman
Geoff Benn	(GBe)	Trustee/Non-Executive Director (NED)
Jayne Blacklay	(JB)	Trustee/Managing Director
Helen Lancaster	(HL)	Trustee/Director of Operations
Christine Lewington	(CL)	Trustee/ NED
Simon Page	(SP)	Trustee/ NED
Bruce Paxton	(BP)	Trustee/ NED
Sue Whelan Tracy	(SWT)	Trustee/ NED

In attendance:

Liz Challen	(LC)	Finance Assistant, Charitable Funds
Sarah Collett	(SC)	Acting Trust Secretary
Sophie Gilkes	(SG)	Director of Development
Eileen Rock	(ER)	Fundraising Manager
Jo Wicketts	(JW)	Finance Manager
Josephine Headley	(JH)	Committee Administrator

MINUTE

19.034

APOLOGIES FOR ABSENCE

Apologies for absence were received from the Trustee/Chief Executive, Trustee/Medical Director, Trustee/Director of Finance, and Rosemary Hyde (RHy) Trustee/NED.

19.035

DECLARATIONS OF INTEREST

There were no declarations of interest made.

19.036

MINUTES OF THE MEETING HELD ON 12 SEPTEMBER 2019

Resolved – that the Minutes of the meeting held on 12 September 2019 be confirmed as an accurate record of the meeting and signed by the Chairman.

19.037

MATTERS ARISING

There were no matters arising.

Resolved – that the position be noted.

19.038

REPORT ON FUND BALANCES

The Finance Manager presented the report on Fund Balances. Highlighted from the report, were the funds balance which were at £1.2m, of that £1.1m was unrestricted. The Finance Manager detailed that it had been difficult pulling the £1.2m, due to there being no guidelines to say where the Trust could use the money. The Finance Manager raised concerns about how the money could be spent, as there were restrictions to the amounts available to

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spend, as the money was being held in smaller funds, which was making it difficult to spend.

The Chairman sought clarification of who owned/had responsibility for the individual funds, the Finance Manager explained that the Trustee had responsibility. A discussion took place around the funds and the consequence of contacting the Trustee.

The Committee discussed how the funds could be spent, it was suggested that 10 beds be purchased, the Charity Trustee recommended that 4 beds be purchased from the Charity Funds at a cost of £60K each.

The group continued to discuss other suggestions for the use of the Charity Fund. Mr Benn (NED) gave an overview on the spending of Funds, and detailed that there were laws which allow and prohibit funds to be used after a specific time scale differently to what the fund was received for, this would mean that funds could be absorbed. The Director of Development agreed to investigate timescales and feedback at the next Charity Trustee Meeting on 19 March 2020.

SG

The Chairman queried how much was in the General-Purpose Fund. The Finance Manager detailed that there was £34K in the budget but some of the funds had been allocated. The Director of Development informed the Committee that £35K had been allocated for the Play area but this had some landscaping issues. Further discussion took place around the possible additional costs for the Play area.

The Chairman queried if £24K could be pulled together from different pots, the Finance Manager suggested that this could come possibly from a percentage of mainly staff funds, but she needed to calculate what percentage from each fund would amount to £24K.

The Chairman sought clarification from the Managing Director, the Director of Operations and the Director of Nursing on whether they were proposing the purchase of 4 Frailty Beds through Charity Funds. The Directors clarified that they would like the beds purchased, the Trustee agreed that 4 Frailty Beds to be purchased.

The Chairman asked the Finance Manager to investigate how to pull together the Funds for the £24K, and feedback to the next Charity Trustee meeting.

JW

The Committee discussed how the group could unlock funds, it was suggested that Mr Benn (NED) and Mrs Lewington (NED) were given copies of the wording currently being used, to enable them to investigate further. Mrs Lewington (NED) queried if the Funds were carried forward year on year. The Chairman explained that this was part of the issue.

Resolved:

(A) that the Reports on Fund Balances be received and noted.

(B) The Director of Development to investigate timescales and feedback at the next Charity Trustee Meeting on 19 March 2020.

SG

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JW

(C)The Finance Manager to investigate how to pull together the Funds to amount to £24K, and feedback to the next Charity Trustee meeting.

19.039

FUNDS OPENED, CLOSED AND AMENDED

The Finance Manager, Financial Services presented the Funds Opened, Closed and Amended report.

Nicholas and Squire Wards were now working as one unit, 'The Frailty Unit' and were requesting the merger of their patient and staff funds. She summarised that there would be 2 newly named funds 'Frailty Unit Patients' with a balance of £3,879, and 'Frailty Unit Staff' with a balance of £161.00, the Trustees agreed for the creation of 2 newly named funds and the closure of 2 redundant funds.

Resolved – that the Funds Opened, Closed and Amended report be noted and the proposed changes and closure of funds be approved.

19.040

CHARITABLE FUNDRAISING AND APPEALS UPDATE

The Fundraising Manager presented her report on the Charitable Fundraising and Appeals Update.

