

St Raphael's Hospice
Meeting of the Finance & Resources Committee
To be held at St Raphael's Hospice
At 14:00 on Tuesday 15th July 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)
Anna Machin (AM – 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 6 th May 2025 Committee meeting	Approval	Chair
3.		Actions List and update on matters arising	Discussion	
4.	14.15-14.45	Finance Report including: <ul style="list-style-type: none"> • 2024/25 final expected financial position • 2025/26 budget implementation + year-to-date • Hospice UK funding – spending plans • Lottery plans update • Update on investment performance 	Discussion	NS, RT, NV
5.	14.45-15.10	Annual Report and Audit	Discussion	NS, 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: Tuesday 14th October, 2-4pm

Actions log

Agenda item	Action	Responsible	Timeline	Ref.	Update
4.6. Lottery proposal	Take forward transition of Lottery, subject to receiving and sharing final assurances	Nick Stevens	Spring 2025	21.01.25/01	
5. External audit retender	Take forward set-up of audit meetings	Nick Stevens	Spring 2025	21.01.25/02	Complete
	Report to Committee then Board on proposed appointment	Nick Stevens	Spring/ summer 2025	21.01.25/03	Complete
4. 2025/26 budget	Take budget forward to Board for approval	Nick Stevens, Becca Trower	March meeting	11.03.25/01	Complete
6. External audit tender	Invite Crowe and Mazars to tender meetings	Nick Stevens	Immediate	11.03.25/02	Complete
7. Money laundering policy	Share further detail on supporting processes	Nick Stevens	May meeting	11.03.25/03	Complete
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