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Health Board

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

**CONFIRMED MINUTES OF THE MEETING HELD ON
01 DECEMBER 2025 VIA MICROSOFT TEAMS**

MEMBERS		
Carl Cooper	CC	Chair (Committee Chair)
Cathie Poynton	CP	Independent Member (from 10.06)
Ian Thomas	IT	Independent Member
Chris Walsh	CW	Independent Member
IN ATTENDANCE		
Helen Bushell	HB	Director of Corporate Governance / Board Secretary (from 10.54)
Carlene Eckley Berry	CEB	Communications Assistant
Pete Hopgood	PH	Deputy Chief Executive/Executive Director of Finance, Capital and Support Services
Laura Jones	LJ	Midwife (10.09 – 10.25)
Shania Jones	SJ	Charity Administrative Support Officer
Claire Madsen	CM	Executive Director of Allied Health Professions, Health Sciences and Digital (from 10.07)
Martin O’Brien	MOB	Head of Charity
Liz Patterson	LP	Head of Corporate Governance (Committee support)
Sarah Pritchard	SP	Assistant Director of Finance (Accounting and Services)
Tom Richards	TR	Financial Accountant
APOLOGIES FOR ABSENCE:		
Hayley Thomas	HT	Chief Executive

1. PRELIMINARY MATTERS
1.1 WELCOME AND APOLOGIES (CF/25/45)
The Chair welcomed everyone to the meeting. Apologies for absence were received as recorded above.
1.2 DECLARATIONS OF INTEREST (CF/25/46)
No declarations of interests were received in addition to those already recorded on the register.
1.3 PROJECT OUTCOME PRESENTATION – MAY’S MILES (CF/25/47)
<i>This item was taken at 10.09 when LJ joined the meeting</i>

The Chair welcomed LJ to the meeting. LJ gave a presentation on the outcomes that had arisen as a result of the funding received by the May's Miles fundraiser.

- The funding request had been made with the intention of further raising breast feeding rates in Powys which were higher than all Wales rates, although there were marked reduction in rates at 6 weeks and 6 months
- The request included:
 - Funding for tongue-tie training to staff who had been unable to access the initial training to enable more timely referrals to Cardiff or Telford
 - Breast feeding dolls and silicon breasts to enable hands off demonstration and better infection prevention and control
 - Additional breast pumps for 28 day loan to ensure each birth centre has at least one and in some cases two.
- Future plans include developing peer support across the county, exploring an in-county tongue-tie service, and expanding the lactation consultant team

CC thanked LJ for her helpful presentation and invited questions.

LJ explained that the team were collating information in regard to tongue-tie as some families had arranged private treatment. The increase in trained team members will ensure families get prompt support and appropriate referrals. In the first six months of the year there have been 28 referrals for tongue-tie to Cardiff (where the service is commissioned) or Telford (who will treat tongue-tie but there is a four week delay).

LJ noted that attitudes to breast feeding in Powys had been positive with many businesses welcoming the Baby Friendly initiative.

The presentation was **NOTED** and CC drew attention to the potential for the service to apply for future funding as the service develops.

LJ left the meeting 10.25

2 CONSENT AGENDA (CF/25/27)

No items were raised.

3 ITEMS FOR APPROVAL/RATIFICATION/DECISION

3.1 MINUTES OF PREVIOUS MEETING (CF/25/48)

The minutes of the meetings held on 15 September 2025 were **CONFIRMED** as an accurate record.

3.2. ACTION LOG (CF/25/49)

CC provided an overview of the Action Log, highlighting:

- CF/25/36 – Charity Dashboard – included in the Head of Charity's update. COMPLETED
- CF/25/10a – information on delegations provided. COMPLETED
- CF/24/83 – update on vestibular pathway – not yet due.

MOB gave a verbal update in relation to the vestibular pathway advising that the Charity team remain in contact with the Audiology team to ensure feedback will be provided. The project has been delivered and the delay in

reporting relates to a delay in collecting the information to measure the outcomes.

The Committee **NOTED** the action log update and agreed the requested extension.

CP and CM joined the meeting 10.06

3.3. POWYS GENERAL PURPOSE AND LOCAL FUNDS BIDS (CF/25/50)

No applications had been received for General Purpose or Local Funds.

