

CHARITABLE FUNDS COMMITTEE MEETING

28th January 2025

Board Room Carlton Court/TEAMS

Present

Mr Dyfed Jones Independent Member (Chair)
Mrs Karen Balmer Independent Member
Mr Christopher Field Independent Member

In Attendance

Mr Russell Caldicott Interim Executive Director of Finance
Mr Rob Gore Audit Wales Representative
Mrs Natalie Morrice-Evans EA – Executive Director of Finance - Secretariat
Mrs Michelle Pheonix Audit Wales
Mrs Philippa Peake-Jones Head of Corporate Affairs
Mrs Amy Stenson-Jones Communications Officer
Ms Kirsty Thomson Head of Fundraising
Mrs Sam Watson Improvement and Business Manager - Nursing
Mr Neil Williams Charity Accountant

CF25/01	<p>Welcome and Apologies Apologies were received from: Mr Chris Stockport, Mrs Angela Wood, Ms Teresa Owen</p>	
CF25/02	<p>Declarations of Interest The Chair declared an interest as trustee of the Anglesey Charitable trust in his role as a Councillor on Anglesey CC.</p> <p>The Head of Fundraising declared an interest as Deputy Chair, NHS Charities Together and involvement in the Love Hope Strength Charitable Foundation as a volunteer and advisor. She advised that her family business, Poblado Coffi, has donated gifts to the Awyr Las charity. Director, Macsen and Partners Ltd</p> <p>Independent Member Karen Balmer declared an interest as CEO of the Groundwork North Wales Group of Charities which includes: Groundwork North Wales Wild Ground Refurbs Flintshire</p> <p>The Interim Executive Director of Finance declared interests as follows: Fellow of the Association of Chartered Certified Accountants (ACCA) Member of the Healthcare Financial Management Association (HFMA) Liaison Strategic Advisor Director of P4eH Limited</p>	
CF25/03	<p>Unconfirmed minutes of previous meeting</p> <p>Accuracy The minutes of the previous meeting were approved</p>	

CF25/04	<p>Matters arising and Table of Actions</p> <p>The table of actions were updated an open action was noted regarding the scheduling of the Charitable Funds Workshop for early March 2025. Closed actions included amendments to charitable procedures and the policy on refusing and returning donations. The committee emphasized the importance of timely completion of these actions to maintain operational efficiency.</p>	
CF25/05	<p>ITEMS FOR APPROVAL</p>	
CF25/06	<p>Audit Wales ISA 260 Report</p> <p>Representatives from Audit Wales attended the meeting and gave the committee an overview of The Audit Wales Report (IC260) confirming it provides an in-depth review of the financial statements and governance practices of the Charitable Funds Committee. The audit aimed to ensure compliance with statutory requirements and to assess the effectiveness of financial management and operational procedures.</p> <p>The Audit Wales Report (IC260) provided an unqualified opinion on the financial statements of the Charitable Funds Committee, indicating they present a true and fair view. The report highlighted effective governance practices but recommended improvements such as reviewing the declaration of trust, regularly updating the charity risk register, ensuring compliance with fund advisor requirements, and aligning expenditure approval processes with the Health Board's scheme of reservation and delegation. Overall, significant progress was noted, but further enhancements are needed to ensure robust financial management and operational effectiveness. Highlighting the area of allocations of funds to be an area of focus and training.</p> <p>The Chair thanked The Audit Wales representatives for their attendance and praised the good working relationship between both parties.</p> <p>An Independent Member queried the process for the allocation of funds within restrictive or unrestricted, enquiring if this was a manual or systems process. The Interim Executive Director of Finance confirmed that the system automatically banks the funds but the finance team have the ability to mark as 'restricted or unrestricted' It was noted that careful consideration and oversight would be taken over these transactions in the future to ensure the accuracy of the reporting.</p> <p>It was resolved that: The Committee approved the paper</p>	
CF25/08	<p>Audited Accounts and Annual Report</p> <p>The Chair introduced the annual report and thanked both The Charity and Finance team members for their dedication and hard work in producing the document.</p> <p>The Head of Fundraising gave an overview informing The Committee that The Annual Report and Accounts provide a comprehensive overview of the charitable funds' activities, financial performance, and impact over the past year. The report aims to offer transparency to stakeholders, including donors, trustees, and the broader community, highlighting the achievements and financial health of the charity.</p> <p>The Head of Fundraising thanked The Chair for his input, noting that The Chair's statement reflects on the year's successes and challenges, emphasising the charity's commitment to its mission and the positive</p>	

impact on the community. Also outlines strategic priorities for the upcoming year.

The following areas were highlighted to The Committee

1. Performance Highlights:

- Showcases key achievements, such as successful fundraising campaigns, significant donations received, and impactful projects funded. It includes stories and testimonials from beneficiaries, illustrating the tangible benefits of the charity's work.

2. Financial Statements:

- The financial statements provide detailed quantitative data on the charity's financial performance. This includes:
 - **Balance Sheet:** A snapshot of the charity's assets, liabilities, and net assets at the end of the fiscal year.
 - **Income Statement:** A summary of revenues and expenses, showing the net income or deficit for the year.
 - **Cash Flow Statement:** An overview of cash inflows and outflows, highlighting the charity's liquidity and financial stability.

3. Audit Report:

- The audit report, prepared by Audit Wales, offers an independent assessment of the financial statements. The report issued an unqualified opinion, indicating that the financial statements present a true and fair view of the charity's financial position.

