

**SOUTH WARWICKSHIRE NHS FOUNDATION TRUST**  
**Minutes of the Charity Trustee Meeting held on**  
**Thursday 12 September 2019 at 10.30am in the Brooke Suite, Warwick Hospital**

Present:

Russell Hardy	(RHa)	Trustee / Chairman
Geoff Benn	(GBe)	Trustee / Non-Executive Director (NED)
Jayne Blacklay	(JBI)	Trustee / Managing Director
Fiona Burton	(FB)	Trustee / Director of Nursing
Rosemary Hyde	(RHy)	Trustee / NED
Simon Page	(SP)	Trustee / NED

In attendance:

Jake Barlow	(JBa)	Fundraising Assistant
Sophie Gilkes	(SG)	Acting Director of Development
Mick Sargent	(MS)	Associate Director of Finance (Deputising for Director of Finance)
Jo Wicketts	(JW)	Finance Manager
Chelsea Wilson	(CW)	Meeting Administrator

**MINUTE**

**ACTION**

19.023

**APOLOGIES FOR ABSENCE**

Apologies for absence were received from Dr Angela Brady (NED), Bruce Paxton (NED), The Medical Director, The Chief Executive, The Director of Operations, The Director of Finance, The Trust Secretary and Sue Whelan-Tracy (NED).

19.024

**DECLARATIONS OF INTEREST**

There were no declarations of interest made.

19.025

**MINUTES OF THE MEETING HELD ON 12 JUNE 2019**

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

19.026

**MATTERS ARISING**

19.026.01

**Report on Fund Balances (Minute 19.016.02 refers)**

The Finance Manager informed the meeting that the action about finding a mechanism to ensure fund holders spend money within a suitable timeframe was still work in progress. However, she confirmed that finances had started to reduce.

**Resolved** – that the Director of Finance continue to keep the Committee informed on finding a mechanism to ensure fund holders spend money within a suitable timeframe.

KL

19.026.02

**Report of Fund Balances (Minute 19.018 refers)**

The Finance Manager confirmed that the funds in the report were now listed by the highest balance as requested at the previous meeting.

**SOUTH WARWICKSHIRE NHS FOUNDATION TRUST**  
**Minutes of the Charity Trustee Meeting Held on Thursday 12 September 2019**

**MINUTE**

**ACTION**

The Fundraising Assistant informed the meeting that the Fundraising Manager had taken on board the request that she informed the Chairman of any large donations.

**Resolved** – that the position be noted.

19.027

**REPORT ON FUND BALANCES**

The Finance Manger presented the report on Fund Balances and highlighted that the balances were now listed highest to lowest in the report with the total funds being £982,669 as at 30 June 2019.

The Chairman thanked the Finance Manager for the work she had put into the report and for the new way of recording the balances.

Mr Benn, Trustee/NED, wondered whether the Trust had heard anything further from Blythe Higgins regarding the proposal that was sent to them on how the Trust was planning on using the £200,000 that had been left to support the eye unit. A discussion took place around where the legacy money would be held, and the Acting Director of Development explained that it would be best placed in general purposes. The Acting Director of Development informed the meeting that the Trust had not yet received a response on the proposal from Blythe Higgins.

Mrs Hyde, Trustee/NED, queried whether the Trust would be able to use the £180,000 from the Ladders Solicitors case on Ellen Badger. The Acting Director of Development confirmed that the Trust would be using the money on Ellen Badger and would be displaying a plaque in the unit to recognise the donation.

The Chairman encouraged the continued celebration of those who had donated significant amounts of money to the Trust.

**Resolved** – that the Report on Fund Balances be received and noted.

19.028

**FUNDS OPENED AND CLOSED**

19.028.01

**Orthopaedics Research and Development**

The Finance Manager presented the Funds Opened and Closed report and informed the meeting that a request for two new funds to be opened and one existing fund be renamed had been made.

Mrs Hyde, Trustee/NED, highlighted that Orthopaedics already had a fund that was open which was not being used. She therefore recommended that the already existing fund be renamed instead. The Managing Director explained that despite Orthopaedics having a fund already open, this was predominantly for donations received for the ward. She discussed how she had been assured that this fund would be specifically for Orthopaedic research and development. The Director of Nursing queried whether the Orthopaedic fund that was already open, however was being used mainly for ward donations, be merged with the actual Orthopaedic Ward Fund,

**SOUTH WARWICKSHIRE NHS FOUNDATION TRUST**  
**Minutes of the Charity Trustee Meeting Held on Thursday 12 September 2019**

**MINUTE**

**ACTION**

therefore meaning the other existing fund could be utilised for Orthopaedic research and development. The Chairman and Mr Page, Trustee/NED, recommended that the Managing Director find out more information regarding what the fund would exactly be used for. However, the Committee felt that the opening of the fund should be approved on this occasion to support the enthusiasm for research and development of the department.

**Resolved – that**

- a) the **Opened and Closed Funds report be approved and ratified and,**
- b) the **Managing Director find out further information regarding what the Orthopaedic Fund would be used for.**

**JB**

19.028.02 Royal Leamington Spa Hospital (RLSH) Volunteer Gardeners

The Committee approved the opening of the Volunteer Gardeners fund.

**Resolved – that the recommendation to open the RLSH Volunteers Garden fund be approved and ratified.**

19.028.03 Active Ageing Fund Name Change

The Committee approved the proposed name change of the ‘Active Ageing Fund’ to be the ‘Dementia Fund’. However, it was recommended that it be changed to ‘Living Well with Dementia Fund’, opposed to ‘Dementia Fund’.