3.4 TERMS OF REFERENCE REVIEW (CF/25/51)

This item was withdrawn as further work was required by the Corporate Governance Team. It will be brought to the next meeting of the Charitable Funds Committee and will be considered by Board in the new financial Year.

Action: Director of Corporate Governance

3.5. RESERVES POLICY (CF/25/52)

SP presented the report outlining that:

- The Charity Commission require each Charity to have a reserves policy which is reviewed biennially.
- The purpose of the reserves policy was to set a minimum balance level to avoid financial risk.
- In line with other NHS charities, a calculation method was defined using:
 - One year of Charity administration support costs
 - 20% of investments held, and
 - 25% of annual expenditure, averaged over the previous three years
- The reserves policy had been calculated as £943k.
- The current review showed a slight increase of approximately £20k compared to two years ago.

Members asked the following questions for assurance:

Is there a potential reputational risk given the Charity has ~£4.71m in unrestricted reserves which is significantly above the £934k required?

SP confirmed this was a potential risk, however, Charity balances were often uneven across years with significant income being received in one year and spending in other years. An element of the current balances were in legacy funds which needed dedicated strategies to ensure permitted expenditure.

Does the charity pay tax on interest received?

SP confirmed that no tax was payable on interest received on charitable reserves.

What is the average amount of legacies received annually?

SP confirmed this was approximately £50-100k per year. The Charity holds two significant legacies which have restrictions on use. If legacies are made with restrictions which are not possible to fulfil, the team will meet with the

Executors to attempt to get the restriction widened. The Charity is not obliged to accept a legacy where the request cannot be fulfilled.

Has the Charity ever gone back to a donor and asked for the restriction to be widened?

SP confirmed that in recent years restrictions have been widened, however, the Charity have two historic legacies which have tight restrictions, one in relation to palliative care. The Charity Strategy will seek to enable these funds to be used.

MOB advised that the team were speaking to Funeral Directors to explain the purpose of the Health Charity and clarify the role of the Charity and local League of Friends. There had been an understanding that the Powys Health Charity were unable to ringfence funds to a location, and the engagement has clarified that donations may be ringfenced to a particular area.

If the ringfenced reserves are removed, would the unrestricted funds still be in excess of the required reserves?

SP confirmed that the ringfenced legacies totalled £1.4m (with over £1m restricted to expenditure on palliative care). Unrestricted funds would still be in excess of the required reserves.

CM noted that there may be opportunities under the Better Together programme to spend the legacy restricted to palliative care and suggested MOB speak to the Better Together Programme Manager.

Action: Head of Charity

The Committee **APPROVED** the Reserves Policy.

4 ESCALATED ITEMS (CF/25/53)

There were no escalated items.

5 ITEMS FOR ASSURANCE

5.FINANCIAL REPORT (CF/25/54)

SP presented the report covering the period from 01 April 2025 to 31 July 2025 and advised that changes in expenditure were expected over the remainder of the financial year.

Members asked the following questions for assurance:

Is there a correlation between the size of the Health Charity and the size of the population it covers?

SP advised some benchmarking is undertaken at the Charitable Funds Financial Peer Group and Finance Manager Peer Group across Wales. Direct comparisons can be difficult due to the fluctuations in Charitable Fund balances as legacies are received, and the different organisations each Charity relates to (for example, Velindre Trust which focusses on cancer care has an active charity). The information requested will be included in the next report to Committee.

Action: Assistant Director of Finance

MOB noted whilst legacies were difficult to predict, the Health Board were at a disadvantage in Powys as there was no District General Hospital where fundraising could be focussed.

The Committee:

- **DISCUSSED** and **NOTED** the financial summary.
- **NOTED** the current level of income received and expenditure of funds from 01 April 2025 to 31 July 2025.
- **NOTED** any actions or recommendations linked to the financial position of the funds.