4. Governance and Compliance:

- This section details the governance structure, including the roles and responsibilities of trustees and committee members. It also covers compliance with legal and regulatory requirements, ensuring transparency and accountability.

5. Strategic Plan:

- The strategic plan outlines the charity's goals and objectives for the next year, focusing on areas such as fundraising, community engagement, and project development. It includes specific targets and initiatives to drive growth and impact.

6. Impact Stories:

- Impact stories highlight the real-world effects of the charity's work, featuring testimonials from beneficiaries and case studies of successful projects. These stories demonstrate the value and importance of the charitable funds in improving lives.

7. Future Outlook:

- The future outlook section provides insights into upcoming projects, anticipated challenges, and opportunities for growth. It reflects the charity's vision for the future and its commitment to continuing its positive impact on the community.

The Head of Fundraising concluded that The Annual Report and Accounts offer a thorough and transparent overview of the charity's activities and financial health. It celebrates the achievements of the past year, provides

	<p>detailed financial information, and sets the stage for future growth and impact. The report is a vital tool for stakeholders to understand the charity's performance and strategic direction.</p> <p>It was resolved that the Committee The Committee approved the paper</p>	
CF25/08	<p>Grant Decision Minutes for Ratification</p> <p>The discussion on the grants decision minutes focused on reviewing and approving the minutes from the previous Grant Decision Meeting. The committee emphasised the importance of ensuring that detailed discussions are accurately reflected in the minutes to provide a clear record of decision-making processes. This includes documenting the rationale behind grant approvals and any conditions attached to the grants. The committee agreed that thorough documentation is essential for transparency and accountability, and committed to improving the detail and clarity of future minutes.</p> <p>It was agreed that the minutes would be edited to include more detail and be brought back to the next Charitable Funds Meeting for ratification and approval.</p> <p>It was resolved that the Committee The committee deferred the approval.</p>	
	STRATEGIC PRIORITIES	
CF25/09	<p>Internal Audit Report Nicola Jones – Internal Audit</p> <p>The internal audit discussion, led by The Internal Audit Representative, focused on the findings and recommendations from the recent audit of the Charitable Funds Committee. It was explained to The Committee that the audit aimed to assess the effectiveness of governance, financial management, and operational procedures.</p> <p>Key Points Discussed:</p> <p>Governance: Effectiveness: The audit found that the Charitable Funds Committee is operating effectively and in line with its terms of reference. This indicates strong governance practices and adherence to established protocols.</p> <p>Recommendations: It highlighted the need to review the declaration of trust to ensure it reflects current practices and legal requirements. Additionally, the charity risk register should be a regular agenda item to monitor and mitigate risks effectively.</p> <p>Strategy and Operational Plan: While the strategy has been approved, the audit recommended developing an operational plan to support the strategy. Notin that this plan should outline specific actions and timelines to achieve strategic goals.</p> <p>Fund Advisors Compliance: The audit noted that fund advisors need to be more compliant with having two advisors per fund and completing</p>	

	<p>accountability agreements to ensure proper oversight and accountability for each fund.</p> <p>Income Management: Established Processes: The audit found that established processes for receiving income are in place and functioning well. However, noting there is room for improvement in monitoring money from registered events to ensure proper allocation and tracking.</p> <p>Expenditure Scrutiny: Approval Processes: Good scrutiny of expenditure was noted, indicating that the committee is diligent in reviewing and approving expenses. However, the delegation of authority for approving expenditures needs to align with the Health Board's scheme of reservation and delegation to ensure consistency and compliance.</p> <p>Overall Improvements: Progress Since Previous Audit: Significant improvements have been made since the previous audit, which had a limited assurance rating. The current audit received a reasonable assurance rating, reflecting progress but highlighting areas for further enhancement.</p> <p>Key Areas for Improvement: It was emphasised to The Committee the importance of addressing the remaining recommendations to ensure robust governance and operational effectiveness.</p> <p>The internal audit discussion highlighted the progress made by the Charitable Funds Committee in improving governance and financial management practices. The recommendations provided a clear roadmap for further enhancements, ensuring the committee continues to operate effectively and transparently. The committee committed to addressing these recommendations to maintain robust governance and operational effectiveness.</p> <p>The Interim Executive Director of Finance thanked Internal Audit for their report and findings, noting the hard work carried out between both parties to ensure a smooth audit process.</p> <p>It was resolved that the Committee The committee noted the report</p>	
	FOR INFORMATION	
CF25/10	<p>Forward Workplan</p> <p>It was resolved that the Committee Noted the report.</p>	
CF25/11	<p>Cycle of Business</p> <p>It was resolved that the Committee Noted the report.</p>	
	CLOSING BUSINESS	
CF25/12	<p>Agree Items for referral to Board</p> <p>It was resolved that the Committee Deferred this item for discussion outside of this meeting</p>	

CF25/13	<p>Agree items for Chairs Assurance Report</p> <p>It was resolved that the Committee Deferred this item for discussion outside of this meeting</p>	
CF25/14	<p>Effectiveness of Meeting</p> <p>The Chair received positive feedback on the balance between strategic and operational discussions.</p> <p>The meeting was deemed as effective. The Chair thanked the Committee members for their valuable input into the meeting.</p>	
	<p>Dates of Upcoming CFC Meetings: March 25th 2025</p> <p>Dates of grant decision meetings: February 3rd 2025</p>	