

CONFIRMED

**MINUTES OF THE CHARITABLE FUNDS COMMITTEE MEETING
HELD ON MONDAY 10 JULY 2024
VIA MICROSOFT TEAMS**

Present:	
Carl Cooper	Chair (Committee Chair)
Rhobert Lewis	Independent Member (Committee Vice Chair)
Pete Hopgood	Interim Deputy Chief Executive Officer, Director of Finance and IT
Cathie Poynton	Independent Member
Claire Madsen	Director of Therapies and Health Science
In Attendance:	
Helen Bushell	Director of Corporate Governance and Board Secretary
Abe Sampson	Charity Manager
Sarah Pritchard	Assistant Director of Finance (Accounting and Services)
Shania Jones	Charity Administrative Support Officer
Observing:	
Martin O'Brien	COVID-19 Public Inquiry Programme Manager

PRELIMINARY MATTERS	
CF/24/16	WELCOME & APOLOGIES FOR ABSENCE The Chair welcomed members to the meeting. Apologies for absence were noted as recorded above.
CF/24/17	DECLARATIONS OF INTEREST The Chair INVITED any declarations of interest in relation to items on the agenda.
CF/24/18	MATTERS ARISING & MINUTES OF PREVIOUS MEETING HELD ON 7 DECEMBER 2023 The minutes of the previous meeting held on 4 MARCH 2024 were RECEIVED and AGREED as being a true and accurate record.
CF/24/19	ACTION LOG The Committee RECEIVED the action log, and the following updates were provided: CF/23/20b – This action was marked as at risk. This is due to project reporting being delayed as the original project lead is still on leave. Work is underway with a new project lead at Llanidloes to help to support the project development and evaluation moving forwards.

	<p>CF/23/33b – The Committee discussed, and it was agreed that the Chair and Director of Corporate Governance would pick this issue up outside the meeting. It was raised that this action should be referred to another committee for consideration.</p> <p>CF/24/11 – Due to staff capacity this has been slightly delayed however, the Assistant Director of Finance is still liaising with Brewin Dolphin regarding the criteria needed for their change with Royal Bank of Canada.</p> <p>The following actions were recommended for closure:</p> <ul style="list-style-type: none"> • CF/24/05a – This action was closed. • CF/24/05b – This action was closed. <p>The action log was updated accordingly.</p>
ITEMS FOR APPROVAL, RATIFICATION OR DECISION	
CF/24/20	<p>BIDS FOR APPROVAL</p> <p>The Charity Manager presented the Charitable Funds bids to the Committee for approval.</p>
a)	<p><u>Development of P Block welfare facilities (£72,000)</u></p> <p>It was noted that this application was brought to committee for initial thoughts and discussion. This application is a request to convert a section of P Block at Bronllys Hospital into a welfare facility which can be utilised by local community groups. This space would function as a small kitchen facility with a restroom and a separate room to store PPE or outer wear.</p> <p>The siting of welfare facilities at Bronllys has been discussed and supported at the Community Spaces Steering Group as well as the Property Accommodation Group. Various options were discussed, and it was noted that it would not be appropriate for community group members to use the kitchens or toilets within the wards or use the canteen for lunch therefore, a welfare facility specifically for community groups was the only remaining option.</p> <p>The Charity is asked to consider if it would support the costs of this improvement work for £72,000.</p> <p>This project has the potential for a wide benefit however, it needs to take into consideration that these benefits for Powys Teaching Health Board (PTHB) are indirect. The benefits would be for the community groups who are using the space, making it difficult to demonstrate and evaluate the overall impact.</p> <p><i>Why Flora Cultura? If Charitable Funds supports one community group, could an argument be made for the need to support them all? Could another organisation or group contribute more? Would this be just for this community group?</i></p>

