

SOUTH WARWICKSHIRE NHS FOUNDATION TRUST

Minutes of the Charity Trustee Meeting held on Wednesday 12 June 2019 at 10.00am in the Brooke Suite, Warwick Hospital

Present:

Russell Hardy	(RH)	Trustee/Chairman
Geoff Benn	(GBe)	Trustee/Non-Executive Director (NED)
Jayne Blacklay	(JB)	Trustee/Managing Director
Dr Angela Brady	(AB)	Trustee/NED
Rosemary Hyde	(RHy)	Trustee/NED
Kim Li	(KL)	Trustee/Director of Finance
Bruce Paxton	(BP)	Trustee/NED
Sue Whelan Tracy	(SWT)	Trustee/NED

In attendance:

Liz Challen	(LC)	Finance Assistant, Charitable Funds
Sophie Gilkes	(SG)	Acting Director of Development
Eileen Rock	(ER)	Fundraising Manager
Amir Sattar	(AS)	Finance Assistant, Financial Management (Observer)
Colleen Tooze	(CT)	Meeting Administrator

The Chairman welcomed Amir Sattar, Finance Assistant - Financial Management, as an observer to the meeting.

MINUTE

19.013

APOLOGIES FOR ABSENCE

Apologies for absence were received from the Medical Director, Trust Secretary, Director of Operations, Ms Chris Lewington (Trustee/NED) and Mr Simon Page (Trustee/NED).

19.014

DECLARATIONS OF INTEREST

No declarations of interest were made.

19.015

MINUTES OF THE MEETING HELD ON 25 MARCH 2019

Resolved – that the Minutes of the meeting held on 25 March 2019 be confirmed as an accurate record of the meeting and signed by the Chairman.

19.016

MATTERS ARISING

19.016.01

Proposal to Purchase Property Next to Ellen Badger Hospital (Minute 17.050 refers)

The Trust Secretary had liaised with solicitors on the length of time it was taking for the final sale of the property next to Ellen Badger Hospital.

The purchase transaction was completed by 31 March 2019. The matter was discussed with solicitors and lessons learnt for the future. The Chairman requested that in future the Director of Finance stayed close to any major transactions made.

ACTION

SOUTH WARWICKSHIRE NHS FOUNDATION TRUST
Minutes of the Charity Trustee Meeting Held on Wednesday 12 June 2019

<u>MINUTE</u>		<u>ACTION</u>
	<u>Resolved</u> – that the position be noted.	
19.016.02	<u>Report on Fund Balances (Minute 19.005 refers)</u> The Director of Finance provided an update on finding a mechanism to ensure fund holders spend money within a suitable timeframe. The Director of Finance explained that she had made contact on what was allowed. The action was ongoing but she was looking at adding a penalty if fund money was not spent within a suitable time frame.	KL
	<u>Resolved</u> - that the Director of Finance find a mechanism to ensure fund holder spend money within a suitable time frame.	KL
19.016.03	<u>Charitable Funding and Appeals Update (Minute 19.007 refers)</u> The Head of Communications and Fundraising previously agreed to liaise with the Trust Secretary for a Governor to be involved with the SWFT Charity. The Charity Trustee was informed that a public Governor had expressed an interest in being involved in fundraising. The Fundraising Manager had now made contact with Rachel Barnes, public Governor, and was awaiting a date to meet up. Plans were also being made to involve a second Governor with the charity.	
	<u>Resolved</u> – that the position be noted.	
19.017	<u>FUNDS OPENED AND CLOSED</u> There were no funds opened and closed.	
	<u>Resolved</u> – that the position be noted.	
19.018	<u>REPORT ON FUND BALANCES</u> The Finance Assistant, Charitable Funds presented the Report on Fund Balances and highlighted that the financial position of the charity as at 30 April 2019 was £1,067,828. It was highlighted that one fund was overspent. Mr Paxton, Trustee/NED, was encouraged by the overall fund balance figure and was pleased that the spending of fund balances was gaining momentum. The Trust should encourage fund holders to identify projects to spend fund money. Mrs Hyde, Trustee/NED, suggested that the George Eliot fund in the amount of £81.00 be consolidated as the amount was small. Discussion took place on spending plans. The Managing Director confirmed that the tangible funds such as Aylesford, Haematology, Ophthalmology and Leamington Hospital all had spending plans linked to fund money.	

SOUTH WARWICKSHIRE NHS FOUNDATION TRUST
Minutes of the Charity Trustee Meeting Held on Wednesday 12 June 2019

MINUTE

ACTION

The Chairman requested for the Finance Assistant, Charitable Funds to list the funds by the highest balance in the Report on Fund Balances report.

