Bundle Corporate Trustee 31 July 2025

Agenda attachments

ITEM 00 Corporate Trustee Agenda 31 July 2025

0 16:10 - OPENING ITEMS

1 Chair's Welcome, Apols and Quorum

2 Declarations of Interest

ITEM 02 Board Member Register of Interests as at 13 July 2025

3 Minutes of the Last Meeting: 29 May 2025

ITEM 03 2025-05-29 Corporate Trustee Board - Draft Minutes

4 Action Log and Matters Arising (no open actions)

4.1 FOR APPROVAL, ASSURANCE AND DISCUSSION

5 16:15 - 03 July 2025 - Charity Committee AAA

ITEM 05 Charity Committee Highlight Report 03 July 2025

5.1 CONSENT ITEMS

6 02 April 2025 Charity Committee Minutes - For Information

ITEM 06 2025-04-02 Charity Committee Minutes

6.1 16:20 - CLOSING ITEMS

7 Reflections and Summary of Decisions/Actions

8 Any Other Business

9 Date & Time of the Next Meeting: 25 September 2025

Length of Meeting:	00:15	Agenda Status:	**CORPORATE TRUSTEE MEETING - 31 JULY 2025**					Deadline: 22 July 2025	
Time	**Mins allotted**	**Agendum**	**Title**	**Item for**	**Item requested by**	**Format**	**Paper prepared by**	**Item presented by**	**Colleagues to cc**
			OPENING ITEMS						
16:10	00:05	1	Chair's Welcome, Apols and Quorum	Information	Standing	Verbal	n/a	Chair	n/a
		2	Declarations of Interest	To State Conflicts	Standing	Verbal	n/a	Chair	n/a
		3	Minutes of the Last Meeting: 29 May 2025	Approval	Standing	Paper	n/a	Chair	n/a
		4	Action Log and Matters Arising *There are no open actions*	Information	Standing	Paper	n/a	Chair	n/a
			FOR APPROVAL, ASSURANCE AND DISCUSSION						
16:15	00:05	5	3 July 2025 - Charity Committee AAA	Assurance	Standing	Paper	CorGov	Peter Curran	Steve Owen
			CONSENT ITEMS The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.						
16:20	00:00	6	2 April 2025 Charity Committee Minutes	Information	Standing	Paper	CorGov	Peter Curran	Steve Owen
			CLOSING ITEMS						
16:20	00:05	7	Reflections and Summary of Decisions/Actions	Discussion	Standing	Verbal	n/a	Chair	n/a
		8	Any Other Business	Discussion	Standing	Verbal	n/a	Chair	n/a
16:25	**00:15**	9	Date & Time of the Next Meeting: 25 September 2025	Information	Standing	Verbal	n/a	Chair	n/a

Name	Position
Colin Dennis	Chair of the Trust Board
Peter Curran	Non-Executive Director and Chair of the Charity Committee

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
BEAUMONT-WOOD, Rhiannon	**Non-Executive Director** * Member of the Remuneration Committee * Member of the the Audit, Risk and Assurance Committee * Member of the Quality, Patient Experience and Safety Committee	Dorset Integrated Care Board (NHS Dorset), Non-Executive Director	Financial Interest	May 2023		
		Nursing and Midwifery Council (NMC), Designated Council Member for Wales	Financial Interest	June 2024		
		RBW Executive and Professional Coaching Ltd, Company Director (Company No 14938585) and Shareholder	Financial Interest	June 2023		
		Currently on coaching framework with Health Education and Improvement Wales	Financial Interest	June 2024		
		Registered Nurse (NMC)	Non-Financial Professional	January 1985		
		Registered Specialist Community Public Health Nurse	Non-Financial Professional	September 1996		
		Member of the Royal College of Nursing	Non-Financial Professional	2007		
BEESLEE, Jayne	**Non-Executive Director** * Chair of the Finance and Performance Committee * Member of the Remuneration Committee * Member of the Academic Partnership Committee	Employment for interim assignments via Public Sector Resourcing (an agency) regarding the review of major UK government programmes (remunerated net of tax via an Umbrella Company - Danbro Employment Umbrella Ltd)	Financial Interest	01 October 2023		
		Member Representative on the UK Civil Service Pension Board	Non-Financial Personal	01 October 2019		
		Governor on the Finance & General Purposes Committee of Cardiff and Vale Further Education College	Non-Financial Personal	01 February 2024		
		Fellow Chartered Institute of Personnel & Development	Non-Financial Personal	01 April 2006		
BROOKS, Lee	**Executive Director of Operations**	Partner employed by Welsh Ambulance Services NHS Trust	Any Other Interest	July 2019		
		Member of the Order of St John	Any Other Interest	01 March 2023		
		Volunteer – St John's Ambulance Cymru	Any Other Interest	06 April 2023		
		Council Member – St John's Ambulance Cymru Gwent Council	Any Other Interest	06 April 2023		
CURRAN, Peter	**Non-Executive Director** * Chair of the Audit, Risk and Assurance Committee * Chair of the Charity Committee * Member of the Finance and Performance Committee * Member of the Remuneration Committee	Trustee of Action for Children [1097940]	Position in Charity or Voluntary Organisation	01 February 2021		
		Company Director - Action for Children [04764232]	Directorships	01 February 2021		
		Company Director - Action for Children (Wales) Ltd [10011497]	Directorships	05 April 2022		
		Trustee of National Youth Arts Wales [1170643]	Position in Charity or Voluntary Organisation	06 May 2021		
		Company Director - National Youth Arts Wales [10449512]	Directorships	06 May 2021		
		Non-Executive Director for Taff Housing	Position in Charity or Voluntary Organisation	01 May 2022		
		Company Director - Team Police Ltd [12518812]	Directorships	01 January 2022	31 October 2024	
		Independent Board Member of the Project Board - National Contemporary Art Gallery for Wales	Any Other Interest	01 January 2024		
		Interim Finance Director for Torfaen Leisure Trust	Directorships	01 September 2023	29 February 2024	
		Member of Governing Body / Independent Member – Kaplan International Colleges UK Ltd [05268303	Directorships	01 March 2024		
		Independent Member - Kaplan Open Learning (inc member of the Audit & Risk Committee)	Directorships	21 March 2024		
DENNIS, Colin	**Chair of Trust Board and Non-Executive Director** * Chair of Remuneration Committee	Chair - Citizen Housing [Charity] (previously WM Housing Group)	Position in Charity or Voluntary Organisation	01 January 2015	January 2025	
		Company Director - Citizen Treasury PLC (previously WM Housing Treasury Ltd)	Directorships	29 August 2017		
		Company Director - Citizen Treasury Vehicle Ltd	Directorships	04 September 2017		
		Chair - North Devon Homes	Position in Charity or Voluntary Organisation	01 October 2021	January 2025	
		Company Director - North Devon Homes	Directorships	01 April 2022		
		Chair - Green Square Accord (Housing Association)	Position in Charity or Voluntary Organisation	26 March 2024		
		Company Director - LowCarbonLiving Homes Ltd [04207671]	Directorships	26 March 2024		
		Company Director - Green Square Estates Ltd [8719365]	Directorships	26 March 2024		
EVANS, Bethan	**Non-Executive Director** * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Chief Executive Officer (Employed) at My Choice Healthcare Limited.	Any Other Interest	01 June 2019		
		Non-Executive Board Member at Beacon Housing (Social Housing Organisation - Community Benefit Society)	Position in Charity or Voluntary Organisation	01 November 2019		
		Company Director - My Choice Healthcare South Wales Limited	Directorships	11 March 2020		
		Company Director - Moorlands Rehabilitation (Staffordshire) Limited.	Directorships	20 December 2019		
		Company Director - Moorlands Property Ltd	Directorships	16 August 2022		
		Company Director - Springfield (Bargoed) Limited.	Directorships	12 March 2020		
		Companty Director - Springfield Property Lettings Ltd	Directorships	16 August 2022		
		Company Director - Homes of Excellence Limited	Directorships	19 March 2021		
		Company Director - Victoria House Care Property Limited	Directorships	05 March 2020		
		Company Director - My Choice Healthcare (Four) Limited	Directorships	27 April 2022		
		Company Director - Luk Ros Property Limited	Directorships	12 March 2020		
		[Previously called Homes of Excellence Healthcare Limited, Company name changed 12.08.2022 - #12513139]	*Directorships*	*12 March 2020*		

