

## CHARITABLE FUNDS COMMITTEE MEETING

25<sup>th</sup> March 2025

Board Room Carlton Court/TEAMS

### Present

Mr Dyfed Jones Independent Member (Chair)  
Mr Russell Caldicott Executive Director of Finance

### In attendance

Ms Paula Clayton Assistant Accountant  
Mrs Jane Moore Executive Director of Public Health  
Mrs Philippa Peake-Jones Head of Corporate Affairs  
Mrs Amy Stenson-Jones Communications Officer  
Mrs Kirsty Thomson Head of Fundraising  
Mr Neil Williams Charity Accountant

CF25/17	<b>Welcome and Apologies</b> Apologies were received from: Mr Christopher Lothian-Field, Mrs Karen Balmer, Mr Sree Andole, Mrs Angela Wood and Ms Teresa Owen	
CF25/18	<b>Declarations of Interest</b> No new declarations of interest were made. Members confirmed that their declarations remained unchanged from the previous meeting.	
CF25/19	<b>Unconfirmed minutes of previous meeting</b> <b>Accuracy</b> The minutes of the previous meeting were approved as a true and accurate record, with the following amendments: Mrs Paula Clayton was incorrectly listed as present and should be removed from the attendance list and Mrs Amy Stenson-Jones title is to be amended to Mrs from Miss.	
CF25/20	<b>Matters arising and Table of Actions</b> The charitable funds workshop, which had been scheduled previously, was postponed and now requires rescheduling. The Head of Corporate Affairs was assigned the action to coordinate a new date. No other outstanding actions were noted.	
	<b>STANDING ITEMS</b>	
CF25/21	<b>Patient Impact Story</b> <b>Guest Speaker- Amy Roberts</b> The Communications Office introduced Amy Roberts, Bereavement Midwife, who presented an update on the newly refurbished bereavement suite at Ysbyty Gwynedd, which was funded through charitable funds donations.	

	<p>The suite, previously known as the Angel Room, was relocated to a quieter, more private area and redesigned to provide a comforting, home-like environment for grieving families. The new suite includes a double bed, sofa, TV, private bathroom with shower, and a kitchenette. The total cost of the refurbishment was £21,606.11, fully funded through charitable donations and fundraising efforts.</p> <p>The Bereavement Midwife gave feedback from families sharing that this has been overwhelmingly positive, with the space offering a vital sanctuary during a profoundly difficult time. It was noted that an application has also been submitted for a secluded garden space to further support bereaved families.</p> <p>Committee members expressed deep appreciation for the project and its impact, noting its alignment with the purpose of charitable funds.</p> <p>It was resolved that <b>The Committee noted the Item</b></p>	
<b>CF25/22</b>	<p><b>Investment Management Report</b> Russell Caldicott – Executive Director of Finance Neil Williams – Charity Accountant</p> <p>The Executive Director of Finance introduced the report highlighting that the portfolio value stood at £11.5 million, showing modest growth despite market volatility. The strong performance was attributed to exposure to the US market. However, concerns were raised about potential overexposure, especially in light of possible economic downturns in the US.</p> <p>The committee discussed the importance of balancing risk appetite with capital returns and considered the need to crystallize gains and reduce exposure. The tender process for renewing the investment broker contract, due by 1 October 2025, is set to begin.</p> <p>It was resolved that <b>The committee noted the report</b></p>	
<b>CF25/23</b>	<p><b>Finance Report Quarter Three 24/25</b> <b>Neil Williams – Charity Accountant</b></p> <p>The Charity Accountant provided an update on financial performance noting for the year to date, income was £1.1 million and expenditure was £1.6 million. Legacy income and investment returns had increased, and operational costs remained within budget. A year-end underspend is expected due to staffing vacancies. The total fund balance was £13.4 million, comprising £5.8 million in unrestricted funds and £7.6 million in restricted funds. Cash reserves were healthy, and legacy debtors had significantly reduced.</p> <p>It was resolved that <b>The committee noted the report</b></p>	
<b>CF25/24</b>	<p><b>Charitable Support Team Update</b> <b>Kirsty Thomson – Head of Charity</b></p> <p>The Head of Charity presented the team update, highlighting changes to funding eligibility criteria for perinatal mental health and cancer services. Discussion ensued and the team decided to remain a member of NHS Charities Together.</p> <p>The Head of Charity noted that a CRM system upgrade is underway, and a brand review is in progress. Feedback suggests renaming the charity to “North Wales NHS Charity” to improve recognition and alignment with</p>	

	<p>other NHS charities. The committee discussed the importance of staff engagement and the need for broader consultation before finalising any rebranding.</p> <p>The 25th anniversaries of the North Wales Cancer Treatment Centre and the Alaw Unit were noted, with events planned. A pipeline of large-scale projects, including an MRI scanner and helipad, was discussed.</p> <p>The committee also discussed the need for improved impact reporting and evaluation of funded projects.</p> <p>It was resolved that  <b>The Committee noted the report</b></p>	
	<b>FOR APPROAL</b>	
<b>CA25/25</b>	<p><b>Charitable Funds Grants Decision Meeting Minutes</b></p> <p>The minutes from the previous grant decision meeting were approved. Members noted improvements in the clarity and detail of the recorded discussions and decision-making rationale.</p> <p>It was resolved that  <b>The committee approved the minutes</b></p>	
<b>CA25/26</b>	<p><b>Budget for Forthcoming year 25/26</b></p> <p>The committee approved the 2025/26 budget of £496,000. This includes inflationary increases and full-year salaries for new roles. £10,000 was allocated for IT and donor system updates. The committee acknowledged upcoming staff changes and the need for flexibility in the budget. It was noted that the current structure was based on previous reviews and may need to be revisited in light of future staffing and strategic needs.</p> <p>It was resolved that  <b>The committee approved the budget</b></p>	
<b>CA25/27</b>	<p><b>Draft Reserves Policy</b></p> <p>The updated reserves policy was approved. The revised threshold was set at £4.24 million to ensure 12 months of operational costs and 75% of grant expenditure are covered. Additional accounting policies and the going concern status were confirmed for the 2024/25 accounts. These updates were made in line with audit recommendations and good governance practices.</p> <p>It was resolved that  <b>The committee approved the reserves policy</b></p>	
	<b>FOR INFORMATION</b>	
<b>CA25/28</b>	<p><b>Forward Workplan</b></p> <p>It was resolved that  <b>The committee noted the report</b></p>	
<b>CA24/29</b>	<p><b>Cycle of Business</b></p> <p>It was resolved that  <b>The committee noted the report</b></p>	

	<b>CLOSING BUSINESS</b>	
<b>CF25/30</b>	<b>Agree Items for referral to Board</b>  It was resolved that the Committee <b>Deferred this item for discussion outside of this meeting</b>	
<b>CF25/31</b>	<b>Agree items for Chairs Assurance Report</b>  It was resolved that the Committee <b>Deferred this item for discussion outside of this meeting</b>	
<b>CF25/32</b>	<b>Effectiveness of Meeting</b>  The Chair received positive feedback on the balance between strategic and operational discussions.  The meeting was deemed as effective. The Chair thanked the Committee members for their valuable input into the meeting.	
	<b>Dates of Upcoming CFC Meetings:</b> June 3 <sup>rd</sup> 2025 <b>Dates of grant decision meetings:</b>	