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Addysgu Powys  
Powys Teaching  
Health Board

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

**CONFIRMED MINUTES OF THE MEETING HELD ON 9 SEPTEMBER  
2024 VIA MICROSOFT TEAMS**

<b>MEMBERS</b>		
Carl Cooper	CC	Chair (Committee Chair)
Pete Hoggood	PH	Deputy Chief Executive/Executive Director of Finance, Capital and Support Services
Cathie Poynton	CP	Independent Member
<b>IN ATTENDANCE</b>		
Helen Bushell	HB	Director of Corporate Governance / Board Secretary
Simeon Foreman	SF	Deputy Board Secretary (Meeting support)
Shania Jones	SH	Charity Administrative Support Officer
Martin O'Brien	MOB	Interim Charity Manager
Sarah Pritchard	SP	Assistant Director of Finance (Accounting and Services)
Tom Richards	TR	Financial Accountant (Observing)
Wayne Tannahill	WT	Associate Director of Capital, Estates and Property (For item 3)
<b>APOLOGIES FOR ABSENCE:</b>		
Rhobert Lewis	RL	Independent Member (Committee Vice Chair)
Claire Madsen	CM	Executive Director of Allied Health Professions, Health Sciences and Digital

<b>1. PRELIMINARY MATTERS</b>
<b>1.1 WELCOME AND APOLOGIES (CF/24/29)</b>
The Chair welcomed everyone to the meeting. Apologies for absence were recorded as above.
<b>1.2 DECLARATIONS OF INTEREST (CF/24/30)</b>
No declarations of interests were received in addition to those already recorded on the register.
<b>1.3 MINUTES OF PREVIOUS MEETING (CF/24/31)</b>
<b>RESOLUTION:</b> The minutes of the meeting held on 10 June 2024 were <b>CONFIRMED</b> as an accurate record subject to the following amendments.
<b>1.4 ACTION LOG (CF/24/32)</b>
One action noted as 'at risk' due to the delay in receiving the final project report due to personnel changes. This was carried forward. Two actions were completed and recommended for closure.
<b>RESOLUTION:</b> The Committee <b>NOTED</b> the action log update and <b>APPROVED</b> the <b>CLOSURE</b> of the completed items.

## 2. ITEMS FOR DISCUSSION

### 2.1 NEW WAYS OF WORKING (CF/24/33)

MOB presented the charity dashboard and updated on proposed changes alongside the development of charity metrics. The Committee requested development of the dashboard to show growth and performance throughout the year rather than at a point in time but welcomed the information to show how funds were spent across the county, following a previous request for this detail.

Projects approved under Delegated Authority by Local Fund Managers were detailed and presented for ratification.

**RESOLUTION:** The Committee **SUPPORTED** the proposed changes and development of the charity dashboard and **RATIFIED** the projects approved under delegated authority by Local Fund Managers.

### 2.2 COMMUNICATIONS AND WEBSITE (CF/24/34)

SJ updated on a change to the presentation of data to cover a three-month reporting period (noting monthly data was still available) and work that had been taking place to develop the Charity's website. Discussion took place on further developments to address the "so what" question on what the charity was achieving.

The Committee requested further detail on newsletter subscribers open rates and time spent reading the content, but in such a way that did not detract from the simplicity of the report.

Discussion took place on whether the Charity should continue to use "X" (formerly Twitter) and heard that national NHS conversations were underway on this. The Committee supported a move away from "X" and to consider alternative social media platforms. A proposal would come to a future meeting. **Action: Interim Charity Manager.**

**RESOLUTION:** The Committee **NOTED** the update on communications and the website and **AGREED** to move away from "X" and consider other social media platforms.

### 2.3 ANNUAL EVENT & CORPORATE PARTNERSHIPS (CF/24/35)

MOB outlined a proposal for a charity event over a whole month for people to "Reach Your Peak" linked to walking or climbing the three peaks in Powys. Whilst the Committee broadly welcomed the proposal for an annual charity month, there were concerns that walking and climbing, as well as geography could limit participation and inclusion, and ways in which this could be widened from an equality perspective will be considered.

The Committee supported the development of corporate partnerships and the opportunities they offer and liked the potential for mutual collaboration with mountain rescue.

**RESOLUTION:** The Committee **NOTED** the update and **REQUESTED** further work on widening inclusion and participation in the annual event.

### 2.4 PROPOSED GRANT SCHEMES (CF/24/36)

MOB outlined a proposal for the development of three new Health & Wellbeing annual grant schemes (Patient, Staff and Community) of £12k each, split into £500 maximum amounts split geographically by area. This would continue work undertaken by the previous Charity Manager. It was confirmed this would not be open to applications from individuals and was instead aimed at delivering wider public benefit.

Discussion took place on the need to be clear in communicating the schemes to avoid confusion and that the grant scheme would not prevent other bids being submitted to the Charity.

The Committee supported the development of the proposal to show the opportunities whilst avoiding confusion/conflict. The Committee delegated signoff of the grant approvals to the Chair and PH with a review of the arrangements by the Committee scheduled in six months.

**RESOLUTION:** The Committee **APPROVED** the development of three new Health & Wellbeing annual grant schemes (Patient, Staff and Community) of £12k each split into maximum £500 amounts split geographically by area, subject to the delegation arrangements and planned review outlined above.

