



**BOARD OF TRUSTEES**

**Thursday 28<sup>th</sup> September 2017 at 4pm  
Board Room  
University Hospital Llandough**



**BOARD OF TRUSTEES MEETING**  
**4pm ON THURSDAY 28<sup>TH</sup> SEPTEMBER 2017**  
**BOARD ROOM, UNIVERSITY HOSPITAL LLANDOUGH**

**AGENDA**

<b>PART 1 PRELIMINARIES</b> ( <i>Chair</i> )		
1	Welcome and Introductions.	Oral
2	Apologies for Absence.	Oral
3	Declarations of Interest	Oral
4	<a href="#">Minutes</a> of the previous meeting of the Board of Trustees held on 26 <sup>th</sup> January 2017	<i>Chair</i>
5	Matters Arising	<i>Chair</i>
<b>PART 2: GOVERNANCE</b>		
6	<a href="#">Financial Performance of the Charity</a> 2016/17	<i>Deputy Director of Finance</i>
7	<a href="#">NHS Charities</a> and LHB/NHS Trusts Statutory Accounts	<i>Deputy Director of Finance</i>
8	Update on <a href="#">Rookwood Hospital</a>	<i>Deputy Director of Finance</i>
9	<a href="#">NHS 70<sup>th</sup> Birthday</a>	<i>Director of Planning</i>
10	Marketing Strategy	Oral <i>Chair, Charitable Funds Committee</i>
11	Report of the Chair of the Charitable Funds Committee on Recent Key Events	Oral <i>Chair, Charitable Funds Committee</i>
12	Current Position with Lookers / Peugeot Affinity Deal	Oral <i>Director of Corporate Governance</i>
<b>PART 3: FINAL CLOSURE AND FUTURE MEETINGS</b>		
13	Review of the Meeting and any urgent business	Oral
14	Date and time of next meeting – 25 <sup>th</sup> January 2018	Oral



**UNCONFIRMED MINUTES OF THE TRUSTEE MEETING  
HELD ON THURSDAY 26 JANUARY 2017  
BOARD ROOM, UNIVERSITY HOSPITAL LLANDOUGH**

4

**Present:**

Maria Battle	Chair
Dr Sharon Hopkins	Interim Chief Executive
Abigail Harris (part)	Director of Planning
Akmal Hanuk	Independent Member – Community
Eileen Brandreth	Independent Member – ICT
Dr Fiona Jenkins	Director of Therapies and Health Sciences
Fiona Kinghorn	Interim Director of Public Health
Dr Graham Shortland	Medical Director
Ivar Grey	Independent Member – Finance
John Antoniazzi	Independent Member –Estates
Julie Cassley	Interim Director of Workforce and OD
Professor Marcus Longley	Vice Chair
Margaret McLaughlin	Independent Member - Third Sector
Martyn Waygood	Independent Member - Legal
Robert Chadwick	Director of Finance
Ruth Walker	Executive Nurse Director
Stuart Egan	Independent Member – Trades Unions

**In Attendance:**

Alun Williams	Head of Financial Services
Chris Lewis	Deputy Director of Finance
John Herniman	Wales Audit Office
Peter Welsh	Director of Corporate Governance
Steve Curry	Interim Chief Operating Officer

**Secretariat**

Julia Harper

**Apologies:**

Alice Casey	Director Unscheduled Care
Professor Elizabeth Treasure	Independent Member - University
Cllr Susan Elsmore	Independent Member – Local Authority

**UHBT 17/001 WELCOME AND INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

**UHBT 17/002 APOLOGIES FOR ABSENCE**

Apologies for absence were noted.

**UHBT 17/003      DECLARATIONS OF INTEREST**

The Chair invited Members to declare any interests in the proceedings on the agenda. Ms Eileen Brandreth declared an interest in the Woods Legacy.

**UHBT 17/004      MINUTES OF THE MEETING HELD ON 28 JULY 2016**

The Trustee **RECEIVED** and **APPROVED** the minutes of the meeting held on 28<sup>th</sup> July 2016.

**UHBT 17/005      MATTERS ARISING**

There were no issues to update at this time.