The Fundraising Manager summarised that 2019's main focus was raising staff awareness for the charity, which would allow and encourage staff to be strong ambassadors for the Charity. For 2020 an events programme was being developed, together with a focus on appealing to a wider audience and getting more supporters on board.

19.040.01

Major Gifts

The Fundraising Manager informed the Committee that a donation of £150K from the Sir Peter Rigby Foundation had been received, this amount had been spent on the refurbishment and extension of the Aylesford Unit.

19.040.02

Christmas Fundraising

The Fundraising Manager informed the Committee about Festive Friday, Festive Singing and Festive Bake-Off events which took place during December 2019.

19.040.03

Events and Challenges

The Fundraising Manager updated the attendees on the Events and Challenges, of note were the following:

- (a) the meeting on the SWFT United v Sands Warwickshire FC Charity Match/Fun Day which would return in August 2020;
- (b) the second SWFT Charity Quiz Night was held in November 2019, and raised £740.00;
- (c) Coventry Half Marathon aimed to raise a minimum of £9K and to use this opportunity to raise the awareness of the Charity;
- (d) the Velo Birmingham and Midlands event raising money for Warwick General Fund and should raise a minimum of £4K,

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(e) Sky Walk and Family Fun Day 2020, where SWFT Fundraising were working closely with Orthopaedic staff to organise a Sky Walk on 14 June 2020.

19.040.04

Options for Devices

How the Trust could raise funds on-site or using other avenues was discussed. The Fundraising Manager informed the group of the costs to install and maintain a Goodbox with podium and asked the Charity to invest. discussion took place around the pros and cons of investing in the Goodbox. The Managing Director expressed her support in investing in the Goodboxes, the Chairman and Mr Page (NED) agreed.

The Trustee agreed for the purchase of 3 Goodboxes, podiums, and handheld devices. The Finance Manager clarified that the cost would be spread out across the Fundraising Team.

Resolved:

(A) that the Options for Devices be received and noted.

(B) the purchase of 3 Goodboxes, podiums and handheld devices be approved and ratified.

The Chairman informed the Committee that he felt that there was now a really good core set and a broad range of activities taking place, but Fundraising should look at setting a target for each year, advertise the achievements, and promote how much the Charity was trying to raise. Mr Page (NED) queried how the Charity were doing against the targets set by the Trust. The Director of Development requested that this information be presented at the next Charity Trustee meeting on 19 March 2020. Mrs Whelan Tracy (NED) queried if there was anything that the Charity could do with GP's. The Fundraising Manager felt that working with the GPs was a good idea, and that time would need to be found to put something in place. The Director of Development suggested using Ellen Badger as an example of what could be done.

SG

SWFT Charity Lottery

The Fundraising Manager requested that the Committee considered the introduction of a SWFT Charity Lottery for the Charities supporters, she detailed the benefits and setting up costs of the Lottery. Discussion took place around this suggestion and it was felt that it went against what the Charity represented, and that the Charity Lottery was more like a form of gambling. The Chairman sought clarification as to whether the Charity Lottery would place the Trust in a situation where it could be assumed that this is what the Charity has used the funds for. The Chairman suggested that this request was presented again in 6 months after the Charity had time to review the Goodboxes.

Resolved: that the SWFT Charity Lottery be deferred until June 2020.

ER

Resolved – that:

(A) the Charitable Fundraising and Appeals Update report be received and noted;

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(B) the Director of Development to find out the law on the timescales for Charitable Funds and feedback at the next Charity Trustee Meeting 19 March 2020

SG

(C) the Director of Development to present how the Charity were performing against the targets set at the next Charity Trustee Meeting 19 March 2020.

SG

19.041

FINAL ACCOUNTS AND ANNUAL REPORT for 2018/19

The Finance Manager presented the report on the Final Accounts and Annual Report for 2018/19 and explained there had now been a second version produced, there had been some minor amendments which were explained. The Auditor changed the options from Cash Flow to Statement of Cash Flows, the accounts have now been amended to reflect this.

The Finance Manager explained the biggest change was within the short-term investments, the Charity was now required to clarify purchases, although this had caused some issue, it could be corrected in the next financial year, she concluded that there had been very little change.

The Chairman queried the titles on pages 4 and 5 ending 31 March 2018/19 and sought clarification around whether the numbers for 2019 were comparative to the second page down.

Resolved – that the Final Annual Accounts and Annual Report for 2018/19 be reviewed and approved.

19.042

ANY OTHER BUSINESS

There was no further business.

Resolved – that the position be noted.

19.043

DATE AND TIME OF NEXT MEETING

The next Charity Trustee Meeting will take place on Thursday 19 March 2020 at 11.00am in the General Management Meeting Room, Warwick Hospital.

This meeting was subsequently cancelled so the next Charity Trust Meeting to be held on Thursday 11 June 2020 at 11.00am via Microsoft Teams.



Signed

Russell Hardy

(Chairman)

Date

11 June 2020