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
EVANS, Bethan [continued]	**Non-Executive Director** * Chair of Quality, Patient Experience & Safety Committee * Member of Finance & Performance Committee * Member of People & Culture Committee * Member of Remuneration Committee	Company Director - Hawthorn Court Property Limited	Directorships	27 April 2022		
		[Previously called My Choice Healthcare (Three) Limited, Company name changed 12.08.2022 - #13371375]	*Directorships*	*27 April 2022*		
		Company Director - Ocean Living Property Limited	Directorships	22 July 2022		
		Company Director - Hawthorn Court Care Limited	Directorships	22 July 2022		
		Company Director - Glyncornel Property Limited	Directorships	01 July 2022		
		Company Director - My Choice Healthcare (Two) Limited	Directorships	01 July 2022		
		Company Director - Carmarthen Care Limited	Directorships	02 January 2024		
		Company Director - Towy Castle Property Limited	Directorships	01 September 2023		
		Company Director - Glamorgan Care Ltd	Directorships	25 October 2024		
		Company Director - The Mountains Care Ltd	Directorships	09 December 2024		
		Company Director - Alexandra House Care Ltd	Directorships	24 June 2024		
		Company Director - Alexandra House Property Ltd	Directorships	24 June 2024		
		Company Director - My Choice Healthcare Seven Ltd	Directorships	22 October 2024		
		Company Director - Danygraig Property Ltd	Directorships	10 December 2024		
		Company Director - The Mountains Property Ltd	Directorships	09 December 2024		
HUTCHINGS, Hayley	**Non-Executive Director** * Member of the Remuneration Committee * Member of the Academic Partnership Committee * Member of the People and Culture Committee		Employed at Swansea University, Professor of Health Services Research	Financial Interest	17 June 1995	31 May 2025
HITCHON, Estelle	**Director of Partnerships and Engagement**	Member of Academi Wales Expert Panel	Position in Charity or Voluntary Organisation	15 July 2024		
		Independent Governor (Non-Executive Director), Coleg Sir Gar/Coleg Ceredigion	Non-Financial Personal	01 January 2025		
JACKSON, Ceri	**Non-Executive Director & Vice Chair of the Trust Board** * Chair of the People and Culture Committee * Member of the Charity Committee * Member of Audit Committee * Member of Quality, Patient Experience & Safety Committee * Member of Remuneration Committee	Management Consultant primarily working in third sector	Interest in Companies and Securities	01 May 2019		
		Associate Director of SamKat Consulting Ltd in my capacity as self-employed management consultant	Directorships	01 June 2021		
		Charity Trustee - Stroke Association Trustee, Chair Wales Advisory Group.	Position in Charity or Voluntary Organisation	08 October 2020		
		Charitable Company - Stroke Association - Company Director	Directorships	08 October 2020		
KILLENS, Jason	**Chief Executive**	Honorary Professor - Swansea University	Personal or Departmental Sponsorship	2019	31 May 2025	
		Emeritus Professor - Swansea University	Non-Financial Professional	31 May 2025		
		Chairperson – Association of Ambulance Chief Executives (AACE)	Non-Financial Professional	September 2024		
		Company Director of the Association of Ambulance Chief Executives (AACE), Co No. (07761209)	Directorships	September 2024		
		Officer of the Order of St John	Any Other Interest	January 2024		
		Member of the Order of St John	Any Other Interest	2009	2024	
KNEESHAW, Carl	**Director of People**	Chartered Fellow of Chartered Institute of Personnel and Development	Personal or Departmental Sponsorship	April 2020		
		Fellow of Institute of Leadership	Personal or Departmental Sponsorship	October 2020		
		Safeguarding Lead for local outreach charity, Brunstad Christian Church – Huntworth, Bridgwater, Somerset	Position in Charity or Voluntary Organisation	September 2018		
LEWIS, Angela	**Director of Culture Change**	Nil Declaration				
MARSH, Rachel	**Executive Director of Strategy, Planning and Performance**	Nil Declaration				
MILLS, Patricia (Trish)	**Director of Corporate Governance/ Board Secretary**	Nil Declaration				
PARRY, Hugh	**Trade Union Partner**	Nil Declaration				
ROWAN, Hannah	**Non-Executive Director** * Chair of Academic Partnership Committee * Member of Charity Committee * Member of People & Culture Committee * Member of Remuneration Committee	Director, St Martin's Associates (Business consulting and coaching)	Directorships	04 April 2022		
		Non -Executive Director Qualifications Wales (regulator for all non degree qualifications in Wales)	Any Other Interest	01 April 2021		
		Trustee MAE Cymru (Christian charity which champions gender equality in church of Wales)	Position in Charity or Voluntary Organisation	13 November 2021	November 2023	
		Elected member, The governing body of the church in Wales (Parliament of church in Wales - voting member)	Any Other Interest	01 April 2021		
		Relative (Parent) is a Non-Executive Director for Social Care Wales	Any Other Interest	01 April 2017		
SAMMUT, Jonathan (Jonny)	**Director of Digital Services [appointed 26.09.2023]**	Fellow of the British Computer Society – FBCS	Any Other Interest	04 March 2024		
		Panel Member of the UK CIO Advisory Panel – Digital Health	Any Other Interest	05 July 2023	2 June 2025	
		Federation of Informatics Professionals - Leading Practitioner	Any Other Interest	25 April 2024		
		Chair of BCS Hub Wales	Any Other Interest	20 June 2025		
SWINBURN, Andrew (Andy)	**Executive Director of Paramedicine**	Strategic Advisor to College of Paramedics	Any Other Interest	01 January 2020		
TURLEY, Christopher	**Executive Director of Finance and Corporate Resources**	Treasurer of Royal Gwent Hospital League of Friends.	Position in Charity or Voluntary Organisation	01 February 2022	05 November 2024	
TURNER, Damon	**Trade Union Partner**	Nil Declaration				

