

FRIENDS OF BRIGHTON & HOVE HOSPITALS

MEETING OF THE BOARD OF TRUSTEES

Held on Friday 30 April 2021 10am via Zoom

MINUTES

PRESENT: Glynn Jones Chair
Suzy Horne (SH) Administrator
Katy Wells (KW) Fundraiser
John Austin (JA) Emma Church (EC) Janet Flint (JF)
Robert Griffiths (RG) Howard Kidd (HK)
Chris Rendel (CR)

1. (i) Apologies for Absence

Apologies were received from Friends Trustees Muna al-Jawad, Debbie Reeder, Pam Hayward.

(ii) **Declaration of Pecuniary Interest in the business of the meeting** None

2. Minutes of meeting held on 22 January 2021

(i) The Minutes of the Board meeting held on 22 January 2021, having been previously circulated, were approved.

(ii) Matters arising that are not on the agenda: Following a planned merger BSUH became University Hospitals Sussex NHS Trust on 1st April 2021. This trust is referred to by its new name in these minutes.

3. Hon Treasurer's Report

HK presented the Profit & Loss and Assets and Liabilities Statement for January – March 2021.

There has been a steep drop in income due to the pandemic which has prevented most fundraising activities. Friends Shop closed in May 2020 and the Friends Café has been closed during this quarter due to lockdown restrictions. The loss over the last three months is -£9,669.90.

Fundraising income from the i-Drop was shown in the third quarter of 2020 but the event had to be postponed; now rescheduled (see below).

Agreed future SAF1 funding (Year 5) is in unpaid grants showing project funding confirmed until 31 October 2022.

Funding committed for SAF2 will be included in the 2020 Annual accounts as a liability as it was originally agreed in principle by Trustees in October 2020. Trustees reviewed the amount in January 2021 and it is now confirmed this funding will be £45,000 for Year 1 (November 2020 – October 2021) and £30,000 for Year 2 (November 2021 – October 2022).

SAF Co-Ordinator Paola O'Sullivan now has a permanent contract with UH Sussex NHS Trust.

The issue of future funding for SAF project services by the Friends after October 2022 was raised by EC. CR said that having managed to get UH Sussex NHS Trust to confirm the permanent SAF Co-ordinator role, the issue of future funding for project services needs to be approached in a considered manner.

Funding agreed in principle (18 October 2019) for the Emergency Department of £72,582.90 is in unpaid grants. SH to ask if the business case for this has been prepared and presented to the Capital Investment Group and confirm which budget holder would decide re: co-funding opportunities. Once this is known CR will follow-up. **ACTION: SH/CR**

The draft bid from Urology has not progressed and no further action will be taken. It is not shown in Assets and Liabilities.

SH is in contact with Dr Sarah Westwell re Earmarked Funds for Cancer Services with no decisions or formal bids made to date. A further £27,829.97 received from the same (Milam) legacy will be shown in Earmarked funds on the Assets and Liabilities statement.

4. Reports from Sub-group Chairs:
- Executive Group:** 2 March 2021. Minutes circulated and approved.
GJ is in touch with UH Sussex NHS Trust Chairman Alan McCarthy re: Friends relationship with the new Trust, relationships between Friends' and Trust charity and volunteering.
JF commented that the new trust will have meant a huge restructure to many departments.
- Marketing Group:** 23 April 2021.
Three films completed March 2021 are now available via You Tube and social media links. Trustees commented the messaging comes across well and show how the Friends work at the front line providing support for the local NHS.
The database has been transferred to Mailerlite. The next Newsletter will be sent out early May.
Re-designed website will be live by the end of May 2021.
- Fundraising:**
- i-Drop:** 6 people on Sat 29th May (including KW)
30 people on Sun 20 June
Participants have been asked to re-activate their fundraising pages and additional income is expected. Volunteers are needed on these dates.
- Sea Swim Challenge Virtual Event** via Eventbrite: this event is now live. Brighton Pier to Pier is on Sat 26 June. Consultants Katy Hurt and Vanessa Kohl both have places for this and will be supporting the Friends. KW explained this was a trial event and if successful could build up a sea swim network. Key partner is www.oceanset.co.uk
- Cycling at Preston Park Velodrome:** 11th July. Volunteers needed to help run a stall and bucket collection
- Bucket collection at Brighton Station:** 30th July. Volunteers needed.
The office has a new set of collecting boxes available for any retailers, mainly cash based, who would take a box.
- Business Partnerships:** EC outlined the Partnership initiative with local businesses she and KW are working on. Solicitors Crosby and Woods are the first business to sign up with others on a short list; EC to circulate this list. A personal approach, 'telling the story', will take priority to build trust and deeper engagement with the Friends. Alcohol businesses will be asked to help with raffles etc rather than as partners initially.
Partnerships will be featured on the new website. **ACTION: EC and KW**
- Legacies:** one of the three new films focusses on legacies and will be used to build awareness and seek legacy donations. **ACTION: RG and CR**
- Small Acts of Friendship Group:** 21 April 2021.
SAF Co-Ordinator permanent contract confirms Small Acts of Friendship is now embedded within seven wards at UH Sussex NHS Trust; Chichester, Emerald, Jowers, Vallance (*elderly care*) and Catherine James, Egremont and Overton (*respiratory*).
Volunteers are returning to face to face patient activities. RG confirmed he was starting back w/c 4 May 2021.
The 'Orpen' End of Life room is progressing. To differentiate the room as *special*, furnishings and décor are being carefully selected. EC has a contact who will provide suitable artwork. Meeting to be arranged with Paola O'Sullivan and the artist. **ACTION: EC/POS**
RG will take pictures of the room when he returns to volunteering which can be shared with Heidi Orpen and with other SAF End of Life funding donors. A small event to mark the creation of the room will be arranged once access to the hospital is permitted for visitors.
CR confirmed a discussion had taken place at the SAF meeting regarding recruitment of volunteers. Schools, BrightMed and Duke of Edinburgh award participants could all be targeted. Trustee MAJ is in discussion with HR / Voluntary Services about recruitment.
5. **Grant Funding:** No requests for grant funding were received

6. Any Other Business

Patrons: Due to Covid-19 restrictions Trustees have been unable to meet with new Patrons Sir Anthony Seldon and Maureen and Michael Chowen. EC and CR are to meet with the Chowens' soon and it was agreed to slowly develop these relationships before seeking further Patrons.

Any suggestions for new Trustees, perhaps with professional healthcare links would be welcome.

GJ will contact Imran Yunus and Pam Hayward to discuss their future role on the Trustee board.

ACTION: GJ

Annual General Meeting: Tuesday 20th July 2021. HK to approach the Hove Club to see if it can be used as the venue.

ACTION: HK

GJ will contact the Headteacher at Brighton & Hove High School to discuss links with education and community engagement. KW to send contact details to GJ.

ACTION: GJ and KW

Zoom Log-In:

Email address: office@brightonhospitalfriends.org.uk

p/w: 1nconstantLy

Friends have a paid for account which Trustees are welcome to use.

Next Trustee Board meetings: Via Zoom

Dates: Friday 16th July 10am

Friday 22 October 10am

Signed: _____ (Chair) Date: _____