**UHBT 16/016      CARDIFF AND VALE HEALTH CHARITY ANNUAL  
REPORT AND ACCOUNTS 2015/16**

The Deputy Director of Finance presented an overview of the Annual Report and Accounts of the Charity for 2014/15 and recommended the approval of these as well as the associated Letter of Representation. The Trustee was advised that following a recommendation from Wales Audit Office, the Annual Accounts and Letter of Representation had been amended slightly and the revised document had just been made available to the Trustees.

The Charity began the year with £9.784m and closed with a balance of £9.248m. Income was down by £261k on the previous year, mainly due to legacies, but had already recovered in 2016/17, having received over £500k. Expenditure for the year was £606k.

There had also been movement on investments. In 2014/15 there had been gains, but in 2015/16 there were losses. In 2016/17 these losses had been more than corrected with a gain of £860k.

It was noted that the investment market remained volatile. As a safeguarding measure, the Charity had realised £700k worth of shares.

The amount of activity to support the Charity was welcomed, in particular, the efforts of staff to fundraise was congratulated.

Mr John Herniman, Wales Audit Office advised the Trustee that the accounts had been audited and he was able to provide an unqualified opinion. There had been a few issues, but these had not resulted in the need to make adjustments. The Trustee's attention was drawn to the recommendations in the WAO Audit of Financial Statements, in particular, the need to have a ledger appropriate for the reclassification of income and expenditure in place for the current year.

The Chair thanked Mr John Herniman, Mr Chris Lewis and Mr Alun Williams for the work they had done for the Charity.

**ASSURANCE** was provided by:

- Audited accounts showed a true and fair view and were un-qualified.
- The financial strength of the charity.

The Trustee:

- **CONSIDERED** the Annual Report and Accounts for 2015/16, Letter of Representation and ISA 260 Report from the Wales Audit Office.
- **APPROVED** the Accounts and Annual Report for 2015/16, based on the assurances given and the recommendation of the Wales Audit Office.
- **CONFIRMED** the statement made in the Letter of Representation to the Auditors and recommended approval of this document.
- **AGREED** that the Chair and the Director of Finance sign the Letter of Representation on behalf of the Trustees.

#### **UHBT 17/007 CHARITABLE FUNDS AWAYDAY**

The Director of Corporate Governance gave an oral account of the Awayday / Workshop held on 2<sup>nd</sup> December 2016 and drew attention to:

- Discussion on a Strategy for the Charity.  
A written report on the Away Day would be presented to the next meeting of the Charitable Funds Committee  
**Action – Mr Peter Welsh**
- Action to be taken on dormant funds.
- Memorandum of Understanding with other charities operating in the UHB area.
- The need to produce a Marketing Plan.

The Trustee **NOTED** the work being undertaken.

#### **UHBT 17/008 USE OF WOODS LEGACY**

The Director of Corporate Governance presented the report and the proposals for the division of the donation:

- £100k Medical Skills Suite
- £80k Orchard Project
- £36k Make It Better / Staff Lottery Panel

**ASSURANCE** was provided by:

- Consideration of proposals by the Charitable Funds Committee with authorization sought from the Trustees.

The Trustee

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- **APPROVED** the recommendations of the Charitable Funds Committee with regard to the allocation of the Woods legacy, as outlined above.

**UHBT 17/009      REVIEW OF THE MEETING AND ANY URGENT BUSINESS**

There was nothing further to add to the meeting.

**UHBT 17/010      DATE OF NEXT MEETING**

The next meeting would be held on 27<sup>th</sup> July 2017.

<b>CHARITABLE FUNDS FINANCIAL PERFORMANCE FOR THE FINANCIAL YEAR ENDED 31<sup>st</sup> MARCH 2017</b>	
<b>Name of Meeting :</b> Board of Trustees Meeting	<b>Date:</b> 28 <sup>th</sup> September 2017
<b>Executive Lead :</b> Executive Director of Finance	
<b>Author :</b> Deputy Director of Finance 029 20743555	
<b>Caring for People, Keeping People Well:</b> The Charity supports the UHB in delivery of high quality patient focused services.	
<b>Financial impact :</b> Financial Performance of the Charity	
<b>Quality, Safety, Patient Experience impact:</b> Utilising resources to improve quality and patient experience.	
<b>Health and Care Standard Number:</b> Not applicable	
<b>CRAF Reference Number:</b> Not applicable	
<b>Equality and Health Impact Assessment Completed:</b> Not applicable	

#### ASSURANCE AND RECOMMENDATION

**ASSURANCE** is provided by:

- The financial strength of the charity;
- Good financial performance during the period.

