

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 14th SEPTEMBER 2015

Present: Brian Lewis, Laura Guard, Paul Gray, Ceinwen Statter, Helen Thomas, Huw Williams and Anne Roberts.

In attendance: Ian Davy and Carol Hindley

15/69 APOLOGIES

Apologies were received from Nicola Mahoney, Maria Thomas and Hilary Edwards

15/70 DECLARATIONS OF INTEREST

None

15/71 STAFFING UPDATES

15/71.1 ONE VOICE PROJECT OFFICER

Nia Williams had been appointed as the One Voice Project Officer and will start employment on 15th September.

15/71.2 CLERICAL ASSISTANT – JOBS GROWTH WALES

A Jobs Growth Wales Clerical Assistant placement had been secured and a trustee will be required to be on the interview panel. Paul Gray offered with Ceinwen Statter and Helen Thomas as reserves.

15/71.3 CARERS DEVELOPMENT OFFICER

Sian Musto had been employed as Carers Information and Development Officer until March 2016 and will start employment on 21st September.

15/71.4 STAFF STRUCTURE

A staff structure was circulated for information.

15/72 AUDITED ACCOUNTS

The Admin/Finance Manager explained the audited accounts. There was some discussion around trustees' expenses and it was **AGREED** that trustees must claim within three months of the end of each quarter. This alteration needs to be added to the VAMT Standing Orders.

Action: CHIEF OFFICER

The audited accounts were **AGREED** by the Board and signed by the three Officers.

15/73 MANAGEMENT ACCOUNTS

The management accounts were **AGREED** however the Board asked for a narrative report on account issues.

Action: ADMIN/FINANCE MANAGER

15/74 RISK REGISTER

The second draft of the Risk Register was circulated prior to the meeting and further discussed. The document was **ACCEPTED** and would be utilised at the forthcoming Strategic Planning event.

15/75 STRATEGIC PLAN

Regarding the Welsh Government Infrastructure Recommendations the minister is due to sign off the recommendations on 16th September and they are likely to heavily influence the future strategic direction of VAMT.

The Chief Officer circulated the current Strategic Plan with addition suggestions highlighted in red as a draft document. The report will be discussed at the Strategic Planning Event on 9th October.

15/76 REINVESTMENT OF RESERVES

The information regarding reinvestments had not been received from the Financial Advisor. The Board **AGREED** to reinvest £75,000 in an ethical investment which could be decided by the three Officers once the Chair returns from leave.

Action: ADMIN/FINANCE MANAGER

15/77 COMMUNITIES FIRST SOUTH CLUSTER- UPDATE ON MONITORING MEETINGS

Merthyr Tydfil County Borough Council used to provide minutes of contract monitoring meetings held but VAMT have been informed that they are no longer able to supply these minutes. This minutes were then presented to Board as part of governance. The Chief Officer was asked to check the contract with the local authority to see what the requirement is should confirmation be received that this is the case.

Action: CHIEF OFFICER

Paul Gray raised concern as to how Communities for Work are integrating with the CF Programme participants. He said that data needs to be gathered to ensure that the Project is filling the gaps of the Programme.

15/78 HEALTH AND SAFETY

A member of Merthyr Mind staff had fallen up the stairs and had been taken to ambulance. An accident report was awaited.

Action: ADMIN/FINANCE MANAGER

15/79 MEMBERSHIP

St John Ambulance Merthyr Vale/Aberfan, Ad-Lib Productions, Sense Cymru, Fir Tree Community Association, Merthyr Tydfil Leisure Trust and Disability Information Services were **ACCEPTED** as members, bringing the total members to 256.

15/80 MINUTES OF THE PREVIOUS MEETING HELD ON 13th JULY 2015

The minutes were **AGREED** as an accurate record and deemed suitable for placing on the website after the omission of the last line of 15/66.3.

15/81 MATTERS ARISING AND ACTION LOG

The Board were introduced to the action log which will be updated after each meeting. Action items will be deleted after 6 months of being completed.

15/82 ANY OTHER BUSINESS

None

15/83 DATE OF NEXT MEETING

Monday 16th November 2015 at 1:00pm.

MEETING CLOSED

Signed: *Brin Lem*
Date: *14/9/2015*