Name	Position	Declaration	Interest Type	Date Interest Started	Date Interest Ended	Left Trust
WILLIAMS, Liam	**Executive Director of Quality and Nursing [from 01 August 2022]**	Chair/Director - Thornbury Carnival Community Interest Company Voluntary	Position in Charity or Voluntary Organisation	01 August 2019		
		Member Royal College Nursing	Any Other Interest	01 August 2022		
		Committee member - Royal College Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	01 August 2022		
		Vice Chair - Royal College of Nursing, Nurses in Management and Leadership Forum Steering Committee	Position in Charity or Voluntary Organisation	03 February 2025		

Ymddiriedolaeth Brifysgol GIG Gwasanaethau Ambiwlans Cymru
Welsh Ambulance Services University NHS Trust

MINUTES OF THE OPEN SESSION OF THE CORPORATE TRUSTEE OF THE WELSH AMBULANCE SERVICES UNIVERSITY NHS TRUST CHARITY HELD ON THURSDAY 29 MAY 2025 AT CARDIFF MRD AND VIA TEAMS

Meeting started at 13:35

MEMBERS PRESENT:

Colin Dennis	Chair of Corporate Trustee
Jason Killens	Chief Executive
Rhiannon Beaumont-Wood	Non-Executive Director
Lee Brooks	Executive Director of Operations
Peter Curran	Non-Executive Director
Professor Hayley Hutchings	Non-Executive Director
Estelle Hitchon	Director of Partnerships and Engagement
Ceri Jackson	Non-Executive Director and Interim Vice Chair
Carl Kneeshaw	Director of People
Angie Lewis	Director of Culture Change
Rachel Marsh	Executive Director of Strategy, Planning & Performance
Chris Turley	Executive Director of Finance & Corporate Resources
Jonny Sammut	Director of Digital Services
Andy Swinburn	Executive Director of Paramedicine (Via Teams)
Liam Williams	Executive Director of Quality & Nursing

IN ATTENDANCE:

Sarah Harland	Corporate Governance Officer (via Teams)
David Hopkins	Head of Charity
Trish Mills	Director of Corporate Governance/Board Secretary
Alex Payne	Corporate Governance Manager

APOLOGIES:

Jayne Beeslee	Non-Executive Director
Bethan Evans	Non-Executive Director
Hugh Parry	Trade Union Representative
Hannah Rowan	Non-Executive Director
Damon Turner	Trade Union Representative

Draft

1. WELCOME, APOLOGIES AND CONFIRMATION OF QUORUM

1.1 The Chair extended a warm welcome to the Corporate Trustee members and noted the apologies from Jayne Beeslee, Hugh Parry, Hannah Rowan and Damon Turner.

The Committee RESOLVED TO: Apologies from Jayne Beeslee Hugh Parry, Hannah Rowan and Damon Turner were recorded.

2. DECLARATIONS OF INTEREST

2.1 No declaration of interests were declared.

The Committee RESOLVED TO: No declarations of interest were declared.

3 MINUTES OF THE LAST MEETING: 30 JANUARY 2025

3.1 The Minutes from the meeting held on 30 January 2025 were agreed and were confirmed as an accurate record of the meeting.

The Committee RESOLVED TO: Approve the Minutes from the meeting held on 30 January 2025 which were confirmed as an accurate record of the meeting.

4. ACTION LOG

4.1 No Open Actions.

The Committee RESOLVED TO: No Open Actions.

5. CHARITY STRATEGY UPDATE

5.1 Estelle Hitchon introduced the Charity Strategy Update for approval, reflecting on the Charity's ongoing iterative journey to define its purpose and direction. Estelle explained that the final draft of the Theory of Change now incorporates Strategic Objectives and Enablers, removing the need for a separate Strategy Document and avoiding duplication. This streamlined approach sets a clear course for future activity. David Hopkins added that the development of the Theory of Change had been a valuable process involving wide engagement across the organisation. David emphasised that this marks the beginning of the next phase, which will require fundraising and the creation of a Delivery Plan to implement the agreed Objectives. David confirmed that this Delivery Plan will be brought to the Charity Committee for further consideration.

Draft

5.2 Rhiannon Beaumont-Wood raised a question regarding the governance strand, specifically seeking clarity on the threshold for reporting serious incidents to the Charity Commission and highlighted the importance of understanding reporting obligations under Charity governance. David Hopkins acknowledged the need for greater awareness of roles and responsibilities and application of the Charity Commission reporting requirements. David suggested this could be incorporated into the upcoming Board Development session. Estelle Hitchon added that this session, would be delivered by Withers Worldwide LLP, a legal firm specialising in charity matters.

5.3 Ceri Jackson highlighted the importance of having a clear process for escalating and reporting serious incidents to the Charity Commission, particularly in cases involving regulatory breaches or reputational risk. Ceri noted that in her experience as a Trustee, such decisions are typically made at Trustee level and should be supported by a risk based escalation process. Estelle Hitchon agreed, adding that as the Charity grows, so too does the potential for risk due to increased activity and involvement. David Hopkins confirmed that this consideration will be included in ongoing work on risk management.

5.4 Trish Mills referenced a previous discussion during an Audit Wales review of the Charity accounts. Although the issue at the time did not result in a report to the Charity Commission, it prompted significant internal discussion about reputational risk and reporting thresholds. It was agreed that while the current risk is low, having a clear escalation process in place is essential to ensure preparedness should an incident arise.

5.5 The Chair welcomed the Strategic Objectives, adding that they broaden the scope for how the Charity allocates funds. The Chair highlighted that previous uncertainty around spending had limited activity, but the new Objectives, particularly around community resilience and staff and volunteer wellbeing, offer a wider range of opportunities. The Chair also emphasised that the Charity should focus not only on generating income, but also on effectively distributing it, acknowledging past challenges in doing so.

5.6 The Committee accepted the proposals and approved the Charity's Strategic Direction paper and noted the Charity Committee shall monitor progress on the Charity's development through a Delivery Plan.

The Committee RESOLVED TO:

(1) Approve the Charity's Strategic Direction paper; and

(2) Noted that the Charity Committee shall monitor progress on the Charity's development through a Delivery Plan.

