

Charitable Funds Committee Log 2026-27												
Meeting Date	Minute Ref	Agenda Item (Number & Title)	Raised by	Narrative	Type of Action	Assigned to (individual)	Supporting (additional staff members)	Due by	Update	Status	Outcome of Referral	Referral detail
17.03.26	15/26	Circulation of Key Charity Event Dates and Update on Head of Charity Recruitment	Local Authority IM (Nicola Mathews)	NM welcomed the presentation and the forward planning demonstrated. She requested that key event dates be circulated to Independent Members to assist with diary planning. She also sought an update on recruitment to the Head of Charity role.	Action	Director of Insight, Communications and Engagement (RT)		Oct-26	Slides circulated to members on 14 April 2026; awaiting update on Head of Charity recruitment.	Underway (with update)		
17.03.26	18/26	Review of Charity SORP in Relation to Dormant Fund Removal	Vice Chair (Steve Spill)	AM confirmed that she would review the Charity SORP to determine the powers available for the removal of dormant funds and would report back to the Committee at the next meeting.	Action		Alison McLennan; Assistant Director of Finance - Governance and Accounting	Oct-26	The New/Closed Funds Report does not currently address the Committee's request regarding dormant funds and the establishment of new funds. Further consideration will take place following completion of fund holder engagement sessions. A meeting between relevant officers and the incoming Charity Director will be arranged, with a further update to be reported to Committee.	Underway (with update)		
17.03.26	19/26	Review of Approach to Dormant Funds and Establishment of New Funds	Vice Chair (Steve Spill)	SS questioned the consistency between reducing dormant funds and creating new ones, suggesting donor intent could be met by ring-fencing within existing funds. AM noted this was possible but would require manual monitoring. COL supported applying time-limited conditions to new funds and requested an update at the next quarterly meeting.	Action		Corporate Governance Team	Oct-26	Awaiting confirmation whether October New/Closed Funds report addresses Committee request regarding dormant funds and establishment of new funds.	Open		
17.03.26	30/26	Veterans' Match-Funding Proposal – Fast-Track Consideration	Vice Chair (Steve Spill)	SS reminded the Committee of the veterans' charity match-funding proposal and expressed concern that progress had stalled ahead of the next quarterly meeting. RT confirmed that he, LB, COL and AM would explore options for a rapid decision-making route outside the normal cycle. ER offered support, noting the importance of veterans' services locally.	Action	Director of Insight, Communications and Engagement (RT)	Claire Osmundsen-Little; Interim Director of Finance	Oct-26	Awaiting update from RT regarding proposed rapid decision-making route and progress of veterans' match-funding proposal, sent email on 30/09/26.	Open		
17.03.26	30/26	Cash-Flow Analysis to Inform Drawdown Decisions	Vice Chair (Steve Spill)	SS queried whether the charity's current cash position warranted a pause on drawdowns from Brewin Dolphin and whether surplus cash could be reinvested. AM advised that a cash-flow projection had been requested from the finance team to support decision-making, noting that drawdowns may be reduced or suspended, although the charity was not yet in a position to return cash to Brewin Dolphin.	Action		Alison McLennan; Assistant Director of Finance - Governance and Accounting	Oct-26	Cash-flow analysis has been incorporated into the Finance Report slide deck presented to Committee. Action completed and closed.	Closed		
09.07.26	38/26	Charity Update Presentation	Local Authority IM (Nicola Mathews)	Provide regular diary reminders and updates to Board Members regarding forthcoming charity events and explore opportunities for charity promotional slides to be displayed during Board meeting breaks to increase awareness and engagement.	Action	Director of Insight, Communications and Engagement (RT)	Hazel Lloyd, Director of Corporate Governance	Oct-26	Charity event promotional slides were provided to Carys Richards by Lewis Bradley for circulation to Board Members and inclusion at the Board meeting scheduled for 30 July 2026, supporting the action to increase awareness of forthcoming charity events and fundraising activities on 09.07.26	Closed		
09.07.26	45/26	Report on Staff Employed from Charitable Funds		Revise staffing cost projections to reflect the full-year impact of the Band 8B (Charity Director) post and provide updated figures to the Committee.	Action		Alison McLennan; Assistant Director of Finance - Governance and Accounting	Oct-26	The Charity Plan requires review and updating, including consideration of staffing costs and the full-year impact of the Charity Director post. Relevant officers and the incoming Charity Director will undertake this work and report back to Committee at a future meeting.	Open		
09.07.26	47/26	Committee Risk Register	Exec Lead Audit: Director of Corporate Governance (HL)	Include the Charity Risk Register as a standing item within agenda planning meetings to ensure committee business aligns with key strategic charity risks.	Action	Director of Insight, Communications and Engagement (RT)	Claire Osmundsen-Little; Interim Director of Finance	Oct-26	On work programme as standing item.	Closed		
09.07.26	50/26	Review of Meeting Effectiveness	Local Authority IM (Nicola Mathews)	Explore opportunities for Committee members to undertake visits to projects and initiatives funded through charitable funds and consider how these can be incorporated into future Committee planning and work programmes.	Action	Director of Insight, Communications and Engagement (RT)	Nicola Matthews, Committee Chair	Oct-26	Email sent to Richard Thomas on **20 July 2026** requesting an update on the development of proposals for Charitable Funds Committee site visits to charity-funded projects and initiatives, including potential options and indicative timescales for consideration by the Committee. Chased team on 01/09 for an update.	Underway (with update)		