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Bwrdd Iechyd
Addysgu Powys
Powys Teaching
Health Board

**CHARITABLE FUNDS COMMITTEE (CFC)
(POWYS HEALTH CHARITY – REGISTERED CHARITY NO. 1057902)**

**CONFIRMED MINUTES OF THE MEETING HELD ON
2 DECEMBER 2024
In Person with virtual attendance via Teams available**

MEMBERS		
Carl Cooper	CC	Chair (Committee Chair)
Rhobert Lewis	RL	Independent Member (Committee Vice Chair)
IN ATTENDANCE		
Helen Bushell	HB	Director of Corporate Governance / Board Secretary
Shania Jones	SH	Charity Administrative Support Officer
Martin O’Brien	MOB	Interim Charity Manager
Adrian Osborne	AO	Deputy Director (Engagement, Communication and Corporate Governance)
Cathie Poynton	CP	Independent Member (Via Teams)
Sarah Pritchard	SP	Assistant Director of Finance (Accounting and Services)
APOLOGIES FOR ABSENCE:		
Tom Richards	TR	Financial Accountant
Claire Madsen	CM	Executive Director of Allied Health Professions, Health Sciences and Digital
Pete Hopgood	PH	Deputy Chief Executive/Executive Director of Finance, Capital and Support Services

1. PRELIMINARY MATTERS
1.1 WELCOME AND APOLOGIES (CF/24/49)
The Chair welcomed everyone to the meeting. Apologies for absence were recorded as above. The Chair confirmed the committee was quorate as SP attended as the deputy to PH
1.2 DECLARATIONS OF INTEREST (CF/24/50)
No declarations of interests were received in addition to those already recorded on the register.
2. CONSENT AGENDA (CF/24/51)
The Chair asked members if they wish to bring forward any items from the Consent agenda to the main agenda. No items were raised.
3. ITEMS FOR APPROVAL/RATIFICATION/DECISION
3.1 MINUTES OF PREVIOUS MEETING (CF/24/52)

The minutes of the meeting held on 9 September 2024 were **CONFIRMED** as an accurate record.

3.2. ACTION LOG (CF/24/53)

MO gave an overview of the Action Log, highlighting CF/23/20b – this action remained 'at risk' as there has been no movement on the project, MO had advised closure of the application and re-applying at a later date, although there was a need to determine if there has been any prior spend on the project.

CF/24/41 – Further costs have been identified relating to the application. Ongoing work had been undertaken to finalise those additional costs to be brought back to Committee.

CF/23/20a – the outcomes of this application are to be presented to the Committee in March 2026.

Three actions were completed and recommended for closure.

The Committee **NOTED** the action log update and **APPROVED** the **CLOSURE** of the completed items.

3.3. POWYS GENERAL PURPOSE AND LOCAL FUNDS BIDS (CF/24/54)

Discussion took place in relation to the approval of funding applications to receive assurance that, in each case, charitable funds were not being used for something that should be NHS funded and that all the bids delivered "added or enhanced value".

RL highlighted the substantial maintenance issues across the Health Board's estate; and there was also a need to ensure that training was available to all staff. Previously it had been advertised for organisations to put forward bids, to provide entertainment to all patients, including pottery and therapeutic arts.

The charity's funds were not to be used to fund things that the Health Board has a duty to provide.

3.3a FLOORING APPLICATION (CF/24/55)

LF34 – Painting and decorating and flooring Therapies offices/corridor, administration department, upstairs in Newtown Hospital. (£23,552)

This application was received following a visit by the Charity Team to Newtown Hospital when it was noted, the building required a refresh. This application was supported by the Fund Managers.

MOB advised the applicants had consulted with the Estates Team for the costings.

SP advised if this bid were to be approved by the Committee, the work would not be undertaken immediately. The Estate Department did not have the

capacity of resource to deliver this alongside the large capital programme for this financial year.

The Committee **AGREED** to reject this application awaiting further discussion in line with overall estate maintenance requirements and the development of a strategic Charity expenditure plan.

3.3c CLINICAL SAFETY OFFICER TRAINING (CF/24/56)

MOB explained this application was for training for new software, (£5,512) and had been endorsed by the Executive Director of Allied Health Professions, Health Sciences & Digital, attention was drawn to:

- the cost was above the Fund Manager approval level, the amount of money that moved this application above the threshold, were trainer expenses
- the training was not mandatory
- it would benefit patient experience

The Committee **AGREED** this application be **DECLINED**, as critical training should be provided as mandatory.