**Resolved – that the recommendation that the Active Ageing Fund be renamed to Living Well with Dementia Fund be approved and ratified.**

**19.029 REQUESTS FOR EXPENDITURE**

19.029.01 Aylesford Unit

The Acting Director of Development presented the Aylesford Unit request for expenditure to the Committee. She informed the Committee that Sir Peter Rigby had kindly donated £150k to support an outpatient waiting area for the unit. The Acting Director of Development requested approval of a further £120k of charitable funds to support the project. She informed the Committee that the Lead for the Aylesford Unit had requested that her Charitable Funds be used on the project.

The Director of Nursing requested assurance that the furniture being replaced within the unit would be distributed to other locations in need around the Trust. The Acting Director of Development assured the Committee that any unused furniture from the unit would be used in other areas around the Trust that needed them.

The Chairman enquired whether the Trust had the funding to complete the project without the expected donation from Sir Peter Rigby to eliminate any risks. The Acting Director of Development confirmed that the Trust had the funding between capital and charitable funds.

**SOUTH WARWICKSHIRE NHS FOUNDATION TRUST**  
**Minutes of the Charity Trustee Meeting Held on Thursday 12 September 2019**

**MINUTE**

**ACTION**

Mr Page, Trustee/NED, discussed with the Committee how this was exactly the sort of project that should be undertaken with the use of Charitable Funds. The Committee approved the expenditure request and asked that The Acting Director of Development ensure some sort of recognition was given to Sir Peter Rigby in the unit for his contribution to the project.

**Resolved – that the request for expenditure for the Aylesford Unit project be approved and ratified.**

19.029.02

**Ultrasound**

The Acting Director of Development presented the expenditure request for ultrasound. The request was for a new ultrasound machine that would support the probe that had originally been requested and funded through the Rigby Awards. The machine would be leased for six months on a trial basis, after which the Trust could evaluate the use of the machine and the benefits. Unfortunately, the probe required for this procedure was not compatible with existing ultrasound machines.

It was noted that the probe and the machine together would allow for more accurate information, reduce the risk of side effects, negate the need for some patients to have to travel to different counties for procedures and would also in some cases facilitate the delivery of one-stop clinics therefore reducing the length of time that a patient would be waiting for results. The Managing Director explained that if after the trial period the Trust decided to purchase the machine, the rental cost would be deducted from the overall purchase price.

The Chairman highlighted the fact that the charitable donation from Sir Peter Rigby for the probe had resulted in unanticipated additional support from the Charity Trustee for the ultrasound machine. Whilst there may be benefits for patients, there was learning for all involved to ensure that in future the full implications were understood at the time of any award.

The Committee approved the expenditure request for the trial period and The Managing Director, and The Acting Director of Development were to go away and identify which funds could be used.

**Resolved – that**

- a) the request for Expenditure for ultrasound be approved and ratified and,**
- b) The Acting Director of Development and The Managing Director source a fund for the machine.**

**JB/SG**

19.030

**CHARITABLE FUNDING AND APPEALS UPDATE**

The Committee welcomed the Fundraising Assistant to the meeting.

The Acting Director of Development provided the Committee with an update around Charitable Funding and explained that the Charity Football Match had raised £2.5k for the Trust's Charity and would now be an annual event. She informed the Committee that the Fundraising Manager had focused a

**SOUTH WARWICKSHIRE NHS FOUNDATION TRUST**  
**Minutes of the Charity Trustee Meeting Held on Thursday 12 September 2019**

**MINUTE**

**ACTION**

lot around Christmas and how the Trust could maximise the full festive period for donations. A discussion took place around the importance of visibility for the Charity and communication. The Acting Director of Development informed the Committee that the team was looking into a way of potentially having an office for fundraising along the main corridor in the hospital to help with donations, queries and visibility. She explained that the hair salon near the entrance had been investigated, however she was currently working with the Volunteers to find a way of sharing the space but also how to work with them to support Sprinkle Some Magic.

Mr Page, Trustee/NED, commended the new Sprinkle Some Magic and the design, communication and visibility that had come with the launch of this. Mrs Hyde, Trustee/NED, and the Chairman highlighted the need to roll this out across the other sites. The Acting Director of Development assured the Committee that her team was working on how to do this in a way that would work for each site.

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

19.031

**DRAFT ANNUAL ACCOUNTS AND ANNUAL REPORT 2018/19**

The Finance Manager informed the Committee that the final version of the annual accounts and report 2018/19 would be submitted in December 2019 as it was still being finalised.

The Chairman queried whether the Charitable Funds Accounts were presented at Audit Committee. Mrs Hyde, Trustee/NED, assured the Chairman that the accounts were examined by the Audit Committee.

Mrs Hyde, Trustee/NED, requested that the Finance Manager breaks down the Pie Chart on Page 7 in the annual report further. The Chairman recommended that the 'other' section be changed to be assets and extract any other genuine 'other' items.

**Resolved – that the Annual Accounts and Annual Report for 2018/19 be brought back to the December 2019 meeting with the relevant changes.**

JW

19.032

**ANY OTHER BUSINESS**

19.032.01

**Funds Merge**

Mr Benn, Trustee/NED, recommended that following on from her previous comment, the Director of Nursing and the Charitable Funds Finance Manager look at the list of open funds to see if any further funds could be merged to tidy up the amount of open/used funds.

**Resolved – that the Director of Nursing and the Charitable Funds Finance Manager look at any other Funds that could be merged and report back to the Committee at the next meeting.**

FB/JW

**SOUTH WARWICKSHIRE NHS FOUNDATION TRUST**  
**Minutes of the Charity Trustee Meeting Held on Thursday 12 September 2019**

**MINUTE**

19.033

**DATE AND TIME OF NEXT MEETING**

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

**ACTION**



Signed

\_\_\_\_\_ (Chairman)  
Russell Hardy

Date \_\_\_12 December 2019\_\_