The Trustees are asked to:

- **NOTE** the draft financial position and performance of the charity in 2016/17.

#### SITUATION

The Board of Trustees has overall responsibility in overseeing the financial management and stewardship of the charitable funds. This report sets out the draft financial position and financial performance of the Charity for the financial year ended 31<sup>st</sup> March 2017.

#### BACKGROUND

This report covers the financial performance for the 12 month period ended 31<sup>st</sup> March 2017. This position is draft at this point in time as the Charitable Fund accounts will be subject to external verification by the Wales Audit Office. It is not anticipated however that the final audited position will be significantly different to the draft position being reported.

#### ASSESSMENT AND ASSURANCE

The Statement of Financial Activities covers the financial transactions that have taken place throughout the year ended 31<sup>st</sup> March 2017. In addition to

income and expenditure it also includes gains/losses on investments. A summary of the financial activities for the period is shown in Table 1.

**Table 1: Statement of Financial Activities for the period ended 31<sup>st</sup> March 2017**

	Unrestricted Funds £'000	Restricted Funds £'000	Endowment Funds £'000	Total Funds £'000
<b>Fund Balances brought forward April 2016</b>	<b>5,821</b>	<b>1,028</b>	<b>2,399</b>	<b>9,248</b>
Total Incoming Resources	1,078	469	1	1,548
Total Resources Expended	-869	-369	-22	-1,260
Net Incoming/(outgoing) Resources	209	100	-21	288
Gains/(Losses) on Investment Assets	743	197	6	946
Gains/(Losses) on revaluation of fixed assets			66	66
<b>Net Movement in Funds</b>	<b>952</b>	<b>297</b>	<b>51</b>	<b>1,300</b>
<b>Fund Balances carried forward March 2017</b>	<b>6,773</b>	<b>1,325</b>	<b>2,450</b>	<b>10,548</b>

The above table shows the Charity generated £1.548m of income, it spent £1.260m and therefore had net income of £0.288m.

In addition, the charity also had market value gains on its investments of £0.946m for the period compared to the March 2016 valuation. It should be noted that this gain includes £0.700m of investments which were realised and paid to Cardiff and Vale Health Charity in February 2017.

The combined effect of these results is a net increase in fund balances for the year of £1.300m, represented by net income of £0.288m, investment gains of £0.946m and an asset revaluation of £0.066m.

A summary of the balance sheet of the charity is shown in Table 2.

**Table 2: Summary Balance Sheet as at 31<sup>st</sup> March 2017**

	Opening Balance	Closing Balance
	1.4.16	31.03.17
	£'000	£'000
Fixed Assets	8,754	9,045
Net Current Assets / Liabilities	494	1,503
<b>Total Net Assets</b>	<b>9,248</b>	<b>10,548</b>
Unrestricted Funds	5,821	6,773
Restricted Funds	1,028	1,325
Endowment Funds	2,399	2,450
<b>Total Funds</b>	<b>9,248</b>	<b>10,548</b>

Of the closing fixed asset balance, £2.406m relates to Rookwood Hospital with the balance of £6.639m relating to the investment portfolio.

