

**St Raphael's Hospice**  
**Meeting of the Finance & Resources Committee**  
**To be held at St Raphael's Hospice**  
**At 14:00 on Tuesday 20<sup>th</sup> January 2026**

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)  
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.	14.05-14.10	Review of minutes from 14 <sup>th</sup> October 2025 Committee meeting	Approval	Chair
3.	14.10 – 14.15	Actions List and update on matters arising	Discussion	
4.	14.15-14.35	Finance Report including: <ul style="list-style-type: none"> <li>• Management Accounts &amp; Balance Sheet</li> <li>• Investments</li> </ul>	Discussion	NS, RT, NV
5.	14.35 – 14.45	Policies Review <ul style="list-style-type: none"> <li>• Anti-money laundering policy</li> <li>• Cash handling policy</li> </ul>	Approval	NS
6.	14.45 – 15.15	Review of financial position vs five-year plans	Discussion	NS, RT, NV
7.	15.15-15.35	Outline 2026/27 look-ahead	Discussion	NS, RT, NV
		Non-Clinical Governance update		
8.	15.35-15.45	Estates & IT Report	Discussion	JG

		<ul style="list-style-type: none"> <li>Update on Hospice UK funded projects</li> </ul>		
9.	15.45-15.50	Any Other Business & Date of next meeting	Discussion	Chair

**Date of next meeting: Tuesday 5<sup>th</sup> May 2026**

### **Actions log**

<b>Agenda item</b>	<b>Action</b>	<b>Responsible</b>	<b>Timeline</b>	<b>Ref.</b>	<b>Update</b>
3. Matters Arising	Enhanced Money Laundering and Anti-Fraud Procedures completed for approval.	Nick Stevens / Neena Vadgama	January 2026	14.10.25/01	3. Matters Arising
4. External Audit Report	Finalise management comments and adjustments for audit completion and signature	Nick Stevens / Neena Vadgama	Immediate	14.10.25/02	4. External Audit Report
4. External Audit Report	Present Letter of Representation for Board approval	Committee / Board	October Board meeting	14.10.25/03	4. External Audit Report
7. Non-Clinical Governance	Expand H&S retail audit template to include interpersonal risk and aggression	Alex Rudkin	January 2026	14.10.25/04	7. Non-Clinical Governance
8. IT & Estates	Provide completion update on Hospice UK-funded projects	John Groom	January 2026	14.10.25/05	8. IT & Estates
9. AOB	Amend and re-present Cash Handling Policy to include lottery and money-laundering controls	Neena Vadgama	January 2026	14.10.25/06	9. AOB