	<p>The Charity Manager explained that this is not exclusively for Flora Cultura, as of this moment they are the first community group working with Powys Teaching Health Board to develop a future partnership on this. These renovations are for all community groups who wish to use the facilities in the future.</p> <p>It was noted by the Director of Therapies and Health Science that the Associate Director of Capital, Estates and Property has been in contact with other community groups to encourage them to use this facility once it has been completed.</p> <p>There were concerns raised regarding assurance that the funding provided will be used to enhance community engagement and will be for more than one community group.</p> <p>The Committee DISCUSSED and NOTED the development of P Block welfare facilities and ADVISED if the application is to be progressed assurance is required around the wider strategy for community engagement across Powys but at Bronllys in particular.</p>
b)	<p><u>Dementia Friendly Environments (£14,500)</u></p> <p>The request is to consider support for improving the patient experience, and the implementation of the Dementia Friendly Hospital Charter for Wales, by updating PTHB’s wards in outpatients and day room environments with a dementia friendly paint scheme and signage.</p> <p>There are three elements to the project:</p> <ul style="list-style-type: none"> • To paint one wall in every room or bay in all Powys Teaching Health Board (PTHB) wards and in addition the day/dining rooms if funds allow. This scheme, with paint to be applied to the wall opposite the door of each room/bay, will support people living with dementia to be orientated to find their room, for example, when they have been to the day room or to the bathroom. • To paint the day rooms and where wards have them, the dining areas in one of the chosen colours. • To bring all Outpatients’ department in line with the Dementia Friendly paint scheme adopted at Bronllys. This will include the therapy corridor in Bronllys Hospital to provide a template for the Therapy Department to take forward in all their other areas.

	<p>The Charity is asked to support the paint and signage costs for the project, which would cost up to £14,500.</p> <p><i>What is the timeframe and when is it expected to be completed?</i> The Charity Manager reassured the committee members that it is estimated to be completed by the end of the financial year. However, it maybe subject to capacity and each individuals hospital site. It was noted that the funding would carry over if there were delays.</p> <p>The Assistant Director of Finance provided further reassurance that there is the ability to be flexible if there were issues to arise.</p> <p>The Committee DISCUSSED and APPROVED dementia friendly environments.</p>
c)	<p><u>Pottery Sessions at Felindre Ward (£7,000)</u></p> <p>This request is for the Charitable Funds Committee support the continuation of twice weekly, therapeutic pottery sessions taking place on Felindre Ward (Bronllys Hospital) in addition to a small materials budget for the year. This request has been made to the AMI Legacy Fund which was designated for the use of mental health services at Bronllys and Llandrindod.</p> <p>The total project cost is £7,000 over a 12-month period.</p> <p>It was noted by committee members how well this project has been received previously.</p> <p><i>Should Committee consider re-evaluating the thresholds?</i> The Chair agreed there needs to be a discussion and for this to be brought back to committee for future discussions.</p> <p>ACTION: Charity Manager to liaise with Committee Members and bring a recommendation on the thresholds back to September Committee.</p> <p>The Committee DISCUSSED and APPROVED pottery sessions at Felindre Ward.</p>
d)	<p><u>Corneal Scanning Equipment (£6,021)</u></p> <p>This request is for the Committee to consider supporting the purchase of an Anterior Segment Attachment kit AA-1 for the OCT scanner at Llandrindod Wells Hospital, which would enable the capture of specific corneal scans. This will allow the diagnosis and treat in a timelier fashion, bringing care closer to home.</p>