Draft

6. CHARITY FINANCIAL PLANS 2025-2028

6.1 Estelle Hitchon introduced the Charity Financial Plans 2025–2028, noting the longstanding intention to develop clearer income and expenditure projections. Estelle acknowledged that while the figures are indicative rather than precise, they are essential for planning. The projections were developed collaboratively with finance colleagues and reflect feedback from the Charity Committee, including adjustments to ambition levels. Estelle emphasised that the Charity cannot spend beyond its means, but the modelling explores best, worst and most likely scenarios to understand what is achievable.

6.2 David Hopkins described the Financial Plans as a remodelling of the Charity's financial model, noting that income has historically come mainly from legacies and NHS Charities Together grants. David encouraged colleagues to view the plans as a shift toward diversifying income, particularly through voluntary fundraising, and trusts and foundations. While acknowledging the targets are challenging, David believes they are achievable and will provide a strong foundation for future budgeting and financial planning. The Chair added that the financial planning process involves a degree of uncertainty, as the charity is entering new territory without historical trends to guide projections. The approach represents a significant shift in direction, requiring forward looking assumptions rather than incremental adjustments based on past activity.

The Committee RESOLVED TO:

(1) Approves the Charity's expenditure plans and income forecasts for 2025-2026;

(2) Note the Charity's income forecasts for 2026-27 and 2027-28; and

(3) Note that income projections are estimates and there is limited certainty around their achievement given current economic volatility but recognising that best efforts will be made to secure them.

7. 2 APRIL 2025 – CHARITY COMMITTEE AAA

7.1 Peter Curran welcomed the investment in both David Hopkins and the new Fundraising Officer, adding that it reflects a strong commitment to the Charity's future. Peter acknowledged the expectation for both roles to demonstrate impact within two years, particularly in exceeding income targets. Peter described the financial projections as a catalyst for change, highlighting the shift in direction under Estelle's Hitchon's leadership, and expressed optimism about the Charity's future with clear targets, broader fundraising avenues and a renewed focus on delivery.

Draft

7.2 Estelle Hitchon added that NHS Charities Together, which provided significant funding during the pandemic, is now more focused and selective in its funding. This shift necessitates the Charity to diversify its income sources to avoid reduced income in the future. The goal is to ensure that the Charity does not rely on a single source of funding.

7.3 Trish Mills added that the Terms of Reference for the Charity Committee required approval, adding that the Annual Report for 2024/25 was received by the Charity Committee in April, which concluded that the Committee was effective, and the Committee's work will continue to be monitored and evaluated.

The Committee RESOLVED TO:
(1) The Charity Committee Terms of Reference were approved; and
(2) Receipt of Annual Report for 2024/25 for completeness.

8. 14 JANUARY 2025 CHARITY COMMITTEE MINUTES

8.1 The Minutes of the Charity Committee from 14 January 2025 were received.

The Committee RESOLVED TO:
The Minutes of the Charity Committee dated 14 January 2025 were received.

9. REFLECTIONS AND SUMMARY OF DECISIONS/ACTION

9.1 None.

10. ANY OTHER BUSINESS

10. None.

11. DATE AND TIME OF THE NEXT MEETING

11.1 The date of the next meeting is 31 July 2025

Meeting closed at: 14:05

Draft

ELUSEN Gwasanaeth Ambiwlans Cymru Welsh Ambulance Service CHARITY

GIG CYMRU NHS WALES | Ymddiriedolaeth Brifysgol GIG Gwasanaethau Ambiwlans Cymru Welsh Ambulance Services University NHS Trust

CHARITY COMMITTEE
HIGHLIGHT REPORT TO CORPORATE TRUSTEE

This report provides the Trustees with key escalation and discussion points at the last Committee meeting. A full list of items discussed appears at the end of the report to enable members to raise any questions to the Chair which have not been drawn out in the report. The papers for this meeting can be found by following this link to the Committee page on the Trust website.

Corporate Trustee Meeting Date	31 July 2025
Committee Meeting Date	03 July 2025
Chair	Peter Curran

KEY ESCALATION AND DISCUSSION POINTS

ALERT

(Alert the Trustees to areas of attention)

Charity Strategy

1. The Committee approved the **Charity Strategy Delivery Plan 2025-27** aimed at achieving the Charity's Strategic Objectives and Enablers over the next two years. The plan highlights three main objectives focused on staff wellbeing, community resilience, and enhanced patient care, alongside strategic enablers for governance, income generation and communications. Members were assured that the component parts of the plan will deliver the Charity strategy. They highlighted the importance of articulating the fundraising strategy which underpins the overall plan and will ensure focused fundraising efforts. Progress on the delivery plan will be reported biannually, with the next update scheduled for January 2026.

ADVISE

(Detail any areas of on-going monitoring, approvals, or new developments to be communicated)

Lived Experience

2. Members expressed thanks to **Elain Roberts and Kelly Wallace for sharing their experience and insight into setting up the WAST Netball team** which successfully applied for funding through Round 1 of the WAST Charity Sports Fund and were awarded funding of £2,000 in January 2025. These funds enabled the team to become established and purchase equipment, team kit and pay for the weekly hire of a netball court. It is an example of how charitable funds can be utilised to help improve staff and volunteers physical and mental wellbeing, stress reduction and morale. The enthusiasm demonstrated by Elain and Kelly was palpable, and the positive impact of their engagement in the netball team were commended by Committee. Members hugely enjoyed the presentation and having the opportunity to view the team kit with the WAST Charity logo embossed (images available in Annex 1).

Reflections

3. Members reflected positively on the development, integration and convergence of various aspects of the Charity's operations such as strategy, risk management, delivery plans and finance. Members highlighted the importance of having the right foundations in place for the Charity to thrive and noted the intentionality in resourcing across the Trust and Charity. Excellent assurance was received by committee with a demonstration of good decision-making and organisational health.

ASSURE

(Detail here any areas of assurance the Committee has received)

Charity Performance

4. The Charity Performance Report was received showing performance against the NHS Charity Together (NHSCT) grants:
   - The Development Grant project has been completed with a total spend of £30,007, resulting in a small overspend of £26, funded from unrestricted funds.
   - Stage 3 Recovery Grant Progress: As of May 2025, £62,782 has been spent out of £88,000 awarded, with various projects ongoing, including a Volunteer Development Programme and Mind over Mountains.
   - Ambulance Grant Update: The Ambulance Grant has recruited 235 Community First Responders to date, with a target of 400 by February 2026. The project has been extended due to recruitment delays.

5. All grants are being administered according to their conditions; however, there was one red target within the Stage 3 Recovery Grant relating to Mind Over Mountains, and the target remains unlikely to be met. This will not affect future funding decisions and there are currently no proposals to fund any further walks beyond the final planned date of 11 October 2025. Risks were considered against the grants and members were assured of mitigations.

