

WEST GLOUCESTERSHIRE PRIMARY CARE TRUST

CHARITABLE FUNDS COMMITTEE

Minutes of the meeting held on Thursday 3rd August 2006 at 8.30am
in Mike Theelke's Office, Highnam Business Centre

Present: Liz Boait
Mark Hendry
Mike Theelke

In Attendance: Martyn Thomas
Sarah Robinson

1. Apologies

There were no apologies for absence.

2. Notes of the Previous Meeting

Notes of the previous meeting were agreed.

Matters Arising

There were no matters arising.

3. Statutory Accounts and Annual Report

MPT presented the Draft Annual Report and Accounts which were reviewed by the Committee. Key issues raised were the spend on medical equipment, which included £26,000 on ultrasound equipment at Lydney Hospital. This was funded by the Friends of Lydney Hospital and it was noted that a debtor was also in the accounts. Martyn Thomas to report back if debt had now been cleared.

ACTION: MARTYN THOMAS

It was noted that the Committee's drive to increase expenditure had successfully resulted in a reduction in fund balances to £101k from £119k.

It was noted that the Accounts had not yet been audited. Martyn Thomas to clarify with Finance Shared Services when the audit is to be undertaken.

ACTION: MARTYN THOMAS

The draft Annual Accounts and Annual Report were adopted by the Committee subject to audit.

4. Transfer to New Primary Care Trust

Mike Theelke advised the Committee that technical working groups had been set up to oversee the technical work of establishing the new PCT and transferring business. This included Charitable Funds.

The Committee agreed that the funds should be transferred to the new PCT on its establishment on 1st October 2006 in their current structure.

5. AOB

i) Due to a computer system problem, Martyn Thomas was unable to provide details of the current position of funds although he believed the total balance was approximately £83k. As this represented a further significant decrease, Martyn Thomas agreed to circulate the current position to the committee a.s.a.p. It was also agreed to include an update of the position in the final report to the Trustees at the main Board meeting in September.

ACTION: MARTYN THOMAS

ii) Liz Boait raised the issue of funding towards the proposed social event to mark the end of the PCT. It was agreed that an amount up to £1,000 be made available from District Funds for this event.

6. Date of Next meeting

This was the final scheduled meeting of the Committee. In the event of any significant issues an emergency meeting would be called.