

St Raphael's Hospice
Meeting of the Income Generation & Communications Committee
To be held at St Raphael's Hospice, London Road, Cheam, Sutton, SM3 9DX
At 11:00 on 14th October 2025

Members: Grahame Darnell (GD – Chair)
 Alan Cogbill (AC – Trustee)
 Sr Veronica Hagen (VH – Trustee)
 Bernard Marley (BM – Trustee)

In attendance: Nick Stevens (NS – Joint CEO)
 Rebecca Trower (RT – Joint CEO)
 Kate Billingham Wilson (KBW – Director of Fundraising &
 Communications)
 Sara Jane Woods (SJW – Commercial Director)
 Karen Monaghan (KM – Governance)

Item	Time	Description	Purpose	Lead
1.	11.00 – 11.05	Welcomes, apologies for absence and declarations of interest	Discussion	Chair
2.	11.05 – 11.15	Review of minutes from 15 th July 2025 Committee meeting	Approval	Chair
3.		Actions List and update on matters arising	Discussion	
4.	11.15 – 11.45	Update on Fundraising and Communications activity inc: KPI Dashboard Mid-year update on progress vs Fundraising Strategy Pipeline report on fundraising applications Supporter Care donor counts and workload	Discussion	KBW
5.	11.45 – 12.00	Standing item – ICB income	Discussion	NS
6.	12.00 – 12.20	Update on Income Generation activity	Discussion	SJW
7.	12.20 - 12.40	Retail site options	Discussion	SJW
8.	12.40 – 12.50	Departmental risk register	Discussion	KBW, SJW
9.	12.50 – 12.55	Standing item – Retail incident report (as required)	Discussion	SJW
10.	12.55 – 13.00	Any Other Business & Date of next meeting	Discussion	Chair

Dates of future meetings: To be confirmed at October Board

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
2. Presentation on brand refresh	Secure feedback on brand through stakeholder group and survey	Anna Jackson	By October 2025 Committee meeting	15.07.25/01	
	Circulate brand guidelines and presentation to Committee	Anna Jackson	Immediate	15.07.25/02	Complete
Actions list; 4 8. Departmental Risk Register	Meet to discuss risk register then circulate to Committee	Bernard Marley, Sara Jane Harris, Kate Billingham Wilson	July 2025	15.07.25/03	
5. Fundraising and communications update	Update order of report contents in line with Committee feedback	Kate Billingham Wilson	For October 2025 Committee meeting	15.07.25/04	
	Share information on Supporter Care donor counts and workload	Kate Billingham Wilson	For October 2025 Committee meeting	15.07.25/05	
7. Income Generation activity	Bring together paper on Retail site options	Sara Jane Harris	For October 2025 Committee meeting	15.07.25/06	