5.2 CHARITY MANAGER UPDATE (CF/25/55)

MOB provided an update on activities since the previous meeting of the Committee. Key points included:

- 01 December 2025 is the first day of the Festive Fundraiser
- Wellbeing Roadshows in Bronllys, Machynlleth, Ystradgynlais and Llandrindod Wells have been attended which have been good for raising awareness
- The Charity is 30 on 26 July 2026 and a Skydive has been arranged for 30 participants with 17 colleagues signed up to date. Other potential activities include a Tea Party Hamper for local celebrations, and a Powys 3 Peaks Challenge.
- The team are working with the Welsh Government St David's Day Grant to provide music in hospitals in the weeks before St David's along with decorated foyers and ward areas.
- The team have met with the League of Friends in Brecon, Knighton and Llandrindod Wells, including in relation to the League of Friends shops in Brecon and Llandrindod Wells with Brecon recently agreeing to move the shop location to facilitate better use of the estate for patient services.
- The team are facilitating the provision of performance reporting to League of Friends groups which is providing added value.

Members asked the following questions for assurance:

Is there a timeline for the shop move in Brecon as this is affecting clinical services?

MOB confirmed this was imminent and would check with Estates and feedback to CM.

Action: Head of Charity

It is disappointing that a local League of Friends, where an initial positive meeting had taken place, later decided to withdraw from engaging with the team. What actions can be taken to work with this group?

MOB confirmed that the League of Friends have indicated that they wish to meet with CC before any further engagement with the Charity team. A change of position was not uncommon when a League of Friends delegation met with their wider membership.

SP suggested this may relate to the use of social media by the Charity who may be more receptive to the use of traditional routes of communication.

CC requested to meet with MOB to agree next steps.

Action: Chair and Head of Charity

Is there an agreed approach for working with League of Friends groups as this could be very time consuming.

CC advised that at the request of League of Friends group a Forum was set up but had experienced poor attendance. The current position is for the Head of Charity to act as a point of liaison, and this appears to be working more effectively.

Are the Charity Team able to provide more support for League of Friends who are struggling to attract new members?

CC advised that the Charity did not have the capacity to provide this support which was better placed to be provided by PAVO.

MOB confirmed that support for League of Friends was in place but was limited as the Charity could not support the League of Friends to raise local funds at the detriment of fundraising for the Powys Charity.

The Charity Manager update was **NOTED**.

5.3. CHARITY DASHBOARD (CF/25/56)

MOB presented the report and highlighted the following areas:

- A total of 82 applications had been received from April – October 2025 of which 45 were to the Powys Charity and 37 were to Other Charities.
- The application by area table details the funding spent by the League of Friends ('Other Charities')
- Fewer projects are receiving support. It is not known why, given the team are increasing engagement and raising the profile of the Charity
- A number of applications have been rejected as they are for items which are the responsibility of the NHS to provide

HB joined the meeting 10.54

Members requested the following information be included in the dashboard:

- That the dashboard be split to clearly demonstrate the applications and spend which relate to the Charity and those that relate to 'Other Charities'?
- Can consideration be given to ascertain why fewer applications are being supported in 2025/26?
- Can the year by year comparison be provided based on spend in addition to no of applications

Action: Head of Charity

Is feedback provided to unsuccessful applications and do applicants reapply?

MOB confirmed applicants were supported to make applications to facilitate the work of the Charity. Unsuccessful applications tend to relate to applications either for items that the NHS should provide, or for refreshments.

What is the Executive role in interacting with the Charity?

HB advised that the Executive team review bids and support where appropriate. There is a strategic role for the Charity in delivering larger investment and this is tied to the Better Together programme. It will be necessary to provide focus on this in next two years.

CM referred to the patient story at Board where audio had been faint and had suggested that an application for a microphone be made to the Fund. The applicant was not aware of the Fund and would henceforth be making an application.

HB suggested including an item on the staff briefing on successful applications which may raise the profile of the Charity and increase applications.

The Charity Dashboard was **NOTED** and **ASSURANCE** was taken that appropriate reporting mechanisms were in place.

5.4. COMMUNICATIONS (CF/25/57)

CEB gave the following update:

- The website launch advert had attracted over 26k views, and the Festive Fundraiser advert nearly 7k views
- The team have joined a number of Community Groups where new stories can be shared which increases followers
- A press release regarding the launch of the Charity website was issued to and picked up by the County Times, Shropshire Star and Brecon and Radnor papers. A further press release regarding the Festive Fundraiser is planned
- Google analytics will be examined to ascertain if engagement is linked to website visits.

