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**FRIENDS OF BRIGHTON & HOVE HOSPITALS**

**MINUTES from TRUSTEE MEETING**

**Thursday 13th April 2023, 10am. Audrey Emerton Building Seminar Room 4**

**Present:** Chris Rendel (Chair); Janet Flint (Vice Chair);Howard Kidd (Treasurer);John Austin; Emma Church (Vice Chair); Katy Wells (Fundraiser); Suzy Horne (Office Manager)

**Apologies:** Muna al-Jawad; Robert Griffiths; Rosie McColl; Debbie Reeder

Minutes from the meeting held 19th January 2023 and previously circulated were approved and signed.

1. **Accounts**

- HK gave a summary of the first quarter accounts 2023.

- It was agreed to ‘write back’ unspent grants for £20,285.14, 2021/302/SAF2 Yr1 and for staff refreshment (Covid grant) of £446.60 (2020/314/BSUH (both expired 31.12.2021).

- HK referred to the issue the Friends has whereby certain earmarked funds are unable to be spent, over a considerable timescale, due to the lack of demand for the specific purpose set out in the original legacy/request.

Within the Charities Act there is reference to the ‘cy-près’ doctrine which approximates to ‘near to’ in English. This doctrine can be applied to the situation regarding earmarked funds referred to above.

Having pursued all avenues to expend the earmarked funds in question, the Charity can pass a resolution recommending a change of direction of the funds preferably as near to the original earmarked purpose as possible. HK’s suggestion would be that any such change of use should be supported by documentation provided by clinicians and as much other supporting evidence as reasonably possible.

The resolution, together with supporting evidence should then be sent to the Charity Commission (CC) requesting their confirmation. HK suggests contact with the CC first to ensure the correct approach is adopted.

- Sussex4Sussex have already agreed funding of £10,800 received by FBHH in 2008 for a particular item for Digestive Diseases can be re-allocated as the department no longer want the item.

This was communicated to previous Vice Chair Charles Turton and approved by a current Sussex Freemason.

SH will make these adjustments to the Assets and Liabilities Statement for the second quarter.

1. **Bid from IV Therapy Department with supporting information**

 Following discussion Trustees agreed to fund a portable ultrasound probe for the IV Therapy / Imaging clinics. Agreed grant: £4,999. Friends Grant number: 2023/332/UHSx.

 It was noted that the ultrasound, maintenance and revenue costs will be the responsibility of the department. SH to inform bid writer and budget holder Geraldine O’Sullivan.

19.04.2023: Geraldine has responded to say: *‘Super news, Thank you so much!’*

1. **Small Acts of Friendship (SAF) Update**

 (i) CR updated Trustees on the role out of SAF to other hospitals within UHSussex, managed by Paola O’Sullivan (POS) and funded by the UHSussex charity. As previously confirmed, the Friends have committed SAF funding for Royal Sussex County Hospital, £40,000 per year for 2023 and 2024.

 (ii) End of Life / SAF rooms in Louisa Martindale Building (LMB) at Royal Sussex County Hospital.

 CR / SH to ask POS what is happening with single rooms in the new LMB. Opening has been delayed until late May when elderly care patients are now expected to move into the new wards.

**4. Fundraising Activity for 2023**

- Newsletter sent to database 6.4.2023

**- Events**

20.04.2023 Cold Water Swim Talk: on sale via Eventbrite

23.04.2023 Beach Tennis: on sale via Eventbrite

18.05.2023 Johnson at 10 Talk with Anthony Seldon: on sale via Eventbrite

09.07.2023 Big Brighton Sea Swim: on sale via Eventbrite

Date tbc Swim Film

KW outlined marketing and comms activity to support these fundraising events.

CR asked all Trustees to focus efforts on the Seldon talk .

**- Legacies**

CR and RG have met with / spoken to named Brighton & Hove Solicitors.

The CSR Department at DMH Stallard and Robin Wilson are key contacts.

SH to send legacy leaflets to Nadia Cowdrey, DMH Stallard.

**- Business & Partnerships**

Possible dates have been circulated to Business group for next meeting.

**5. Updated UHSussex Grant Application Form – for review and approval**

Previously circulated. Approved via email by CR, HK, DR. Has been sent to MAJ for final approval.

Agreed to use this new application form from now on; final Board approval to be confirmed at next meeting. CR thanked DR for her work on this.

**6. Communications**

Website now has new front page with a strong focus on events.

CR confirmed Design Agency MooCow will provide a monthly update service on the site; information to be provided by KR and SH and communicated to MooCow by KW.

**7. Annual General Meeting: Tuesday 4th July** at either LMB if available or Hove Club (booked as a reserve). SH to confirm. SH to liaise with Speaker Rob Galloway.

Annual Report is being prepared. SH to obtain quote from Alan McCarthy and identify image for cover. Chair’s report is written.

Accounts will be approved by Executive group on 13th June before signing and printing.

CR will talk to Trustees individually about their role for 2023 / 24.

Recruitment of new Trustees: JA has possible contact of GP (Clinical expertise). Also, to look for someone with Fundraising expertise. The aim is to refresh the board whilst not unduly increasing the number of Trustees.

**Signed:** …………………………………………………………………………….. Date: …………………………………………..