6. Updates were received regarding future grant opportunities available from NHS Charities Together and aimed at enhancing community health and wellbeing. These funds include the Community Resilience Fund, the Innovation Challenge, Work Wellbeing, and Greener Communities fund.

Charity Finance Update

7. The summary of accounts for the financial year 2024-25 shows a total income of £66,838 and total expenditure of £246,517, which when taken alongside a small investment loss of £5,567 results in a net movement of (£185,246). This will now form the basis of the Charity's 2024-25 accounts, which will be drafted over the next couple of months and subject to an Independent Examination by Audit Wales.

8. In terms of the new financial year, 2025-26, total income in the first two months to the end of May 2025 was £5,799 while total expenditure reached £36,859, leading to a net movement of (£31,060).

9. The balance of funds held as of 31 May 2025 is £730,580 comprised of £210,429 unrestricted funds; £177,867 in designated funds; and £342,284 in restricted funds. Between 01 April 2025 and 31 May 2025, the unit price of the charity's investments has increased by 0.45%, resulting in an overall small gain of .c1.1k. The charity current holds 1,090.14 units at a unit price of £252.9766, giving a total market value of £275.8k. The overall trend with the investments remains positive and the lowest risk. The investment strategy aligns with the charity's risk appetite, focusing on low-risk options to ensure stability.

Bids and Bursary Panels

10. The AAA reports from extraordinary Bids Panel meetings held on 02 April, 16 May and 23 May 2025 were received. There were no bids over £5,000 for the committee to approve. A total of five bids were considered, with three approved relating to Bryn Tyrion relocation memento, a memorial bench and reclining chairs for a station; one bid was rejected, and one redirected for further consideration. The total funding awarded for approved bids was £4,600.

11. The AAA from the scheduled Bids Panel meeting held on 04 June 2025 was also received noting that five new general charitable fund applications were approved totalling £4,304.50, with specific conditions for some approvals.

12. Round 2 of the NHS Charities Together Sports Fund saw eleven applications reviewed by the panel, resulting in separate approvals with a total spend of £10,837.93, with some applications being rejected or deferred for clarification.

13. Barmouth ongoing risks related to unutilised awards and the need for a spending plan to address the Barmouth Restricted Fund. Action is being taken to mitigate these risks. A meeting was held on 01 July with Locality Manager, Head of Charity, Trade Union Partner and staff at Barmouth Station. ELT discussed this more broadly, including the potential of exploring the lifting of restrictions via the Charity Commission and the purchase of a higher value mannequin for training purposes.

14. The Bursary Panel met on 14 April 2025 advising that the Bursary Rounds for 2025 have now closed with 35 submissions received. Committee approved the revised Terms of Reference.

Committee Priorities and Cycle of Business Monitoring report

15. Members were assured that there were no matters to escalate regarding the Committee's priorities for 2025/26 and the monitoring report was received.

RISKS

New Risks Identified: Committee received the new Charity Risk Register and approved inclusion of two new risks:

CHAR-003 - Lack of compliance with legal and regulatory framework.

CHAR-005 - Lack of internal processes and governance structures in place to meet the conditions of grants on the register.

CHAR-001 - Lack of resource and capacity to manage the Charity was closed from the register noting that the risk has been mitigated, and the residual risk has been included in CHAR-008 - Failure to meet financial targets which will be presented at the next meeting.

COMMITTEE AGENDA FOR MEETING		
Charity Strategy Delivery Plan	Charity Performance Report	Charitable Funds Finance Report
Risk Management Report	Bids Panel AAA reports	Bursary Panel AAA report
Committee Priorities and Cycle Monitoring Report 2025/26		

COMMITTEE ATTENDANCE				
Name	**2 April 2025**	**3 July 2025**	**2 October 2025**	**13 January 2025**
Ceri Jackson				
Peter Curran				
Hannah Rowan				
Estelle Hitchon				
Chris Turley				
Lee Brooks		Mark Harris		
Andy Swinburn				
Liz Rogers	From Finance Item			
Trish Mills				
Hugh Parry				
Damon Turner				
Marcus Viggers	From Performance Item			
Julie Boalch				
Jo Kelso				
David Hopkins				
Leanne Smith				

	Attended
	Deputy attended
	Apologies received
	No longer member/not member

Annex 1:

Ymddiriedolaeth Brifysgol GIG Gwasanaethau Ambiwlans Cymru
Welsh Ambulance Services University NHS Trust

MINUTES OF THE MEETING OF THE CHARITY COMMITTEE HELD ON 2 APRIL 2025 AT CARDIFF MRD AND REMOTELY VIA MICROSOFT TEAMS

MEMBERS:

Peter Curran	Non-Executive Director (Committee Chair)
Ceri Jackson	Non-Executive Director (virtual)

IN ATTENDANCE:

Rhiannon Beaumont-Wood	Non-Executive Director (virtual)
Julie Boalch	Assistant Director of Corporate Governance & Risk
Lee Brooks	Executive Director of Operations(virtual)
Estelle Hitchon	Director of Partnerships and Engagement
David Hopkins	Head of Charity
Caroline Jones	Corporate Governance Officer
Jo Kelso	Head of Workforce Education and Development (virtual)
Trish Mills	Director of Corporate Governance/Board Secretary(virtual)
Hugh Parry	Trade Union Partner (virtual)
Alex Payne	Corporate Governance Manager
Liz Rogers	Deputy Director of People and Culture Directorate (virtual) [joined during 06/25]
Andy Swinburn	Executive Director of Paramedicine (virtual)
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner (virtual) [joined during 04/25]
Marcus Viggers	Trade Union Partner (virtual) [joined during 06/25]

APOLOGIES:

Jess Price	Head of Financial Accounting
Hannah Rowan	Non-Executive Director

01/25 WELCOME AND APOLOGIES

Peter Curran welcomed everyone to the meeting and noted apologies from Hannah Rowan and Jessica Price. Peter Curran welcomed Rhiannon Beaumont-Wood a new Non-Executive Director on the Trust Board who was attending as part of her induction. He also noted this was his first meeting of the Charity Committee as Chair.

02/25 DECLARATIONS OF INTEREST

Estelle Hitchon declared her role as an independent member of Coleg Sirgâr, affiliated with the University of Wales Trinity St David. There were no other additional declarations to those already recorded on the Trust Register of Interests.

RESOLVED: That no new declarations were received.

03/25 MINUTES OF PREVIOUS MEETING AND HIGHLIGHT REPORT

The Minutes of the meeting held on 14 January 2025 were approved as a correct record subject to the removal of the words "pressure washers" in 71/24 (para 3) and the substitution of the word "may" in place of "will" in 72/24 (para 2).

HIGHLIGHT REPORT

Peter Curran expressed his thanks to Ceri Jackson on her role as previous Committee Chair and noted that there had been insufficient time at the previous meeting for members to extend their thanks for the significant progress to date in this area under her guidance.