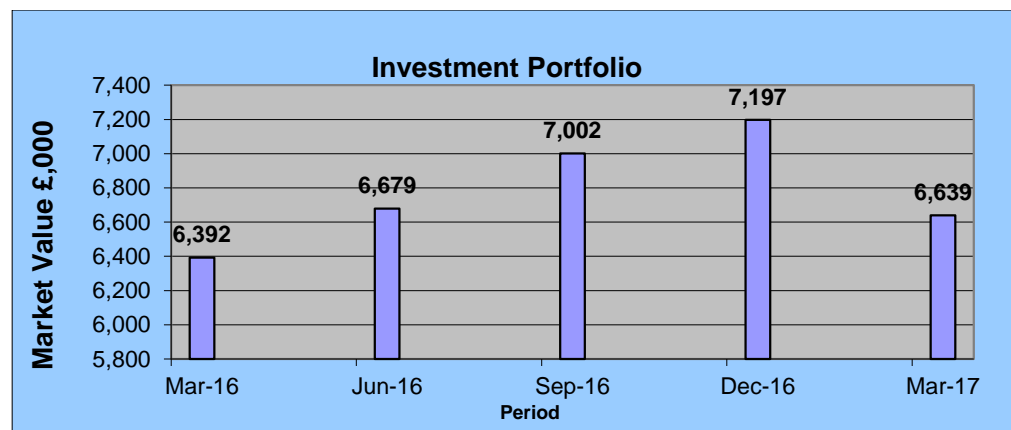
Of the net current assets closing balance of £1.503m, some £1.487m is supported with cash with the balance being net current assets of £0.016m.

The fund balances increased by £1.300m in the period to £10.548m. Of this 64% relates to unrestricted funds, 13% to restricted funds and 23% to endowment funds. A summary of the key constituent fund balances is shown in the Table 3.

**Table 3: Summary of Fund Balances at 31<sup>st</sup> March 2017**

	<b>Fund Balances 31 March 2017 £'000</b>
Unrestricted Non Delegated	1,129
Unrestricted Delegated	5,644
<b>Total Unrestricted</b>	<b>6,773</b>
Diabetes Investigation	12
UHW General	339
Education and Training	20
Staff and Patient Welfare	724
Research and Development	228
ECCO	2
<b>Total Restricted</b>	<b>1,325</b>
Catherine Jenkins	44
Rookwood Hospital	2,406
<b>Total Endowment</b>	<b>2,450</b>
<b>Total Funds</b>	<b>10,548</b>

The following graph shows the investment portfolio's performance over a twelve month period ended March 2017.



The investment portfolio started the year with a market value of £6.392m. The value has increased to £6.639m at the end of March, therefore taking into account the realised cash of £0.700m this resulted in a market value gain for the period of £0.946m.

The Portfolio is continually monitored by the Investment Managers in line with the Charity's current low to medium risk strategy. The Charitable Funds Committee also meets with the Investment advisors twice a year to review strategy and performance.

In summary the value of the Charitable Funds has increased by £1.300m in the current year to £10.548m. This represents very pleasing financial performance.

<b>NHS CHARITIES AND LHB/NHS TRUST STATUTORY ACCOUNTS</b>	
<b>Name of Meeting :</b> Board of Trustees Meeting	<b>Date:</b> 28 <sup>th</sup> September 2017
<b>Executive Lead :</b> Executive Director of Finance	
<b>Author :</b> Deputy Director of Finance 029 20743555	
<b>Caring for People, Keeping People Well:</b> The Charity supports the UHB in delivery of high quality patient focused services.	
<b>Financial impact:</b> There should be no financial impact associated with a change in accounting.	
<b>Quality, Safety, Patient Experience impact:</b> None	
<b>Health and Care Standard Number:</b> Not applicable	
<b>CRAF Reference Number:</b> Not applicable	
<b>Equality Impact Assessment Completed:</b> Not applicable	

#### **ASSURANCE AND RECOMMENDATION**

**ASSURANCE** is provided by:

- Consideration of the issue by the Charitable Funds Committee
- Engagement with Welsh Government.

The Trustees are asked to:

- **NOTE** the contents of this report;
- **CONFIRM** agreement on the Charitable Funds Committee's position on potential changes and key issues.

#### **SITUATION**

NHS Charities in Wales are classified as public bodies inextricably linked to the NHS. To date they have not been designated for consolidation within the Welsh Government accounts, nor within the Welsh Budget motion.

In response to a Welsh Finance Committee inquiry into Best Practice Budget Processes, the Welsh Government has agreed to undertake an exercise to align its budgetary and accounting boundaries. As NHS Charities in Wales are classified to central government, to achieve alignment, Welsh Government will need to consider whether the NHS Charities should be designated for consolidation. If material, the body will also be consolidated within the Welsh Government's Consolidated Accounts.

