

**Charitable Funds Committee**

Held on Friday 6<sup>th</sup> February at 9.00 am in the Executive Meeting Room at Watford General Hospital

***Those Present:***

Martin Saunders (MS)	Chairman - Non-Executive Director
Said Namdarkhan (SN)	Non-Executive Director
Ailsa Bernard (AB)	Non-Executive Director

***In attendance:***

Vince Doherty (VD)	Director of Finance
Tony Bettridge (TB)	Financial Controller
Dorothy Murphy (DM)	Secretary to the Committee

<b>1.</b>	<b>Welcome</b>  The Committee welcomed the new Chairman Martin Saunders and Acting Finance Director, Vince Doherty.	<b>Action</b>
<b>2.</b>	<b>Apologies for Absence</b>  None	
<b>3.</b>	<b>Matters Arising</b>  None	
<b>4.</b>	<b>Minutes of Last Meeting</b>  Approved	
<b>5.</b>	<b>Financial Report</b>  TB presented the Financial Report. MS questioned whether it was necessary to produce a full report for each meeting and suggested we only do so every six months – May and November – when the meetings are attended by a representative of Carr, Sheppards Crosthwaite.	
<b>6.</b>	<b>Unauthorised Funds Holdings Follow-up</b>  Martin Herd has sent a memo to all managers/clinical directors/budgets holders re unauthorised funds holdings. There are still some funds at MVH. DF has met with Prof. Saunders who has said the funds currently received by the Trust will follow her to her new employment at UCLH. Funds held by her in the separately registered Marie Curie Research are to be discussed further MS said we should get a response from all recipients of MH's memo	

	ensuring their understanding of Trust policy. MS also said we should approach RA to see if a paragraph could be inserted in the contract of employment to explain the Trust position in respect of charitable funds. VD to look at the Trust Policies.	<b>VD</b>
<b>7.</b>	<b>Reserves Policy</b>  Agreed at last meeting. Auditors to approve at Audit Committee	
<b>8.</b>	<b>Schedule of new Salaries charged to charitable Funds</b>  Three entries:  <ul style="list-style-type: none"> <li>- one - new position as Fundraiser</li> <li>- two - variations in existing contracts</li> </ul> This is the last year that accounting schedules will be produced in NHS format. Next year we will use the Charities Commission format.  MS initialled schedule.  MS requested a schedule of all salaries charged to charitable funds be submitted to the next meeting in May.	<b>TB</b>
<b>9.</b>	<b>Appointment of Trust Fundraiser</b>  The Trust Fundraiser, Mankit Yau, is now in post. Mankit to be invited to attend the next meeting and produce a report on strategy and progress.	<b>VD</b>
<b>10.</b>	<b>Retirement Grants</b>  TB reported a total of £14K retirement grants had been paid out of general funds this year.	
<b>11.</b>	<b>Any Other Business</b>  TB reported a donation of £10K had been given to HHGH. TB reported a request he had had from the Facilities Manager for £3.5K from charitable funds to cover items already purchased. It was decided that VD would investigate who originally authorised this spend and report back.	<b>VD</b>
<b>12.</b>	<b>Dates of Future meetings</b>  As previously advised:           Friday 7 <sup>th</sup> May 2004 - Executive Meeting Room, WGH  <div style="text-align: center;"> Friday 30<sup>th</sup> July 2004  Friday 5<sup>th</sup> November 2004 </div> All meetings to commence at 9.00 am. a	