RESOLVED: That

1) **the minutes of the meeting held on the 14 January 2025 were approved as a correct record subject to two minor amendments to 71/24 and 72/24 as set out above; and**
2) **members expressed their thanks to Ceri Jackson as her role of Committee Chair.**

04/25 ACTION LOG AND FEEDBACK FROM CORPORATE TRUSTEE MEETING FROM CHAIR (JANUARY 2025)

Action 65/24a was discussed in relation to the need for indemnity for the charity against claims, particularly associated with injuries sustained during charity supported sports activities. The action remained open.

Action 65/24b relating to guidance for those undertaking charitable fundraising activities was discussed and it was concluded that activities to fundraise for the charity would be undertaken on a voluntary basis and did not require indemnity, which would be made clear within the guidance once Legal and Risk colleagues had been sighted.

Hugh Parry raised a question about the kayaks which had been funded previously but were unable to be used. David Hopkins explained that the kayaks were deemed safety-critical equipment and that a decision had been made to dispose of them due to maintenance concerns. Discussions were ongoing regarding potentially donating them to a whitewater rafting centre, in exchange for free sessions for staff.

Rhiannon Beaumont-Wood mentioned potential indemnity issues relating to overseas work such as the Wales for Africa initiative. Estelle Hitchon confirmed there was not an active offer currently and therefore such indemnity issues were not relevant for the Trust.

FEEDBACK FROM CORPORATE TRUSTEE MEETING FROM CHAIR

The approval of the charity accounts for 2023/24 was the main item of business and these were filed by the deadline of 31 January 2025. The Trustee thanked Chris Turley and his team for their work.

RESOLVED: That

1) **the action log was reviewed and updated as set out above; and**
2) **the approval of the accounts by the Corporate Trustee was noted.**

05/25 CHARITY STRATEGY UPDATE

Estelle Hitchon introduced the item highlighting the strategic conversations initiated since David Hopkins took up post. The strategy aimed to set clear objectives for the charity's future. Members received an update on progress against the Charity's workplan since the January meeting.

David Hopkins referred to the theory of change which was presented at the January meeting in more detail, the need to simplify this and to get the strategic direction right. The focus was on the wording of the strategic objectives, with potential projects beneath and the links to the Trust's wider strategic ambition above.

Trish Mills emphasised that maintaining and expanding the charity's position required significant structures and governance, which was the rationale behind the strategic enablers. Investing in this structure would yield important outputs including the establishment of a robust monitoring and evaluation process. This

process would ensure the impacts of the work would be monitored effectively and demonstrated in both internal and external communications. It was also noted that the current Theory of Change was not the sole communication strategy for staff and patients. There would be additional, more targeted and granular communications. For instance, the Chief Executive Officer Roadshows the following week would focus on listening to local teams to understand how the charity can support them, and how these teams could contribute to the charity through fundraising and ambassadorial roles. While the strategic document is crucial, it will be supplemented by other specific communications tailored to different audiences.

Ceri Jackson raised concerns about the use of the word "happier" in Objective one, questioning its subjectivity and appropriateness; whilst acknowledging there may be valid reasons for its inclusion. She viewed objective two positively with a focus on supporting at risk communities and promoting diversity, which aligned well with potential funding opportunities. Regarding Objective three, there was a suggestion to consider more basic patient care in addition to enhanced patient care, emphasising the balance between statutory funding and additionality. The term "innovation" was highlighted as relevant to enhanced patient care. These reflections were shared to invite further thoughts and feedback, with an overall appreciation for the work done so far. Both Damon Turner and Rhiannon Beaumont- Wood supported the use of the word "happier" linking it to broader strategies. Estelle Hitchon and David Hopkins agreed to review the wording and the inclusion of innovation.

The strategic objectives, and enablers and the theory of change were endorsed by the committee, subject to minor amendments to wording of the strategic objectives – as discussed. It was noted that the strategy would be presented to the Corporate Trustee for approval at its May 2025 meeting. The committee noted that this had been shared with Trade Union Partners at the Welsh Ambulance Services Partnership Team (WASPT) meeting in March.

The importance of the strategic enablers was emphasised to continue to strengthen governance, as was the monitoring of the objectives overall. These would be developed as the strategy comes through to the committee and the Corporate Trustee.

RESOLVED:

1) **The update on the charity's workplan was noted;**
2) **That the Committee endorsed the three strategic objectives for the charity supported by five strategic enablers; and**
3) **The theory of change was endorsed by the committee with some minor amendments to the wording of the objectives.**

06/25 CHARITY PERFORMANCE REPORT

The Charity Performance Report was received showing performance against the NHS Charity Together (NHSCT) grants as of the 28 February 2025. Since the report was written the Development Grant was now closed. This grant allowed the Trust to commission the initial report, the visual branding and some of the merchandise and assets. A broader launch of the brand was anticipated from 1 May.

The Stage 3 Recovery Grant, and Ambulance Grant were being administered according to their conditions with feedback from the next meeting with NHSCT being fed back to committee at its next meeting in July. Whilst there were some elements shown as amber; members were assured that there were mitigating plans to address these, and risks were considered.

Peter Curran enquired if the grants were subject to an audit of any kind. Chris Turley confirmed that, from a financial accounting perspective, Audit Wales had reviewed those grants that have spanned multiple years as part of their Indepdendent Examination of the 2023/24 accounts. Discussions with NHSCT focusses on what can be done to assist the Trust to maximise the benefits.

Updates were received regarding future grant opportunities available from NHS Charities Together and synergies with our clinical model. These funds include the Community Resilience Fund, the Innovation Challenge, Work Wellbeing, and Greener Communities fund.

The Community Resilience Fund of £140k had been pre allocated to the charity but still required an application by the end of August. The application would be reviewed in the context of changes to Save a Life Cymru. Andy Swinburn supported the idea of targeting under-resourced communities and mentioned the high prevalence of public access defibrillators in Wales. He suggested using the funds to deploy defibrillators more strategically in areas with higher cardiac arrest rates, aligning with the charity's objectives.

Ceri Jackson highlighted the significant progress made with the ambulance grant, specifically mentioning the recruitment of 235 community welfare responders and the training of 124 of them. She emphasised the far-reaching impact of this progress and its alignment with the charity's strategic priorities. She also mentioned the Mind Over Mountains project, acknowledging the challenges in meeting some of the targets. She suggested that moving forward, targets should be set with a more realistic lens, as funders appreciate exceeding targets. David Hopkins agreed with Ceri Jackson's points, particularly about the Mind Over Mountains target. He acknowledged that the initial target was set based on the number of walks times the maximum capacity of those walks, which made it challenging to meet the target if even one person didn't turn up. He noted that this was a valuable lesson for future grant writing.