3.3D MACHYNLLETH THERAPEUTIC ART GROUP APPLICATION (CF/24/57)

MOB advised the Mental Health Team had a Powys wide project supporting mental health through art funded by the Arts Council. The Mental Health Team were aware of this application which would sit alongside that. (£5,200)

RL stated he was in support of this application, and advised there was a need to take more strategic approach to entertainment activities.

SP reaffirmed the Machynlleth project was one of first major capital schemes which included an element of art in health within the bid. This application realigned with the continuation of the first work installed through the project.

The Committee **SUPPORTED** the bid.

3.4 PROJECTS APPROVED UNDER DELEGATED AUTHORITY (CF/24/58)

MOB presented the report and advised report would continue to develop as applications were received. The format of the report showed:

- bids shaded in grey were applications that the Committee had seen previously
- bids shaded in gold were open applications which had not progressed to the final stage of the process
- bids that were closed were shown in white

The Committee AGREED that moving forward, this report should show the approved bids only.

3.5. TERMS OF REFERENCE (CF/24/59)

HB introduced the item, and explained the annual review of this Committee's Terms of Reference was due. The paper contained some proposed track changes, which brought them in line with the Terms of Reference of other committees' Terms of Reference. There was a need to clarify these meetings moved to an-public meeting.

SP advised in the absence of the Executive Director of Allied Health Professions, Health Sciences & Digital another clinical Director or their Deputy should be present, this allowed for clinical input when considering bids.

HB explained PTHB Board set out strategic intent against the long-term strategy which gave clear direction, preventing committees moving in a different direction, although the independence of the Charity needs to be maintained

HB stated there was a commitment for all agendas and minutes to be provided bi-lingually (English and Welsh).

The Committee **RECOMMENDED** the revised draft Terms of Reference for submission to Board for approval.

4. ESCALATED ITEMS (CF/24/60)

There were no escalated items.

5. ITEMS FOR INFORMATION/ASSURANCE

5.1 CHARITY DASHBOARD (CF/24/61)

MOB presented the charity dashboard and updated on the number of applications received from across the County and where the funds had been spent. It was noted there are a fair proportion of application from across the North, South and Mid of the County and a high portion that pan Powys. The number of applications approved by this Committee or the Fund Manager will change as the delegated approval was raised.

Customer relationship feedback had been captured and securely stored, there may be a need in the future, to consider potential investment into a CRM (Customer Relationship Management) system.

The Committee **NOTED** the update on applications received, donations and fund expenditure.

5.2 FINANCIAL REPORT (CF/24/62)

SP reported on the Charity's expenditure and income to Month 7 (October). Attention was drawn to:

- General Funds - Income had been received of £170,000 with an expenditure of £75,000, this gave £95,000 income over and above expenditure
- Legacy Funds - £12,000 expenditure over income
- Bank Balance - £707,000. This figure took into consideration several items of expenditure made in early 2024/2025 that had to be accounted for in the 2023/2024 accounts. This meant the opening balance reported at previous meetings of this Committee had been changed, though the Annual Accounts process.

The Committee **NOTED** the financial report.

5.3. INVESTMENT MANAGER REPORT (CF/24/63)

SP advised the quarterly Brewin Dolphin fund valuation had increased by £55,000 in comparison to the previously received report. This investment had increased and maintained an income target of over £100,000 per year, for utilisation by the Charity.

The Committee **NOTED** the Investment Manager report.

6. ITEMS FOR DISCUSSION

6.1. ANNUAL REPORT (CF/24/64)

SP confirmed Audit Wales had worked with Powys Teaching Health Board (PTHB) to undertake the required audit of the financial accounts of the Charity, by 31 January 2025 for submission to the Charity Commission.

For 2023/2024 the Charity's total expenditure was £386,000, a third of which was on support costs. The total income received for 2023/2024 was £286,000; £100,000 over the income received.

PTHB was broadly comparable with other organisations in relation to support costs.

ACTION: SP to bring the annual report to this Committee for approval, to include in the cover paper benchmarking data for consideration. This information will need to be presented to Board for assurance

The Committee **RECEIVED** the draft Annual Report.

6.2. CHARITY MANAGER UPDATE (CF/24/65)

MOB updated the Committee on the Charity's activities since the previous meeting. A positive meeting had taken place with the League of Friends and the Friends of the Healthcare Forum. Advice had been sort in relation to the closure of Newtown League of Friends, the Health Board is waiting for them to confirm their next steps to determine what will be expected.