	<p>Patients experiencing conditions of the cornea are currently having to travel to Hereford for corneal imaging. This piece of equipment will enable the development of a corneal OPD service and support Mr Geraint Williams in the diagnosis and treatment planning of these complex eye conditions. This equipment will be used approximately 20 times a week to capture images.</p> <p>The total project cost is £6,021 for the new equipment.</p> <p><i>Please provide assurance that this is not a core provision.</i></p> <p>The Charity Manager reassured Committee that this is considered above and beyond as the service are currently have the equipment but at only one location which requires patients to travel and increasing wait times. By providing additional equipment would help to improve overall patient experience.</p> <p>The Committee DISCUSSED and APPROVED the Corneal Scanning Equipment.</p>
e)	<p><u>Express Yourself (£1,600)</u></p> <p>This request is for the Committee to consider supporting the Express Yourself project, which will offer opportunities for people with communication difficulties due to a neurological condition the chance to engage in theatre or movement workshops to develop confidence, expression and communicative abilities in social situations. These sessions will provide individuals with opportunities to improve their communication skills in a fun, supportive and engaging environment with longer-term aims of improving communication skills in everyday, functional encounters.</p> <p>This project will see PTHB Speech and Language Therapists partner with two Powys based arts organisations to develop a proposal to deliver dance and movement workshops across Powys.</p> <p>The funding requested from the Powys Health Charity is £1,600, which is approximately 10% of the total project costs, where the remainder would be funded via Arts Council Wales Funding.</p> <p><i>If Arts Council Wales do not fund the project, presumably Charitable Funds would not provide funding either?</i></p> <p>The Charity Manager confirmed that this funding is on the condition that Arts Council Wales is providing the remaining amount.</p>

	<p>The Committee DISCUSSED and APPROVED the express yourself application.</p>
f)	<p><u>Fork to Table (£1,000)</u></p> <p>This request is for the Committee to consider supporting this proposal from Ponthafren, a Mental Health Charity working with people aged 16+, who receive approximately 1,000 referrals per year. Their Newtown centre has a garden with space for vegetable growing and other wellbeing activities. Ponthafren would like to use the funds available to develop a gardening group in which clients can grow fruit and vegetables and then sit down together to a meal which has been prepared using some of the home grown produce. The proposed project would be open to anyone in the local community who would like to take part, will provide a safe space for people to build social networks and something to look forward to each week.</p> <p>The Committee is asked to consider supporting the project for a total of £1,000.</p> <p><i>As this is part of the Charity's grant scheme, was this open to the wider public? And can assurance be given that this funding opportunity isn't just for a select few.</i></p> <p>The Charity Manager explained that in regard to this application they approached the Charity. However, the grant scheme was published on a wider scale from newsletters and other social channels and is open to all if they wish to apply.</p> <p>The Committee DISCUSSED and APPROVED the fork to table application.</p>
CF/24/21	<p>EXPENDITURE APPROVED UNDER DELEGATED AUTHORITY SINCE THE LAST MEETING (FOR RATIFICATION)</p> <p>The Assistant Director of Finance presented a summary of the projects approved under delegated authority during the period of February 2024 to March 2024.</p> <p>A number of requests from various local funds with a combined value of £18,581.</p> <p>The Committee DISCUSSED and RATIFIED the expenditure.</p>
CF/24/22	<p>PAVO & POWYS HEALTH CHARITY – SMALL HEALTH GRANTS SCHEME 2024 – SUCCESSFUL APPLICANTS (FOR APPROVAL)</p> <p>The Charity Manager presented to Committee a summary of the Small Health Grants submissions recommended for funding following the grants panel's review.</p>

	<p>The panel's recommendations are presented for approval and ratification by the Committee.</p> <p>Following the grants panel review and scoring, a total of £69,115 is recommended to be allocated to 13 projects over the next three years.</p> <p>This allocation is split as follows across the three years:</p> <p>Year 1 (2024/25) - £27,428 Year 2 (2025/26) - £21,857 Year 3 (2026/27) - £19,830</p> <p>The grant priorities were as follows:</p> <ol style="list-style-type: none"> 1. Cost of living - health and wellbeing interventions. 2. Transport to wellbeing (not including journeys to health-related appointments). 3. Wellbeing at home - supporting independent living. 4. Loneliness and isolation - health and wellbeing interventions. <p>The Committee DISCUSSED and APPROVED the Small Health Grants Scheme 2024.</p>
ITEMS FOR DISCUSSION	
CF/24/23	<p>INTERIM ARRANGEMENTS FOR CHARITY MANAGER POST</p> <p>The Director of Corporate Governance gave a verbal update on the new arrangements for the Powys Health Charity Team for the next six months. This included:</p> <ul style="list-style-type: none"> • COVID-19 Programme Inquiry Manager will provide support and oversight for the Charity alongside his current role. • An expanded role for the Charity Administrative Support officer, who will be temporary act up into a Band 5 role. • Additional admin support to be provided from within the corporate governance directorate. <p>Additionally, the Committee noted thanks to Abe Sampson for his time as Charity Manager.</p> <p>The Committee DISCUSSED and NOTED the Interim Arrangements for Charity Manager Post.</p>
CF/24/24	<p>CHARITY ACTIVITY (COMMUNICATIONS AND ENGAGEMENT REPORT)</p> <p>The Charity Manager presented that charity activity report for the period between March to May 2024.</p> <p>Key items highlighted included:</p>

