



**GIG**  
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WALES

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  
15 SEPTEMBER 2025 VIA MICROSOFT TEAMS**

<b>MEMBERS</b>		
Carl Cooper	CC	Chair (Committee Chair)
Cathie Poynton	CP	Independent Member
Ian Thomas	IT	Independent Member (from 10.10)
Chris Walsh	CW	Independent Member
<b>IN ATTENDANCE</b>		
Helen Bushell	HB	Director of Corporate Governance / Board Secretary
Vicki Cooper	VC	Chief Digital Data Officer
Carlene Eckley Berry	CEB	Communications Assistant
Pete Hoppood	PH	Deputy Chief Executive/Executive Director of Finance, Capital and Support Services
Shania Jones	SJ	Charity Administrative Support Officer
Lloyd Morgan	LM	Capital Programme Manager (Estates)
Martin O’Brien	MOB	Interim Charity Manager (10.25 – 10.38)
Liz Patterson	LP	Head of Corporate Governance (Committee support)
Sarah Powell	SPo	Assistant Director People and Culture (10.38 – 10.53)
Sarah Pritchard	SP	Assistant Director of Finance (Accounting and Services)
<b>APOLOGIES FOR ABSENCE:</b>		
Claire Madsen	CM	Executive Director of Allied Health Professions, Health Sciences and Digital
Hayley Thomas	HT	Chief Executive
Sue Wilcox	SW	Senior Administrator

**1. PRELIMINARY MATTERS**

**1.1 WELCOME AND APOLOGIES (CF/25/24)**

The Chair welcomed everyone to the meeting. Apologies for absence were received as recorded above. It was noted that the Terms of Reference for the Committee had been amended at Board and henceforth meetings of the Committee would be held in private with a copy of the agenda and minutes shared publicly on the Powys Teaching Health Board website.

**1.2 DECLARATIONS OF INTEREST (CF/25/25)**

No declarations of interests were received in addition to those already recorded on the register.

### **1.3 PROJECT OUTCOME PRESENTATION (CF/25/26)**

MOB advised that it had been expected that an update on the Vestibular Pathway would be provided but that it had been too early to come to this meeting, and it was expected that this would be brought to Committee in March or June 2026.

### **2 CONSENT AGENDA (CF/25/27)**

No items were raised.

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

#### **3.1 MINUTES OF PREVIOUS MEETING (CF/25/28)**

The minutes of the meetings held on 16 June 2025 were **CONFIRMED** as an accurate record.

#### **3.2. ACTION LOG (CF/25/29)**

HB provided an overview of the Action Log, highlighting:

- CF/25/10a – best practice examples of schedule of delegation – Not Yet Due
- CF/24/83 – update on vestibular pathway – requested extension to June 2026.

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

#### **3.3. POWYS GENERAL PURPOSE AND LOCAL FUNDS BIDS (CF/25/30)**

##### **3.3a GF01 2025 05 – Replacement OCT Scanner - £97,320**

MOB introduced the application for a replacement OCT scanner for the Ophthalmology Department in Llanidloes as the previous scanner had broken beyond repair and patients were now required to travel to Newtown for a scan.

SP advised this item of equipment was on the capital replacement list and a bid would be submitted to Welsh Government under the capital slippage programme. The team were hopeful that this bid would be successful. It was likely that the existing scanner had been purchased either by capital funding or via a national scheme.

HB noted this bid had been examined at Executive Committee who sought assurance that any item purchased would be need to be moveable.

CP requested that when purchased this item of kit should be included on the Capital Equipment Replacement Programme.

SP noted revenue funding for maintenance was in place for the existing scanner and would continue for the replacement item.

The Committee **AGREED IN PRINCIPLE** to purchase a replacement OCT scanner

LM joined 10.38

### **3.3b GF02 2025 06 – Welshpool Dining Room extension - £17,979**

MOB introduced the application for dining room furniture for the expanded Dining Room in Welshpool, the building of which is being supported by the Welshpool League of Friends.

HB noted this bid had been examined at Executive Committee who sought assurance that any items purchased would be need to be moveable.

PH confirmed that the Committee were not being asked to support the capital project, but just the furniture.

LM advised that during the capital work staff were continuing to use the ward conservatory which would be returned to patient use on completion of the new dining room.

MOB confirmed that the furniture design would be the same as used in Caffi Croeso at Machynlleth Community Hospital, and for the proposed Dining Room at Llandrindod Wells County War Memorial Hospital. Stakeholder engagement had taken place when choosing the Caffi Croeso furniture.

LM confirmed ongoing stakeholder engagement during the Welshpool Dining Room project.

SP noted the Welshpool General Fund was one of the larger funds held and this application aligned well with the core charitable purpose of an enhanced environment for staff.

The Committee **APROVED** the application.

