



CHARITABLE TRUST FUNDS COMMITTEE (CTF)

Date: 2 April 2026
Time: 10.30 am
Location: Board Room, NIAS HQ

Attendance	
Chair:	Phelim Quinn (Non-Executive Director)
Attendees:	Paul Corrigan (Non-Executive Director)
In Attendance:	Leahann Donnelly (Interim Director of Finance) Stacey Beggs (Temporary Board Secretary)
Apologies:	Jim Dennison (Non-Executive Director)

Minutes of Meeting		
Agenda Item	Summary of the discussion	Actions Agreed
1.	<u>Apologies & Remarks</u> The Chair welcomed members to the meeting. The Committee NOTED apologies from Mr Dennison and that Ms McAuley was unable to attend due to end-of-year processing.	
2.	<u>Procedure: Declaration of potential conflict/pecuniary interest/confidentiality of information/quorum</u> The Chair asked those present to declare any potential conflicts of interest now or as the meeting progressed. No declarations of conflict of interest were made. Confidentiality requirements were reiterated and the meeting was confirmed as quorate.	
3.	<u>Previous Minutes – 18/9/25</u> The minutes of the previous meeting held on 18 September 2025 were APPROVED on a proposal from Mr Quinn and seconded by Mr Corrigan.	
4.	<u>Matters Arising</u>	



	The Committee NOTED the attached updates to the matters arising log. The Committee emphasised the importance of promoting awareness of CTF opportunities and ensuring staff understand how to access support under the fund's criteria.	
5.	<u>Charitable Trust Funds Terms of Reference</u> The Committee reviewed the Charitable Trust Funds Terms of Reference and AGREED they remain fit for purpose. The Terms of Reference were APPROVED and will continue to apply, subject to periodic review in line with governance requirements.	
6.	<u>Charitable Trust Funds Proposed Expenditure Plan and Summary of Activities</u> The Committee NOTED the update on the proposed expenditure plan and activity summary for the year. Members discussed underspends within community-related expenditure, noting this was driven by recruitment delays; funding is not lost but will be carried forward and utilised when posts/activities progress. The Committee NOTED that staff training support (including assistance to study) remains ring-fenced within the plan. To strengthen planning and prioritisation, a steering group has been established. Communications have been issued (including via the daily bulletin) advising that CTF applications are open for the next year in line with criteria, with a steering group-led prioritisation exercise currently underway. It was noted that recommendations will be shared with SLT and will inform the spend plan for the coming year. Members observed the overall level of expenditure across the year was low and discussed the need to balance steady investment with sustainable income, including scenario planning for a reasonable annual level of spend.	



	The Committee NOTED administrative and statutory compliance requirements and confirmed work will continue with DLS to ensure ongoing compliance. Members discussed the importance of fairness and transparency, including ensuring that any requests for support for internal events (e.g., Control Room Week) are made via formal application to ensure consistency with other bids. The Committee supported further communications activity, including linking with Communications to raise awareness and promoting good-news stories to demonstrate benefits and encourage applications.	
7.	<u>Any Other Business</u> No matters discussed.	
8.	<u>Next Meeting</u> 3 September 2026	

SIGNED: **P Quinn**

DATE: 3/9/26