

St Raphael's Hospice
Meeting of the Finance & Resources Committee
To be held at St Raphael's Hospice
At 14:00 on Tuesday 14th October 2025

Members: Alan Cogbill (AC – Chair)
Steve Chambers (SC)
Ed Cook (EC)
Paul Holmes (PH)
Sr Kathleen O'Reilly (KO'R)

In attendance: Nick Stevens (NS – Joint CEO)
Rebecca Trower (RT – Joint CEO)
Neena Vadgama (NV – Head of Finance)
John Groom (JG – Director of IT & Facilities)
Alex Rudkin (AR – Director of Quality & Governance)
Dipesh Chhatralia (DC - Crowe Audit Partner)
Charlene Wilson (CW - Senior Manager, Crowe)
Karen Monaghan (KM – Governance)

Item	Time	Description	Purpose	Lead
1.	14.00-14.05	Welcomes, apologies for absence and declarations of interest	Discussion	Chair
2.	14.05-14.15	Review of minutes from 15 th July 2025 Committee meeting	Approval	Chair
3.		Actions List and update on matters arising	Discussion	
4.	14.15-14.45	Annual Report and Audit <ul style="list-style-type: none"> • 2024/25 External Auditor's Report • 2024/25 St Raphael's Annual Report & Accounts 	For recommendation to the Board	NS, NV, DC, CW
5.		Finance Report including: <ul style="list-style-type: none"> • Management Accounts & Balance Sheet • Investments 	Discussion	NS, RT, NV
6.	15.10-15.20	Departmental Risk Register	Discussion	All
7.	15.20-15.30	Non-Clinical Governance update (data protection, insurance & compliance activities, policies framework, Health & Safety)	Discussion	AR

8.	15.30-15.40	Estates & IT Report	Discussion	JG
9.	15.40-15.45	Any Other Business & Date of next meeting	Discussion	Chair

Date of next meeting: TBC as part of confirmation of next Board cycle

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
May Actions					
4.6. Lottery proposal	Take forward transition of Lottery, subject to receiving and sharing final assurances	Nick Stevens	Spring 2025	21.01.25/01	
8. Financial policies	Bring update on financial policies money laundering processes to next meeting	Nick Stevens, Neena Vadgama	For July meeting	06.05.25/01	Carried forward to October meeting
July Actions					
4.6. Investment performance	Circulate Sarasin quarterly investment report to Committee	Nick Stevens	Immediate	15.07.25/01	
5.3. Crowe audit planning report and fraud survey	Invite Crowe representative to next meeting	Nick Stevens, Anna Meeting	Immediate for October 2025 Committee meeting	15.07.25/02	
	Share feedback on fraud questionnaire to Crowe	Nick Stevens	Immediate	15.07.25/03	