Lee Brooks emphasised the importance of ensuring synergy between groups and avoiding internal competition within the Trust. He highlighted the need to bring all parties together to maximise opportunities and avoid pitching one group against another. David Hopkins acknowledged Lee Brooks' point and mentioned that the charity's objectives were designed to support the trust and emphasise collaboration. He noted that the charity could not achieve its goals alone and aimed to financially support the Trust's work.

Ceri Jackson suggested that the next application should be signed off by the Executive Team to ensure alignment and synergy. She stressed the importance of having complete alignment and proper governance in the bid processes, recommending that the Executive team sign off on applications before they come to the Charity Committee. Trish Mills noted the previous discussions regarding approval of grant applications, and that she would take an action to confirm what was previously agreed. She recalled that grant applications were intended to be signed off by the Executive Leadership Team rather than being brought to the Charity Committee. Trish advised that she would verify the position previously discussed and confirm it with the committee.

RESOLVED:

1) **That the Committee noted the progress of the Charity's active grants and noted the key risks and mitigations in place; and**
2) **The Committee noted that the Charity intends to apply for the NHSCT Community Resilience Fund in 2025.**

07/25 CHARITY FUNDS FINANCE REPORT

Chris Turley highlighted two main points from the report which included:

1) The balance of funds held as of 28 February 2025 which was £783,964 and comprised of £214,394 unrestricted funds; £179,429 in designated funds; and £390,141 in restricted funds.

2) Between 01 April 2024 to 28 February 2025, the unit price of the charity's investments had increased by 2.61%, resulting in an overall gain of .c£7.3k. despite a slight dip in February. The charity current holds 1,090.14 units at a unit price of £263.7826, giving a total market value of £287.5k. The overall trend with the investments remains positive.

It was noted that the current financial position of the charity is as expected, with figures aligning with historical trends and activities. While the charity had considered seeking higher returns with greater risk in the past, a risk-averse approach was considered to be preferable, especially with donated money; and any changes to the investment strategy would require careful consideration. The

committee discussed the charity's position regarding reserves and indicated that it could be helpful to return to both the reserves policy and discussions regarding investment approaches in the coming months. The committee received the charity finance update and noted the detail provided.

RESOLVED: That

1) **the detail of the fund balances held at 28 February 2025 were noted; and;**
2) **the update on the COIF Charity Investment Fund was noted.**

08/25 DRAFT 2025/26 FUNDRAISING TARGETS AND EXPENDITURE BUDGETS

The discussion began with an acknowledgment from Estelle Hitchon that the current initiative was unprecedented, requiring a systematic approach to identify potential opportunities. The presented paper served as an initial framework, with the understanding that the figures provided were preliminary estimates. The volatility of both the market and the fundraising environment was highlighted, noting the challenges of diversifying income streams from a low starting point. While the ambition was high, there may be a need to temper expectations.

David Hopkins began by focusing on Appendix 1, which detailed the rationale behind the current stage of planning. He stressed that documenting the charity's ambitions and expected outcomes from staff investment was crucial. The volatility in income, particularly from legacies and NHS charities together, was highlighted. The summary of income projections showed actual figures based on audited accounts, revealing significant volatility. Most donations received since early 2020 came from NHS Charities Together, which were now nearly spent. Their grant-giving strategy was shifting to fewer, smaller, and more competitive grants. The financial model must adapt, as significant six-figure sums from NHS Charities Together were unlikely in the near future, except for the pre-allocated amount for ambulance charities through the Omaze Award and Community Resilience grant in 2025-26. This pre-allocated figure of £142,000 was considered more certain than other grants, provided an acceptable application is submitted.

For the financial year 2025-26, the breakdown included both income and estimated expenditure. Notably, several grants, particularly from NHS Charities Together, and restricted legacies have already been recognised as income. The planned spending of these funds will result in a planned in-year deficit. Many income estimates on the charitable activity were provisional, with efforts to spend these funds in a controlled manner based on bids. Some legacies, such as those from Barmouth and Colwyn Bay, were expected to carry forward into 2026-27 to ensure the restricted terms were satisfied.

David Hopkins also touched on the unpredictability of legacies in the charity sector, despite recent large six-figure legacies. It was noted that even with immediate fundraising efforts, significant results from legacies might not be seen

for at least ten years. Consequently, conservative estimates were made, with any large legacy considered an unexpected benefit. Legacies tended to be restricted, often designated for specific purposes. The plan focused on growing trust and foundations, voluntary donations, and community fundraising to mitigate the volatility of legacy income and changes in NHS Charities Together. This approach aimed to ensure a steady upward trajectory in overall income, despite potential dips in specific years.

A new annual budget of £15,000 for the Bursary Panel was proposed to address previous uncertainties in grant awarding. Additionally, a request was made for the charity committee to delegate a budget of £13,500 for core fundraising costs directly to David Hopkins, which is an adjustment to the current process which requires applying to the Bids Panel. This delegation request is intended to facilitate necessary fundraising expenditures and ensure transparency, such as the annual membership fee for NHS Charities Together, which was essential for benefiting from grants like the Community Resilience grant.

Chris Turley noted that financial planning for the charity differed significantly from that of the Trust, particularly in terms of committed spend and the ability to carry balances forward. The charity's financial planning does not adhere to the same annual cycles as the Trust, allowing for more flexibility.

Chris Turley noted that following discussions, the original steep income projections were moderated to balance ambition with realism. There was a consensus on the need to avoid over-promising and under-delivering in the first year. The revised plan represented a fair compromise, incorporating ambition while tempering expectations due to factors such as the timing of new staff recruitment.

Peter Curran raised the idea of having multiple scenarios for income projections, such as best case, worst case, and most realistic estimates, to better account for volatility. It was noted that while the current projection line was positive and showed growth, it might be beneficial to include scenarios above and below this line to represent different outcomes. The importance of having a clear, agreed-upon figure was emphasised, along with the positive return on investment.
The charity's need to cover increasing salary costs for David Hopkins and other posts was highlighted, stressing the importance of ensuring sufficient income to meet these expenses. The ambition in the income projection was appreciated, and the suggestion to consider multiple scenarios was noted as a valuable thought.

The 2025/26 fundraising targets and expenditure plans were discussed and endorsed and would be presented at the May meeting for Corporate Trustee approval. The overall trajectory showed a gradual increase in income, despite a dip expected in 2026-2027 due to changes in NHS Charities Together's grant-

giving strategy.

This was the first fundraising and expenditure plan for the charity, and it was welcomed. Members emphasised the importance of monitoring and evaluating the charity's performance against these targets, with regular updates to ensure alignment with the strategic direction. Chris Turley stated that future iterations of the finance update would incorporate necessary information for the committee, with references to the annual plan. Although monthly profiling, as done with Trust budgets, was not suggested, there would be consideration of how to present this information effectively.