### **2.5 FINANCIAL REPORT (CF/24/37)**

SP reported on the Charity's expenditure and income to Month 4 (July). Income had exceeded expenditure by £99k year to date, which demonstrated bids were being received and approved. It was recognised there were opportunities to set targets on both spending and income, alongside taking a more strategic approach to larger legacy funds. Work was also undertaken to prepare the annual report and accounts.

**RESOLUTION:** The Committee **NOTED** the financial report.

### **3. ITEMS FOR APPROVAL / RATIFICATION / DECISION**

#### **3.1 POWYS GENERAL PURPOSES AND LOCAL FUNDS BIDS FOR APPROVAL (CF/24/38)**

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".

##### **3.1.A GF01 – P BLOCK CONSTRUCTION PROJECT (CF/24/39)**

WT and MOB updated on the development of space in P Block that would be available for voluntary groups, following Chair's approval outside of the meeting. It was explained that there was interest from a number of groups e.g. Veterans, Rotary Club but that a functional working space was needed to allow them to come on site (and more use would then follow).

**RESOLUTION:** The Committee **NOTED** the update on the P Block construction project following Chair's approval between meetings.

##### **3.1B: GF04 – MAKING MEMORIES FOR BEREAVED FAMILIES (CF/24/40)**

**RESOLUTION:** The Committee **APPROVED** a £1,152.80 bid for memory trees across the estate, subject to clarification on how these would be maintained with delegated authority to Chair and Interim Charity Manager for final sign off.

##### **3.1C: GF07 – SIGNAGE SCREENS IN MATERNITY (CF/24/41)**

**RESOLUTION:** The Committee **APPROVED** a £8,088 bid for screens to share public health and equality, diversity and inclusion messages.

The Committee requested checks on how this would integrate with existing information screen system. **Action: Interim Charity Manager.**

##### **3.1D:GF08– TWYMYN WARD CONSTRUCTION PROJECT (CF/24/42)**

**RESOLUTION:** The Committee **APPROVED** a £77,125 bid to upgrade and enhance two units and a nurse station providing a more immediate benefit to both patients and staff.

Expediting and accelerating the benefit would complement existing NHS resources in this area and would not be wasted or outside the remit of the Charity.

### **3.1E: LF20 – BRONLLYS 2 X FLAG POLES (CF/24/43)**

**RESOLUTION:** The Committee **APPROVED** a £1,616 bid for two flag poles to provide greater visibility on site for flags.  
Discussion took place on the need for contingency funds for additional flags if needed to ensure the poles were used.

### **3.1F: LF28 – AMBUA VIEW ADVANCE EUC CIB V2 IPADS (CF/24/44)**

**RESOLUTION:** The Committee **APPROVED** a £8,300 funding request (over the £5k local limit) for iPads that would allow earlier sign posting and increased capacity.

### **3.2 DELEGATED APPROVAL FINANCIAL LEVELS (CF/24/45)**

MOB outlined a proposal to increase Local Fund Manager approval levels from £5,000 up to £10,000 for all funds (General, Local and Grant Schemes). It was explained that this was in line with health charity practice generally and would shift lower-level grants away from the Committee and allow more time for strategic items and bigger projects/bids in meetings.

**RESOLUTION:** The Committee **APPROVED** an increase of Local Fund manager approval levels from £5,000 up to £10,000 for all funds (General, Local and Grant Schemes).

## **4. ITEMS FOR INFORMATION/ASSURANCE**

### **4.1 INVESTMENT MANAGER REPORT (FOR ASSURANCE) (CF/24/46)**

**RESOLUTION:** The Committee **TOOK ASSURANCE** from the Investment Manager's report from Brewin Dolphin and **NOTED** there had been no real change to the holdings' value, which was greater than the initial investment.

## **5. OTHER MATTERS**

### **5.1 ANY OTHER URGENT BUSINESS (CF/24/47)**

**Terms of Reference** – The Committee terms of reference were being reviewed and a definitive version will be presented for approval at the next meeting following comments from committee members. **Action - All**

**Knighton Hospital Signage** – MOB outlined a proposal to start working with Knighton League of Friends on a joint project to renew signage at Knighton Hospital. The total estimated cost is £20k with the Health Charity contributing 50%. The Committee **SUPPORTED** the proposal.

**Newtown League of Friends** – MOB reported that Newtown League of Friends was planning to wind down and seeking to transfer all remaining funds to the Health Charity for use specifically at Newtown Hospital. The funds were currently circa £20k with £11.5k committed for bids leaving £9k to be transferred. Legal advice had been instructed to develop a transfer agreement for this transaction, but this could also be used in future were similar circumstances to arise. The Committee recorded thanks to all the volunteers (past and present) at Newton League of Friends for their support and donations over the years and the Chair would personally reach out to them. **Action: Chair.**

*MOB and SJ left the meeting*

**Charity team structure** – HB updated on proposals related to the Charity team staffing structure and signalled that a formal paper would be presented for consideration and approval in due course. This was likely to include a Head of Charity post (Band 8A) which was consistent with other Health

Boards. The estimated additional investment cost to the Charity would be £8-£18k and discussion took place on the need to set clear targets for the postholder to drive an income increase (set amount or percentage) to offset the running costs. The Committee **SUPPORTED** the proposal and HB would develop a formal proposal that reflected the feedback. **Action – Director of Corporate Governance.**

**5.2 DATE OF NEXT MEETING (CF/24/48)**

2 December 2024 at 10:00.

*Meeting closed at 16:11*