LM left 10.38

SPo joined 10.38

### **3.3c GF03 2025 06 – Mindfulness ACT Compassion, Wellbeing Programme expansion - £81,602 (over 2 years)**

SP introduced the application noting a pilot project was launched between January and April to address gaps in staff support, focusing on mindfulness, acceptance and commitment therapy, and compassion-based practice. Initially aimed at staff on long-term sick leave due to stress, anxiety, or depression, the project received an unexpectedly high response, prompting a broader scope.

Over 53 staff members received tailored interventions, resulting in a reported 55% reduction in anxiety and depression levels. Participants gained practical tools and techniques, and feedback highlighted the programme's value. Managers also expressed interest in extending support to their teams.

Plans were made to scale the initiative over two years, aiming to reach over 600 staff. A soft launch generated immediate interest, and success metrics were to include stress reduction, staff engagement, and absence prevention. The pilot alone was estimated to have saved 44 days of sick leave.

The service operated flexibly, offering timely, non-clinical support. Interest from other health boards and Welsh Government positioned the project as a potential research initiative. Cost-saving measures were proposed, including virtual delivery and removal of external evaluation expenses.

SP advised that the part of the bid relating to venue hire and external validation would be excluded due to the current stop on travel, and the team are currently exploring research/ evaluation support through Welsh Gov Smart , Flexible Innovation Support Scheme.

HB noted this application had been considered at Executive Committee who had supported the application.

SP confirmed that the pilot project had generated interest from other organisations and opportunities for income generation were being explored. There was no set role for Wellbeing Ambassadors who were able to develop their role depending on their expertise and interests.

CC suggested that the application for venue hire be retained as face to face sessions maybe beneficial in the wellbeing sphere.

The Committee **APPROVED** the application.

### **3.3d GF04 2025 08 – Powys – Cysur Natur (Comfort in Nature) - £30,000**

MOB introduced the application for early stage support. Cysur Natur is submitting an application for funding from NHS Charities Together and, as part of the application, needs to demonstrate match funding is available. The request is for in principle approval for funding up to 20% of the £150k grant requested from NHS Charities Together. On receipt of the application to NHS Charities Together Cysur Natur will submit a firm application to the Powys Charity.

The Committee **APPROVED** the in principle application and looked forward to receiving a firm application to a future meeting.

### **3.4 PROJECTS APPROVED UNDER DELEGATED AUTHORITY (CF/25/31)**

MOB presented the report, which had been previously circulated, detailing the applications approved under delegated authority since the last meeting of the Committee.

The Committee **DISCUSSED** and **RATIFIED** the expenditure.

### **3.5. ESTATE OF TH (CF/25/32)**

The Committee **CONFIRMED** support for Option 2 as outlined in the Client Advice Note.

### **4 ESCALATED ITEMS (CF/25/33)**

There were no escalated items.

## **5 ITEMS FOR ASSURANCE**

### **5.FINANCIAL REPORT (CF/25/34)**

SP presented the report noting there was an error in the information presented in slides 3 and 4 where the correct figure for movement on general funds was a £39k increase and a decrease of £5k on legacy funds held since 31 March 2025.

A focus on spending charitable funds in a timely manner was noted and MOB confirmed the Charitable Funds Strategy which was in development would be an opportunity to examine 'what good looked like'.

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/25/35)**

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

- Relationships had been strengthened with several League of Friends groups, including Llandrindod Wells, Brecon, and Welshpool, to improve collaboration and streamline project funding processes.
- These groups had agreed to adopt the Charity's internal application system, enabling earlier project awareness and faster coordination with Estates, IT, and other teams.
- Positive outcomes were noted, particularly at Llandrindod Wells, with improved project delivery and performance tracking.
- Discussions had been held with Llandrindod Wells and Brecon regarding hospital shop locations, resulting in agreed changes to meet compliance and operational needs.
- The Charity website was nearing launch, pending final updates from the developer, with plans to promote it across digital platforms.
- Access to JustGiving reports allowed clearer tracking of donation intent and purpose, enhancing collaboration with the Finance team.
- The Charity had registered with the Fundraising Regulator and were updating communications to ensure compliance with fundraising standards.
- A draft revision of the Charity Policy was underway to clarify the official status of Powys Health Charity and ensure all fundraising on Health Board sites aligns with its aims.

The Charity Manager update was **NOTED**.

### **5.3. CHARITY DASHBOARD (CF/25/36)**

MOB presented the report and highlighted the following areas:

- A table was presented to demonstrate the scope of the ongoing project, highlighting investment from League of Friends groups across the county.
- The figures illustrated total funding and expenditure aimed at improving patient experience, facilities, and staff well-being.
- A breakdown of 51 projects was provided, categorised into sub-themes to show specific areas of spending.
- The largest proportion of funding was allocated to new medical equipment.
- Contributions from League of Friends were included in the sub-theme analysis, showing their impact on Health Board improvements.

