

CONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 17 JANUARY 2022 VIA TEAMS

PRESENT:

Kevin Davies	Chairman & Non Executive Director
Emrys Davies	Non Executive Director
Bethan Evans	Non Executive Director
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Ceri Jackson	Non Executive Director
Trish Mills	Board Secretary
Hugh Parry	TU Partner
Michelle Phoenix	Audit Manager, Audit Wales
Chris Turley	Director of Finance and Corporate Resources
Caroline Jones	Corporate Governance Officer

APOLOGIES:

Lee Brooks	Director of Operations
Claire Vaughan	Director of Workforce and OD

01/22 WELCOME AND APOLOGIES

The Chair welcomed everyone to the meeting and noted apologies from both the Director of Operations and the Director of Workforce and OD.

02/22 DECLARATIONS OF INTEREST

The standing declarations below were noted:
 Professor Kevin Davies - Trustee of St John Ambulance Cymru;
 Emrys Davies - A retired member of Unite; and
 Ceri Jackson – Stroke Association Trustee.

RESOLVED: That the standing declarations as described above be NOTED.

03/22 MINUTES OF PREVIOUS MEETING

The Minutes of 4 November 2021 were approved as a correct record.

RESOLVED: That the minutes be approved as a correct record.

04/22 ACTION LOG

The committee noted that both actions 15/21b and 18/21 were not yet due. These related to the bid to NHS Charities Together and the digitisation of the bursary process.

The Director of Partnerships and Engagement updated members on action 25/2, the consultancy post to conduct a strategic review. A glitch in the online system had been identified. The Director, following engagement with shared services, proposed an extension to closing date by one week, with additional communication circulated for any interested parties to contact the communications team. The action could be closed.

Action 26/21 appeared as an agenda item to be discussed.

Action 28/21 was closed with the delegated limits from the Charitable Funds Committee to the Bids Panel updated within the scheme of delegation.

05/22 CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS FOR 2020/2021

The Director of Finance and Corporate Resource apprised the Committee on the background and position to date in receiving and reviewing the annual report and accounts, noting that in November the Trust Board was alerted to the fact that the Committee agreed for Audit Wales to undertake an independent review of the accounts, as opposed to a full audit, due to their resource constraints. The Audit fee had been amended within the final version of the accounts to reflect this.

The accounts for the charity were presented following an independent review by Audit Wales and were recommended to the Board of Trustees for approval. These would then be presented to the Auditor General for signing, prior to submission to the Charities Commission by the deadline of 31 January 2022.

RESOLVED: That the Committee endorsed the annual report and accounts for approval by the Board, prior to being submitted to the Charities Commission by 31 January 2022.

06/22 AUDIT WALES REPORT

Michelle Phoenix from Audit Wales confirmed that an independent review of the accounts had been undertaken in line with the charities regulations 2008, and noted that no area of concerns had been identified.

RESOLVED: That no areas of concern during the independent review of the charitable accounts for 2020/202, were identified.

07/22 ANY OTHER BUSINESS

It was noted that the annual review could be a key fundraising tool to bolster visibility and fundraising potential going forward, together with the statutory and mandatory elements that must be reported on.

08/22 KEY MESSAGES FOR BOARD

- 1) No areas of concern were identified through the independent review process of the 2020/21 accounts.
- 2) The 2020/21 accounts and annual report be recommended to the Trustees for approval
- 3) The glitch identified in the online recruitment advert for the consultancy post, resulted in extending the deadline by one week.

09/22 Date of next meeting: 10 February 2022