#### **BACKGROUND**

NHS Charities were set up under the NHS Act and are charities that are linked directly to NHS bodies. They are bound both by charity law and by NHS legislation. As such, NHS Charities are distinct from independent charities established solely under charity law.

In 2012/13 NHS Charities in England and Wales were officially classified as central government bodies. This placed NHS Charities in England and Wales within the boundary used by HM Treasury for the control of public expenditure. There is a requirement that statutory accounts are prepared on the basis of the public sector 'boundary' and public sector bodies are included in Government accounts if they are designated for consolidation.

In England the Department of Health designated NHS Charities for consolidation in 2012/13. The Department of Health accounts therefore include the transactions and opening and closing balances from NHS Charities, and the income and expenditure of the NHS Charities are accounted from that point onwards against the resource budgets of the Department of Health.

The Department of Health conducted a review of NHS charities in 2011, and in 2012/13 undertook a consultation on the Regulation and Governance of NHS Charities. Respondents to the consultation approved in principle to the idea that, in future, they could establish their NHS charity to operate as an independent charity. Subsequently, NHS legislation in England was changed and trustees of NHS Charities were permitted by Government to establish a new charity independent of the Department of Health. Since 2014/15 18 NHS Charities in England e.g. Great Ormond Street Hospital, have pursued this option.

At the time of the Department of Health review of NHS Charities in England, a preliminary engagement was undertaken by the Welsh Government with the NHS Charities in Wales. Limited appetite was identified at that time to seek to develop the same options for independence in Wales as in England. Consequently no regulation or governance changes for NHS Charities in Wales have been made, and no NHS Charities in Wales are independent.

## ASSESSMENT

If the NHS Charities in Wales are designated for consolidation within Welsh Government Accounts, the implications are likely to be:

- The income and expenditure of the NHS Charities in Wales will count against the Welsh Government Resource Budget control totals;
- It is highly likely (not certain) that due to the value of the NHS Charities in Wales they would be required to be consolidated within the Welsh Government Consolidated Accounts.
- In turn, if consolidation is required in the Welsh Government Accounts, this would likely require consolidation at the individual LHB and NHS Trust Account level. This could however be done as a supplementary exercise based upon final UHB accounts and draft Charity accounts (due to materiality). The UHB would make strong representation against any formal consolidation and reporting in our Annual Report and Accounts and in any changes in accounting practice.

- Whilst consolidation would not impact upon the breakeven duty of the UHB, it would impact upon the break even duty within Welsh Government.

Welsh Government are currently seeking informal engagement to help inform their thinking as to the most appropriate way to progress this exercise. Two key issues within this are:

- Have NHS Wales Organisation got any concerns regarding the potential alignment of NHS Charities within the Welsh Government boundary;
- Is there is any emerging appetite within NHS Wales to consider seeking independent status as has been seen in England.

The Charitable Funds considered these two key issues at its 19<sup>th</sup> Sept 2017 meeting and the only concern related to any formal requirement to consolidate and report our accounts, but there options to avoid this. Across NHS Wales, there currently does not appear to be an appetite to set up NHS Charities as independent organisations as there does not appear to be any significant benefits of doing so. This view was echoed by the Charitable Funds Committee.

Depending upon how developments progress, a full and formal consultation will be undertaken by Welsh Government.

<b>UPDATE ON ROOKWOOD HOSPITAL</b>	
<b>Name of Meeting :</b> Board of Trustees Meeting	<b>Date:</b> 28 <sup>th</sup> September 2017
<b>Executive Lead :</b> Executive Director of Finance	
<b>Author :</b> Deputy Director of Finance 029 20743555	
<b>Caring for People, Keeping People Well:</b> The Charity supports the UHB in delivery of high quality patient focused services.	
<b>Financial impact:</b> Changes to the objects and financial framework of the Rookwood part of the Charity.	
<b>Quality, Safety, Patient Experience impact:</b> Utilising resources to improve quality and patient experience.	
<b>Health and Care Standard Number:</b> Not applicable	
<b>CRAF Reference Number:</b> Not applicable	
<b>Equality Impact Assessment Completed:</b> Not applicable	

### ASSURANCE AND RECOMMENDATION

**ASSURANCE** is provided by:

- The detailed discussions held on this issue by the Charitable Funds Committee;
- The briefings provided to the Trustees and their approval of future financial arrangements for the Rookwood Hospital part of the charity;
- The legal advice provided by the Charity's solicitors.