	<ul style="list-style-type: none"> • Ongoing projects and partnerships • Communications, campaigns and fundraising • Engagement report <p><i>The newsletter readership there is a significant drop compared to last year, is there a reason?</i></p> <p>The Charity Manger explained that there was a large spike last year due to the launch of the Brand and the work around that project. It was a large spike compared to what our average readership of approximately 200 per month. There is a lot more consistency now which has slowly developed over time.</p> <p>The Committee DISCUSSED and NOTED the Charity activity report.</p> <p><i>Claire Madsen left the meeting.</i></p>
CF/24/25	<p>CHARITABLE FUNDS FINANCIAL SUMMARY REPORT</p> <p>The Assistant Director of Finance presented the financial summary report for the period ending March 2024. Key messages included:</p> <ul style="list-style-type: none"> • GENERAL FUNDS = From an amount of £2,629,327 held within General Purposes or designated funds at the 1 April 2023, income of £268,835 has been received and £175,022 of expenditure has been paid. This equates to 7% of funds held at 1 April 2023 have actually been spent. • LEGACY FUNDS = From an amount of £1,628,923 of funds held within legacies at 1 April 2023, £18,223 income has been received and £24,435 of expenditure has been paid. This equates to 1.5% of funds held at 1 April 2023 have actually been spent. • BANK BALANCE - The Balance held within the bank account at 31 March 2023 is just over £0.796M. Discussions with our investment advisors as to whether a short-term investment option was available has been undertaken but they advised that they could not guarantee any short-term investments would repay the amount invested over the shorter term. A term of investment for three years would be advised to ensure the investment would retain its level. They advised us to retain this within our bank over the short term due to current interest rates. We do have some larger items of expenditure expected in the coming months which should reduce the balance closer to our target cash balance of £0.5M. <p><i>When the committee authorises funding which is not legacy funding, does it all come out of Powys General purposes? And what are the procedures around taking funding out of the other funds?</i></p>

	<p>The Assistant Director of Finance explained that there roughly 80 funds held by the charity, some are relatively small and just for a distinct service area. The Charity does hold general purpose funds for each area e.g. Welshpool general purposes and can be used for anything within that area. The Charity often receive donations which will be directed towards a specific local service. For the purpose of reporting the team try and highlight the larger areas of funds, for example £25,000 - £50,000 or over £50,000 and then band together the more generic smaller items which will be within a particular service area.</p> <p>In terms of utilisation of these funds, the donations that are received for a particular area or service will only be used for that area or service only.</p> <p><i>Is the Committee and Charity allocating enough funds? And is the Committee comfortable with the amounts being allocated considering how many funds are held within the Charity.</i></p> <p>The Assistant Director of Finance explained that ambition is to spend as much of the funds as possible and utilise the funding providing by donations. However, it is difficult as there needs to be framework and appropriateness around allocating funds. This is where the Charity Team come in as they can ensure there is appropriate governance being taken as well as working closely with local areas and services to find ways to utilise this funding to benefit them.</p> <p>The Committee DISCUSSED and NOTED the report.</p>
ITEMS FOR INFORMATION	
CF/24/26	<p>INVESTMENT MANAGER REPORT The Committee RECEIVED, DISCUSSED and NOTED the report.</p>
OTHER MATTERS	
CF/24/27	<p>ANY OTHER URGENT BUSINESS There was no other urgent business.</p>
CF/24/28	<p>DATE OF NEXT MEETING 16 September 2024, 10am Via Microsoft Teams</p>