It was noted that the Dashboard had been in place for 12 months now and trend data was requested in the next update.

**Action: Charity Manager**

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

#### **5.4. COMMUNICATIONS (CF/25/37)**

CEB gave the following update:

- The team had shifted its social media strategy to focus on more meaningful and personalised content, moving away from solely highlighting awareness days.
- Feedback from staff and community members who submitted applications was used to create relatable news posts, including photos and stories from those involved.
- One example featured a donation of Squishmallow Toys from NSPCC Wales, with staff feedback and tagging of both NSPCC Wales and Powys Teaching Health Board, resulting in shared posts and increased engagement.
- Analysis of Facebook data showed higher engagement during campaign periods, such as April and May for May's Miles.
- The team had experimented with varied formats including videos, reels, and original images, which positively impacted reach and engagement.
- Attendance at a Comms Wales mini conference, including a presentation from Golley Slater, provided valuable insights for future social media planning.
- Plans were made to promote the upcoming festive fundraiser using reels, videos, paid promotions, and potentially expanding to Instagram, leveraging feel-good stories suited to that platform.

It was confirmed that the team worked closely with the Communications team to share expertise.

The Communications update was **NOTED**.

#### **5.4. PROPERTY ASSETS UPATE (CF/25/38)**

SP presented the report at the request of the Committee in relation to two legacies. The following additional update was given in relation one of the

legacies where the Charity have a one-third share in several properties in Ystradgynlais:

- A proposal for a new lease had been made in respect of the second property of £12k per annum with a five-year term and a break clause at three years, reflecting current market trends.
- In relation to the fourth property, this was vacant due to the previous tenant's dispute with their energy supplier. Negotiations are ongoing to resolve the dispute, and interest had been expressed in renting the vacant property.
- Shared Services Property and property managers had advised that new minimum energy efficiency standards could require substantial investment.
- Discussions were pending among the beneficiaries regarding potential disposal of the portfolio.
- Future decisions would consider landlord obligations, associated costs, and whether a unanimous agreement to sell could be reached.

The Committee:

- **NOTED** the update,
- Took **ASSURANCE** that mechanisms are in place to manage these assets, and
- **APPROVED** the agreement of a five year term lease for £12k per annum in relation to the second property.

## 6 ITEMS FOR DISCUSSION

### 6.1. REVIEW OF PTHB CHARITY STRATEGY (CF/25/39)

HB advised that the current Charity Strategy had run from 2022-2025 and a new Strategy was under development. A direction of travel was shared with a series of strategic pillars. An invitation to join a Task and Finish group to develop the strategy was issued and a further update would be brought back to the December meeting of the Committee. The final Strategy would be taken to Board in 2026.

IT volunteered to be part of the Task and Finish group.

The Committee **SUPPORTED** the proposal to convene a Task and Finish Group to develop the PTHB Charity Strategy.

### 6.2 CHARITY CAMPAIGNS (CF/25/40)

SJ gave an update advising that the Charity was preparing to launch its Christmas campaign earlier than the previous year, aiming to provide gifts to all inpatients on Christmas Day and raise funds through an "elfie selfie" initiative. Committee members were invited to participate in promotional activities and support had been secured from Morrisons and League of Friends groups, who pledged financial contributions instead of purchasing separate gifts.

In parallel, the Charity had developed a visual "theory of change" for its innovation grant project, in collaboration with the CAMHS team and a graphic designer, to raise awareness among staff and the public. Both initiatives demonstrated strong collaboration and were progressing well.

The Committee requested a copy of the Theory of Change schematic.

**Action: Charity Manager**

The Committee took **ASSURANCE** that appropriate campaigns are being planned and are in place.

## **7 CONSENT AGENDA(CF/25/41)**

The following items were received under the consent agenda:

- Investment Manager Report (for information)
- Glossary (for information)

## **8 OTHER MATTERS**

### **8.1. ANY OTHER URGENT BUSINESS (CF/25/42)**

SP advised that Audit Wales had indicated a provisional date for the audit of the Charitable Funds accounts in mid-October with the expectation that these will be brought to the meeting of the Committee in December.

*ECB, VC, SJ, SP and MOB left the meeting.*

HB gave an update on the appointment of the Head of Charity. A conditional offer had been made, and the appointment checks were in progress. It was hoped an announcement would be imminent.

### **8.3 REFLECTIONS(CF/25/43)**

The Committee members offered the following reflections:

- The meeting ran to time overall and flowed well, it had been helpful to receive the papers and presentation in advance
- This had been a positive and enjoyable meeting
- There was a gradual move to formalise the reports to this Committee including more detailed recommendations.

### **8.3. DATE OF NEXT MEETING (CF/25/44)**

01 December 2025 at 10.00 via Microsoft Teams