The Trustees are asked to:

- **NOTE** the progress being made and further work being undertaken on the sale and application of the Rookwood Hospital element of the Charity.

### SITUATION

The UHB has been successful in securing additional capital resources to fund a new unit at UHL. This will enable the neuro and spinal rehabilitation services that are currently provided out of Rookwood Hospital to transfer to modern purpose built facilities. Most of Rookwood Hospital and the associated grounds are owned by the Charity and this will become surplus to requirements upon the transfer of services to the new build.

The future use of this considerable asset has been discussed in depth on a number of occasions by the Charitable Funds Committee and the Trustees agreed their proposal for its disposal and application of sale receipts at it July 2106 meeting. This paper provides an update on progress with this proposal.

### BACKGROUND

Rookwood Hospital is a fixed asset owned by the Charity. It was bequeathed as a charitable donation to the health service as an asset to be used in perpetuity to support paraplegic patients. This has expanded and changed over time and now

supports neuro and spinal injury rehabilitation services. The asset is no longer fit to be used as a modern healthcare facility and upon completion of the new build in 2019/20 will become surplus to requirements. It does however have a considerable value and in line with the intentions of the donor, the Trustees on advice from the Charitable Funds Committee, have agreed the framework on how this resource will be applied.

It is clearly not in the interests of the charity to have a vacated deteriorating asset that cannot be usefully applied to support the wishes of the donor. The spirit of the original donation can however be maintained if the asset is sold and the receipts are applied to support the services currently delivered there. At its meeting in July 2016 the trustees agreed that to maintain the longevity of the donation future expenditure will be capped at:

- The utilisation of investment income received;
- The application of part of the capital limited to an annual value of a maximum of 5% of the value of the original net sales receipts.

## ASSESSMENT

Enquiries setting out the background and the changes being made to service provision at Rookwood Hospital have already been made with the Charity Commission. They confirmed in principle in 2015 that when services are transferred to UHL, the asset can be sold as it would no longer fit with the original intentions of the donor. They have also confirmed in principle that it would be permissible to widen the objects of this part of the Charity.

The agreement to widen the objects of the Charity, the utilization of investment income and the maximum application of capital has now been approved by the Trustees. This information has been provided to the Charity's solicitors. The legal advice received is that we should make a formal application about 9 months out from when we expect Rookwood Hospital to be sold. The formal name for the change is a Cy-Pres scheme and the Charity Commission will need to draft it. The advice on timing of this application is based upon the workload, resourcing and prioritization within the Charity Commission.

It is possible that the Charity Commission will ask for plans and processes for the use of the funds upon completion of the sale of Rookwood Hospital. The Charity therefore, will need to consider governance arrangements and terms of reference around grant making for when the sale proceeds are realized.

Assuming capital receipts of circa £6m from the sale of the hospital, and an estimated investment yield of 3%, this would generate approximately £180k interest per annum to spend. In addition there would be opportunities for the application of 5% of the value of the original net sales receipt which would be circa a maximum of £300k per annum (albeit, its use would lead to reduced investment returns in future years). Given the assumed value of the capital receipt, it is anticipated that it will be set up as a stand alone investment portfolio separate from the one used for the rest of the Charity's investments. The reason for this is that it will almost match in size the current investment portfolio and its separation will support clarity around governance and accountability of funds.