Ceri Jackson's asked whether the agreed timeline and funding to support the charity were discussed at the ELT meeting, and if there was any flexibility in sustaining the funding for a little bit longer if the deadline was missed. Estelle Hitchon acknowledged that the Head of Charity was six months into a two-year term, with ongoing conversations about longer-term scenarios. David Hopkins' significant contribution in the first six months was highlighted, noting that the charity's current position would not be as strong without him. The importance of evaluating the cost-benefit of his role in the longer term was noted, although final decisions were yet to be made.

Future reviews would assess how closely the plan is being delivered and the actual return on investment. The current figures reflect the existing arrangement, including central services, potential increment points, and a nominal figure for inflation. The need for ongoing evaluation and adjustment was recognised, ensuring the charity's financial planning remained responsive to changing circumstances.

RESOLVED: That

1) **The charity endorsed the expenditure plans for 2025/26 for Corporate Trustee approval in May;**
2) **The Corporate Trustee be asked to note the plans for years two and three;**
3) **An annual amount of £15k was agreed for Bursary Panel applications; and;**
4) **A delegated budget of £13,580 towards core fundraising costs was approved and formally delegated to David Hopkins as the Head of Charity.**

09/25 CHARITY RISK REGISTER

Julie Boalch gave a verbal update on the development of the charity's risk register. The risk register was being developed to closely align with the charity's strategic objectives and enablers, ensuring that potential risks were identified and managed effectively to support the achievement of these goals.

Several key risks were highlighted, including the resourcing and capacity to manage the charity, compliance with legal and regulatory frameworks, and the ability to meet fundraising targets. Other risks identified include the governance and management of funds, grants administration, and financial controls on expenditure.

The discussion emphasised the importance of having a robust risk register to guide the charity's operations and ensure that potential challenges were proactively managed. A detailed update, including a copy of the risk register, would be presented at the next meeting to provide further insights into the identified risks and the measures being taken to address them.

Julie Boalch stated that she is working closely with David Hopkins on the development of the charity risks. Overall, the development of the risk register was a critical step in professionalising the charity's operations and ensuring that it could effectively navigate potential challenges while achieving its strategic objectives.

RESOLVED: that
1) the progress to date was noted; and
2) a full detailed update would be presented at the next meeting.

10/25 COMMITTEE EFFECTIVENESS REVIEW 2024/25 FOLLOW UP

Following the discussions at the January committee meeting, the Mentimeter results, and feedback were incorporated into the annual report. The report initially presented in January had gaps due to the absence of discussions on effectiveness. The Mentimeter results were circulated and included in the new "reading room" section in Ibabs, designed to provide additional information without requiring decisions or discussions.

An amendment was noted, correcting the delegated authority amounts for the Bursary and Bids panels. The clean terms of reference were included for approval, with marked-up versions available in the reading room. Further changes may be proposed at the next meeting regarding grant approval and endorsement of income and expenditure.

Suggestions for committee membership included adding someone from the volunteer team and the Head of Commercial when appointed. Lee Brooks confirmed that the volunteer could be sought from the Volunteer Steering Group and that he would progress this request. It was noted to be important to be clear that the charity does not including volunteer fundraising activities, however.

Concerns were raised about the quorum requirement of three non-executive directors – if the membership of the committee included three non-executive directors -, and it was noted that this will be considered further – as it affects the operation of all board committees. This will be taken forward by the Board Secretary.

The committee was encouraged to consider its priorities for 2025-26, with a suggestion to limit these to two, given the existing reporting commitments. Proposed priorities included governance around the Bids and Bursary Panels' operating arrangements, including their new terms of reference, and potentially rolling over the development session planned for this year. These suggested priorities were agreed by the committee.

Following this discussion, the committee agreed the committee annual report for 2024/25, endorsed the changes to the committee terms of reference for 2025/26, and approved the cycle of business for 2025/26. It was noted that these documents would be presented to the Trust Board in May, following review by the Audit, Risk and Assurance Committee in early May.

RESOLVED: That

1) The annual report 2024/25was approved;
2) The changes to the terms of reference were approved;
3) The 2025/26 cycle of business was approved; and
4) The committee priorities for 2025/26 were agreed which were:
a) governance around the Bids and Bursary Panels' operating arrangements, including their new terms of reference
b) the planned development session be rolled over to this year;

11/25 BIDS PANEL HIGHLIGHT REPORT

The AAA reports from Bids Panel meetings held on 24 February and 6 March were received. There were no bids over £5,000 for the committee to approve, and four bids related to replacement televisions for Tenby, Knighton, Ferndale and Barmouth stations were approved at circa £500 each.

Further work was underway to ensure all funds awarded had been spent and a quarterly report would now be received by the Bids Panel to effectively monitor this. Revised processes that required funding to be spent within 12 months was being introduced.

Julie Boalch presented revised terms of reference for the Bids Panel, for consideration. Ceri Jackson requested that reference should be made to the appeals process, be it that there wasn't one or include the process if there was. Julie acknowledged that, although there had been no appeals in the past, it was a valid point. She suggested making a minor amendment to the terms of reference

to either include a process for handling appeals or make it clear that there was no appeals process. This adjustment would be considered if the committee supported the terms of reference with this slight modification. Historically, there had been no appeals, but the inclusion of this provision would ensure preparedness for any future occurrences. The panel's revised terms of reference were approved.

Members thanked Julie Boalch, Assistant Director of Corporate Governance and Risk, for her work in chairing and steering the panel over the last three years. Leanne Smith, Assistant Director of Digital – Data and Analytics, would take the Chair of the Bids Panel from April onwards.

RESOLVED: That

1) the Bids Panel updates, relating to the meetings on 24 February and 6 March 2025 were noted;
2) the revised terms of reference for Bids Panel were approved; and
3) Thanks to Julie Boalch for chairing the Bids Panel was noted.

12/25 BURSARY PANEL HIGHLIGHT REPORT

The Bursary Panel met in January 2025 and approved allocation of funding for two applications: one part funding an MSc Advanced Clinical Practice to the value of £3,000, and one-part funding an MSc Professional Practice to the value of £1,188.

The terms of reference review had not yet taken place; however, a meeting was scheduled for this on 14 April, and these would be presented to the next meeting of the committee. It was noted that a number of applications that failed to meet the threshold were due to the Statutory and Mandatory training requirement not being up to date.

RESOLVED: That the Committee noted the position.

13/25 REFLECTIONS AND SUMMARY OF DECISIONS/ACTIONS

Members reflected that the hybrid format worked well and commented on the professionalisation of the charity and the progress made over the last 12 to 18 months. It was noted that this was the first meeting with Peter Curran as the Chair, and it was agreed that the meeting was well chaired.

14/25 ANY OTHER BUSINESS

None discussed.

15/25 DATE OF NEXT MEETING

The next meeting of the Committee is scheduled for 3 July 2025.