Friends of Healthcare in Builth Wells and District.

Minutes of the Meeting held at Glan Irfon on Tuesday12th November 2019

**Present**, Mrs Sue Jones, (Chair) Mr David Ronicle, Mrs Margaret Bradley, Mrs Eve Davies, Mrs Joyce Davies, Mrs Audrey Jones, Mrs Margaret Richard and Mrs Rosy Nutting,

**Apologies**. - Mrs Diana Samuel Mr Iain Brown, Mrs Liz Williams Mrs Mary Kinsey, Ms Mairwen Price, Mrs Gwyneth Crockett.

**Policy document to be approved.** **. ( See document attached to minutes.)**

Mr David Ronicle circulated the outline policy documents that the meeting is being asked to approve. .

**Policy Paper 1. Committee member roles and responsibilities**

The Committee members present decided that bar a couple of issues which we should go through in turn, the meeting agreed to the terms of Policy paper 2.

Proposed by Margaret Bradley

Seconded by Margaret Richards.

Mrs Sue Jones now signed and dated the first document, she also initialled and dated all pages.

**Policy Paper 3. Duty of Care and Safeguarding.** Havingaltered point 3 – Grant recipients, to reflect that the Charity cannot give to individuals,The Committee members present agreed that the third policy paper should stand as a guide for our Charity. Proposed Audrey Jones, seconded Margaret Richards.

**Policy Paper 4. Annual Report**. The Committee Members present agreed to this policy proposal. Proposed Joyce Davies, seconded Eve Davies.

**Policy Paper 2. Finance, donations and grants.** The Committee members present agreed

Point 1- Grant Giving

Point 2- Donations. Proposed Margaret Bradley Seconded Eve Davies.

Point 3- Reserves. It was decided by the Committee members present that the question of Reserves should be carried forward to The AGM. This point should be put in the constitution to identify where reserve funds should go if this organisation should cease to be active. A minimum reserve, beyond which the Friends are no longer active should be decided and reviewed annually at the AGM.

**Grant Giving Application Document**

The Committee members present read through the application form circulated and made the following alterations.

Page 1 point 1- Primary Objective of Grant giving adding NHS Agencies as eligible.

Page 1 - Final paragraph, a copy of most recent accounts is not necessary.

Office Use Box should be moved to end of page 3.

The paragraph – Brief Outline of purposes of organisations should be retained.

 Delete paragraph re characteristics of residents etc.

 Retain Paragraph on use of grant.

 Delete page 4.

 **Application for Trustees.**

After discussion it was decided that as new Trustees are invited by current members, the application form may not be relevant. Please discuss at AGM

The Meeting Ended at 8 PM

Date of next meeting is Tuesday 11th February 2020