<b>NHS 70<sup>th</sup> BIRTHDAY CELEBRATIONS</b>	
<b>Name of Meeting :</b> Trustees	<b>Date of Meeting:</b> 28 <sup>th</sup> September 2017
<b>Executive Lead :</b> Director of Planning	
<b>Author :</b> Fundraising and Communications Manager - 02921841802	
<b>Caring for People, Keeping People Well :</b> This supports positive engagement between the UHB and its communities	
<b>Financial impact :</b> Expected expenditure and income for Charitable Funds	
<b>Quality, Safety, Patient Experience impact :</b> It is hoped that the activities will promote health and wellbeing amongst attending communities	
<b>Health and Care Standard Number:</b> not applicable	
<b>CRAF Reference Number:</b> not applicable	
<b>Equality and Health Impact Assessment Completed:</b> Not Applicable	

<b>ASSURANCE AND RECOMMENDATION</b>
<p><b>ASSURANCE</b> is provided by :</p> <ul style="list-style-type: none"> <li>• Previous scrutiny by the Charitable Funds Committee</li> </ul> <p>The Board of Trustees is asked to</p> <ul style="list-style-type: none"> <li>• <b>NOTE</b> the proposals to mark the 70<sup>th</sup> Anniversary of the National Health Service.</li> </ul>

## SITUATION

At the meeting on 19<sup>th</sup> September, The Charitable Funds Committee discussed this paper and agreed to approve the activities outlined below and accept the recommendations. This report is therefore provided to the Trustee for information.

The NHS will mark its 70<sup>th</sup> anniversary on Thursday 5 July 2018. Departments within the UHB and the Health Charity propose to celebrate this birthday with a variety of activities through 2018, and a week of festivities from 1 July to 7 July.

In order to keep the Board fully abreast of ongoing discussions and able to influence at an early stage, the Fundraising team, working with the Communications team, has prepared this paper outlining possibilities.

## BACKGROUND

Initiatives include the year-round '70 in 70 for 70' challenge, the Rookwood Centenary Celebrations and the proposal, included here in detail, to hold a one-day Community Engagement Festival at UHL on Sunday 1 July 2018, from 10am-4pm.

### Community Engagement Festival

The Community Festival aims to engage both the local community and interested groups from all over south Wales, by showing classic cars and offering stalls with crafts and healthy food options, plus live music and a children's Playzone with circus skills, willow weaving and face painters located in Our Orchard. We would hope to engage people with guided tours of both Our Orchard and the HeARTh Gallery.

Our partners for the day could include: the Tenovus Man Van supporting men with prostate and testicular cancer, Men's Sheds, the Welsh Blood Service, the Vale of Glamorgan Sea & Army Cadets, Llandough Scouts, Rookwood Sound, the RVS Courtesy Bus, South Wales Fire and Rescue, South Wales Police, Griffin Mill, the Llandough Community Choir, and third sector wellbeing groups engaged via Glamorgan Voluntary Services. We would invite Aroma to provide refreshments to the event.

### Site and Safety Considerations

The festival would be located on the two car parks directly behind Hafan y Coed, which are normally used by staff members. The larger car park can hold up to 130 classic cars. The smaller car park could hold the refreshments stalls. As the proposed date is a Sunday, the car park at the bottom of the hill past the Llanfair Unit could be designated as staff members only. Visitors to the event and the hospital could park in the multi-storey car park. We would appreciate advice from Parking Eye on normal Sunday parking levels to ensure that normal business of the hospital is not disrupted.

In previous events at Llandough we have engaged RAYNET to provide radio communications and St Johns Ambulance. While both services have a cost, it helps us ensure the safety of all attendees and volunteers.

In order to ensure the site is safe for pedestrians, the classic cars would be required to be on site by 9.30am and not permitted to leave until after 4pm.

### Fundraising

While fundraising is not the main focus of the festival, we will hold a raffle etc and all proceeds, including the entry fees, will be directed to Our Orchard fund.

We propose charging an entrance fee to the event of £3 per car, with an entry system manned by volunteers to ensure hospital visitors are not charged.

## Marketing

We will need to budget appropriately for production of print posters and flyers, targeted to recruit volunteers, reach classic car owners and reach communities who would be interested in attending. We would also seek to budget for social media advertising as appropriate.

We would like to print programmes for the day: this would be an ideal opportunity to approach local businesses for sponsorship.

## RECOMMENDATIONS

That the Charitable Funds Committee agree to the ongoing work around the 70<sup>th</sup> birthday;

That the Charitable Funds Committee receive a further update in the December meeting with more confirmed details;

That the further update includes a budget proposal.