LC

The Chairman commented that there was approximately £380k tied up on legacies known to the Charity. He suggested that enquiries be made to Blythe Higgins and Ladders Solicitors as interest had not been paid to the charity. The Managing Director suggested to forego the queries as it was in the best interest of the Trust as Blythe Higgins and Ladders Solicitors were Executors and was appointed to decide on the residual.

The Chairman sought clarification that his electronic signature was being used on donation thank you letters. It was suggested that the Fundraising Manager make the Chairman aware of any big donations made to the Trust.

Resolved– that

- (A) the Report on Fund Balances be received and noted;**
- (B) the Finance Assistant list funds by highest to lowest balance in the Report of Fund Balances report, and**
- (C) the Fundraising Manager make the Chairman aware of any big donations made to the Trust.**

LC

ER

19.019

REQUEST FOR EXPENDITURE

The Finance Assistant presented the Request for Expenditure out of the Machen Eye Unit Amenities Fund. The amount to be withdrawn was £15,300 to purchase 62 chairs / sofas for waiting rooms at the Warwick Machen Eye Unit. The Managing Directors added that the expenditure was part of a project to bring patient facilities at the Machen Eye Unit to the same standard at Stratford Hospital.

Mrs Whelan Tracy, Trustee/NED, suggested that chairs with arms be purchased for the fracture clinic as mobility aspects should be considered for patients.

The Chairman commented that the Machen Eye Unit Amenities Fund would be approaching £250k and queried what other plans were in store for the Machen Eye Unit. The Managing Directors commented that big plans were in store for the Machen Eye Unit as the department would be the first to go “paperless”.

Resolved – that the Request for Expenditure from the Machen Eye Unit Amenities Fund be approved and ratified.

19.020

CHARITABLE FUNDING AND APPEALS UPDATE

The Fundraising Manager presented the Charitable Funding and Appeals Update.

The Fundraising Team had been concentrating on building relationships with a range of stakeholders including staff, individual supporters as well as corporate and community groups. Both the Fundraising and Finance Teams

SOUTH WARWICKSHIRE NHS FOUNDATION TRUST
Minutes of the Charity Trustee Meeting Held on Wednesday 12 June 2019

MINUTE

ACTION

had worked together to introduce a more precise reporting system to monitor and reflect performance of the plan across the year.

Discussion took place on stakeholders providing engagement in patient activities such as craft activities.

Progress was being made in Corporate Fundraising, however any additional contact from Trustees / family members would be welcomed to further accelerate the process in the corporate area. Mr Paxton, Trustee/NED commented that seeing the Wasps in Epulse was very positive. The Managing Director added that the Wasps were extremely helpful with the PJ Paralysis campaign.

Ceiling tiles had recently been placed in the Children's A&E waiting area. A number of follow up assemblies with all schools who had participated in tile designs had been arranged to encourage further donations.

Dr Brady, Trustee/NED, commented that increased awareness of SWFT Charity was required as it did not stand out. The Acting Director of Development commented that it was part of the plan for SWFT Charity. The Fundraising Manager explained that vertical banners were suggested as well as notices in lifts. The Acting Director of Development added that it was to be explored and was hopeful for heightened awareness to be in place for the next Charity Trustee.

Mrs Hyde, Trustee/NED, queried if there were plans for artwork throughout Warwick Hospital. The Acting Director of Development commented that Escape Arts had put in an independent bid to create artwork. The area of focus had been identified in corridors, Ambulatory and A&E. Escape Arts was keen to engage with patients and staff.

The Chairman suggested that there were Corporate headquarters and staff based in the Warwickshire area would utilise the Trust's services. It was important for the Trust to engage with them for engagement and donations.

Mrs Whelan Tracy, Trustee/NED encouraged the Trust to get patients involved in activities and the importance of "touch" when patients were unwell. She suggested that the Fundraising Team engaged with well-being organisations for patients as well as carers. The importance of "touch" (hand massages) was extremely memorable. The Managing Director commented that feedback in the past was phenomenal.

The Chairman thanked the Fundraising Team for its efforts and progress.

Resolved – that the Charitable Funding and Appeals Update be received and noted.

19.021

ANY OTHER BUSINESS

No other business was discussed.

SOUTH WARWICKSHIRE NHS FOUNDATION TRUST
Minutes of the Charity Trustee Meeting Held on Wednesday 12 June 2019

MINUTE

ACTION

19.022

DATE AND TIME OF NEXT MEETING

The next meeting to be held on Thursday 12 September 2019 at 11.00am in the Brooke Suite, Warwick Hospital.

Post meeting note: the time of the next meeting was subsequently changed to 10.30am.



Signed: _____ (Chairman) Date: 12 September 2019
Russell Hardy