The Welshpool staff welfare refurbishment project was up and running, several meetings had taken place with Estates and League of Friends, who

are primary funders of this project. The Charity had offered support for the acquisition of furniture or other potential gaps when identified.

Machynlleth League of Friends were keen to build a palliative suite, although there was prospect of Welsh Government (WG) funding a phase two development of Machynlleth Hospital. The Machynlleth League of Friends had been made aware of the situation, as they had raised funds specifically for this development, understanding that this project may have to be postponed until the completion of the phase two project.

Starbucks had provided refreshments for a coffee day for Health Board personnel at Bronllys; with the Charity Team handing out free coffee.

The development of a Strategic Expenditure Plan was discussed to coincide with the Charity Strategy which is to be reviewed during 2025. Two possible areas were identified for change – expenditure and income generation strategic plans. The Committee were keen to develop a strategic expenditure plan in early 2025, to identify potential areas for spend and explore possible larger projects..

SP endorsed the importance of an Expenditure Plan, particularly given the legacy funds. A more strategic direction in terms of the wide-ranging legacies would give traction of the expenditure of those larger legacies.

HB stated this Committee should be clear in it's approach, and enquired if there was an opportunity for Committee members to be involved in some of the conversations on the Strategic Expenditure Plan. The Health Board has not dictated how the funds were utilised, although there was a need for the expenditure to align with the Health Board's strategic obligations.

SP added there are a number of posts with a business focus such as Business Managers that might that align to this piece of work.

MOB reported there was a need to better manage the Just Giving donations, as their directions were unknown from the information currently received from Just Giving. It was proposed that the Just Giving subscription is upgraded, at a cost of £15.00 per month to allow accurate reports to understand the purpose of the donations received.

SP emphasised that 'Just Giving' donations amounted to approximately £500.00, and welcomed the increase in subscription, particularly as this method of donation was to be encouraged.

MOB advised in 2023 there had been an application for £20,000.00 for the Staff Excellence Awards Event. This event moved online resulting in part of the money being spent. There was a proposal the remainder of the money be used to hold future online Staff Excellence Awards Events during the next two years.

The Committee were content the surplus money to be used as previously set out, but would not support such an application in future years.

MOB outlined how the Charity had generated income, which included

- The Festive Fundraiser had been advertised
- Application submitted to the London Marathon, to allow the Charity to sponsorship of two entries to the marathon
- May Miles - during the month of May raising awareness of wellbeing, by encouraging people to measure their exercise and report the miles they have covered
- Strategic Expenditure Plan would give a better understanding of the expenditure and highlight potential grants that may be available

HB applauded the work of all those involved in the fund-raising activities.

The Committee NOTED the Charity Manager's Update

6.3 COMMUNICATION AND WEBSITE(CF/24/66)

SJ provided a breakdown of the newsletter readership. During the months of May, June, July and August the articles contained very similar information and focused on quantity rather than quality. Until the new website goes live, it had been decided newsletters would be published less frequently with potentially more interesting content.

The Charity team had encouraged more Facebook engagement at a local level, and posted material that the public would potentially interact with. This included a tribute post to the League of Friends, promoted awareness days, Remembrance Day.

The team's had focused on launching the website and would evaluate the use of other media platforms such as Instagram and TikTok when the website went live.

A survey had been undertaken to demonstrate the benefits of having a website to promote the Charity. A feedback session had been held on the website design; the feedback had been positive particularly in terms of accessibility. A similar survey post launch of the website will be undertaken to gather the users comments.

The Committee NOTED the Communication and Website Update.

7. CONSENT AGENDA(CF/24/67)

No items were raised

8. OTHER MATTERS

8.1. ANY OTHER BUSINESS (CF/24/68)

SP advised there would be a need to stand up a Charitable Funds Committee meeting and potentially a Board meeting to adopt the accounts, when the timeline of the audit and the audit opportunity is known.

CC noted the branding had been changed and enquired if it was appropriate to build from being a Charitable Funds Committee to the Powys Health Charity Committee.

8.2 REFLECTIONS(CF/24/69)

- need to sharpen the priorities, to simplify the processing bids
- a thank you extended to SJ and MOB, for there work supporting bids and the work with League of Friends
- information presented in a comprehensive format
- great opportunities identified
- Learning experience
- Focus has been changed, positively

8.3. DATE OF NEXT MEETING (CF/24/70)

17 March 2025 at 10:00.

DRAFT