SJ gave the following update:

- The new newsletter will be launched imminently which is hoped will increase visits to the website
- Merchandise had been purchased to support the website launch (mugs, T-shirts and bags)
- Charity Ambassadors are being sought to support the Charity across the organisation
- The Festive Fundraiser has been launched to provide a gift for all patients in hospital on Christmas day, supported by local businesses
- A colleague in Estates won a gift card for £100 which he was unable accept and directed to the Festive Fundraiser

Members requested

- that communications was not solely focussed on social media as traditional media still has a role to play
- that the report be developed to include, in addition to a description of activity, the impact of the activity in relation to the investment the Charity has made in the team's capacity

Action: Head of Charity

HB advised that it would be appropriate to consider this as part of the Charitable Funds Strategy and how this will be monitored over the next financial year.

The Communications update was **NOTED**.

6 ITEMS FOR DISCUSSION

6.1. CHARITY STRATEGY DEVELOPMENT(CF/25/58)

MOB advised that the Task and Finish Group set up after the last Committee meeting had met to explore the Charity's approach over the next three years. Initial ideas were formed and Charity users consulted, with Trustee input pending. Survey feedback had shaped the vision, mission, values, and priorities, which would be presented to Trustees before drafting an action plan. The Strategy aimed to balance restricted funding, spending areas, and Health Board priorities while defining ambitions. The paper was shared, and work continued with HB and IT through the Task and Finish Group, with Trustee feedback to inform the final three-year strategy.

HB advised of the intention to speak with the Trustees via a session at Board Development in December 2025 or January 2026 and to bring the Strategy back to Committee in March 2026.

Members gave the following initial feedback:

- clarity needed around the vision and mission
- how to address the known weakness in understanding project outcomes

Further feedback would be provided when the Trustees were consulted.

The Committee:

- **RECEIVED** the report outlining progress to date including stakeholder feedback,
- Provided **COMMENT** on the emerging vision, mission, key priorities and plan on a page
- **AGREED** the next steps to develop the final draft strategy and supporting documents in readiness for March 2026.

6.2 ANNUAL REPORT AND AUDIT 2024-25 (CF/25/59)

SP presented the report and drew attention to the following areas:

- The document is lengthy in compliance with Charity Commission regulations
- A full statutory audit is required as the gross funds exceed £1m and income exceeded £250k
- The Audit Plan outlining the approach to the audit was provided
- In 2024/25 the Charity received income of £251k and had expenditure of £448k
- A small unrealised loss on investments was noted between year ends
- The audit is expected to be concluded before Christmas
- The Annual Report and Accounts will require adoption at Board in their role as Corporate Trustees
- Thanks were expressed to TR and MOB for their work on the Annual Report and Accounts

The Committee :

- **NOTED** the draft Annual Report and Accounts
- **NOTED** the current position of the Audit.

7 CONSENT AGENDA(CF/25/60)

The following items were received under the consent agenda:

- Investment Manager Report (for information)
- Projects approved under Delegated Authority (for ratification)
- Glossary (for information)

8 OTHER MATTERS

8.1. ANY OTHER URGENT BUSINESS (CF/25/61)

CM advised that the charity-supported project *Express Yourself*, delivered by the Speech and Language Therapy team in collaboration with Shakespeare Link had been entered for the Advancing Healthcare Awards. It was shortlisted as a finalist in the Excellence in Rehabilitation category, and although it did not win, the team attended the awards ceremony, which helped raise the profile of Powys Teaching Health Board as the only finalist from Powys.

The project was recognised as an excellent example of partnership working and collaboration, enhancing the reputation of both the Charity and Health Board staff. It was also highlighted that the outcome measures for the project were robust, which reinforces the point that charitable funding requires strong evidence of impact.

MOB confirmed that the Charity was compliant with the fundraising regulations in relation to their communications.

8.3 REFLECTIONS(CF/25/62)

The Committee members offered the following reflections:

- Feedback from services that have benefited from Charitable Funding are welcomed
- The use of the consent agenda is allowing better focus on important items, and the papers are becoming more focussed

8.3. DATE OF NEXT MEETING (CF/25/63)

16 March 2026 at 10.00 via Microsoft Teams. It was noted that a short meeting of the Committee would be required in January 2026 to recommend the Annual Report and Accounts to the Board.