

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 Tuesday 20th January 2026

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)
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 – 11.10	Review of minutes from 14 th October 2025 Committee meeting	Approval	Chair
3.		Actions List and update on matters arising	Discussion	
4.	11.10 – 11.30	Fundraising Report	Discussion	JG
5.	11.30 – 11.50	Commercial Report		SJW
6.	11.50 – 12.05	Communications Report;		JG
7.	12.05 – 12.20	Income Figures	Discussion	NS
8.	12.20 – 12.30	HR and Staffing	Discussion	SJW
9.	12.30 – 12.40	2026/27 Fundraising Strategy – high-level priorities	Discussion	All
10.	12.40 – 12.50	Departmental risk register	Discussion	SJW ?
11.	12.50 – 12.55	Standing item – Retail incident report (as required)	Discussion	SJW
12.	12.55 – 13.00	Any Other Business & Date of next meeting	Discussion	Chair

Dates of future meetings: Tuesday 5th May 2026

Actions log

Agenda item	Action	Responsible	Timeline	Ref.
3	Brand feedback from stakeholder surveys is to be added to the agenda for the next meeting.	KBW	13/01/26	14/10/25.01
4.3	Lottery Progress Update to be added as a standing agenda item for future meetings.	KBW	06/01/26	14/10/25.02
7.	SJH to liaise with her contact Alison, regarding the revised offer and to keep NS and AC informed.	SJH		14/10/25.03
8.	SJH, KBW, and BM to meet prior to the January meeting to harmonise risk scoring and present an updated version.	SJH/KBW/BM	13/01/26	14/10/25.04