

# **VOLUNTARY ACTION MERTHYR TYDFIL**

## **MINUTES OF BOARD MEETING HELD ON 15<sup>th</sup> MAY 2017**

**Present:** Ruth Hopkins, Helen Thomas, Maria Thomas, Ceinwen Statter, Anne Roberts, Brian Lewis, Huw Williams, Nicola Mahoney and Paul Gray.

**In attendance:** Ian Davy, Hilary Edwards and Carol Hindley.

### **17/34 APOLOGIES**

None

### **17/35 DECLARATIONS OF INTEREST**

Nicola Mahoney and Admin and Finance Manager in respect of item 39.2 – proposal to provide finance service to SMT.

All staff for item 39.4 – VAMT's financial position.

### **17/36 FUNDING AND STAFFING UPDATES**

#### **17/36.1 DWP VOLUNTEERING**

Regarding the DWP funding for volunteer officer outreach, the Deputy Chief Officer was hopeful that the proposal would be successful and she confirmed that VAMT was now on the DWP's Dynamic Purchasing System. If successful the funding will be backdated to the beginning of the financial year.

#### **17/36.2 RURAL DEVELOPMENT PROGRAMME BID**

The Deputy Chief Officer has been working on a bid with Interlink for a digital development project. VAMT will lead on the bid which amounts to £60,000 for a one year pilot based in four wards in Merthyr Tydfil and two in RCT. It includes a full time post who would be managed by VAMT. The application was submitted recently and a decision is expected in early July.

#### **17/36.3 MTCBC CORE AND CARERS GRANTS**

The core funding from MTCBC has been confirmed and a new Service Level Agreement has been drafted.

The Carers Information and Development Officer left her post at the end of February. The Chief Officer reported that discussions between VAMT and the local authority as to discuss the future of the project have been held and were inconclusive. In the meantime Cwm Taf UHB have been confirmed that the Carers

Measure element of the post will not be continued. The Chief Officer will continue to seek a way forward.

**Action: Chief Officer**

**17/36.4 INTERGRATED CARE FUND – COMMUNITY COORDINATORS AND GRANTS FUND**

The ICF Community Coordinators grant would be received at the same level as 2016/17. The grant scheme has been increased to £240,000 covering the extended client groups plus an additional £100,000 earmarked for befriending services.

**17/36.5 MAGNET**

The Board were informed that following internal discussions, the Chief Officer decided not to replace the Project Manager post. Nia Williams is currently covering the organisation of their event and the Chief Officer and Finance Manager are covering the grant and project monitoring requirements of the portfolio for the remainder of the project.

**17/36.6 THIRD SECTOR SKILLS**

The regional application to the Big Lottery Fund which was led by Interlink was unsuccessful.

**17/36.7 COMMUNITIES FIRST**

The Deputy Chief Officer reported that the South Cluster proposal appears to be acceptable to MTCBC and no compulsory redundancies are required at this point. A formal acceptance is awaited from MTCBC.

**17/36.8 STAFF STRUCTURE**

The staff structure was circulated for information.

**17/37 UNAUDITED INCOME AND EXPENDITURE STATEMENT 2016/17**

The Admin/Finance Manager presented the unaudited statement for year ending 31<sup>st</sup> March 2017 which was **AGREED**. The Board were asked to note the anticipated deficit on the year was less than original anticipated.

**17/38 INVESTMENT OPTIONS**

The Chief Officer circulated some options for switching the current investment of £75,000 to the Charities Investment Fund managed by CCLA. The Admin/Finance Manager was asked to check the minimum and maximum term and also if there are any penalties with the interest that need to be

considered before investing. If the terms are satisfactory the Chair and Treasurer were given delegated powers to decide.

***Action: Admin/Finance Manager***

## **17/39 BUDGETS 2017/18**

### **17/39.1 BUDGET OVERVIEW**

The Admin/Finance Manager gave an overview of the proposed budgets for 2017/18. The budget position was noted and that it needs to be considered in context of the subsequent items.

### **17/39.2 PROPOSAL TO PROVIDE FINANCE SERVICE TO SMT**

***Nicola Mahoney and the Admin/Finance Manager left the meeting***

A paper was circulated highlighting a proposal from SMT for VAMT to provide them with completing the finance function of the organisation. The Chief Officer explained that both the Admin/Finance Manager and Officer had already completed some work on the SMT accounts system. SMT have offered VAMT £14606 for the 2017/18 financial year which after covering the additional costs would bring £7000 into the core budget. If the service continues the full amount of £14606 could be brought within the core budget. To enable this to happen the Clerical Assistant post would need to continue via the building contingency fund.

It was **AGREED** to continue with the proposal with the following caveats;

- a three month review,
- a fixed contract for one year with Peninsula consulted on for the agreement,
- contract variation letters would be required,
- indemnity insurance needs to be looked into,
- a paragraph on extra responsibilities needs to be added to the job descriptions of the Admin/Finance Manager and Officer.

It was also **AGREED** to use the project as a pilot with a view to possibly rolling the service out to other voluntary groups in the future.

***Action: Chief Officer & Admin/Finance Manager***

***Nicola Mahoney and the Admin/Finance Manager re-joined the meeting***

**17/39.3 TO NOTE PREDICTED FINANCIAL OUTTURN AND CONSIDERATION OF ASSUMPTIONS AND FUTURE FORECAST**

The Chief Officer explained the financial situation based on the confirmation and the assumptions within the budgets and the predicted deficit for 17/18. He also spoke of the future planning assumptions and the likely need to reduce staffing costs for 18/19. He felt that the Board would need to start to consider this from the autumn.

He then asked the Board to make a decision for staffing levels for the 2017/18 financial year without the staff present.

*The Chief Officer/Deputy Chief Officer and Admin/Finance Manager left the meeting*

**17/39.4 TO CONSIDER ACTIONS BY THE BOARD IN LIGHT OF FINANCIAL POSITION**

The Board **AGREED** the status quo in terms of staffing for the 2017/18 financial year. The Chief Officer was asked to set up the process of looking at the strategic plan with outside assistance in order to expand horizons and bring other income streams into VAMT. The Board also noted that they are aware of the difficulties for 2018/19 and are required to look at business development and sustainability. An event around September to look at this was suggested.

**Action: Chief Officer**

*The Chief Officer/Deputy Chief Officer and Admin/Finance Manager joined the meeting*

The Budget was **AGREED** with an additional £500 allocated to the annual volunteer recognition event.

**17/39.5 MERTHYR TYDFIL COMMUNITY TRUST DONATION**

The Chief Officer explained the background and the previous agreement to donate £1000 per year in March to the Community Trust if VAMT had a surplus. VAMT is a named trustee of the Trust and has also carried out fundraising for the trust over the past three years.

There was a discussion around the viability of giving the grant this year because of the financial climate. In the absence of a consensus the Chair called for a vote. The proposal to donate £1000 to MTCT had 3 votes for and 3 against with 2

abstentions. The Chair made his casting vote in favour so the proposal was **PASSED**.

#### **17/40 THIRD SECTOR SUPPORT WALES GOVERNANCE**

The Chair and Chief Officer attended a CVC/WCVA event last week with the first day around governance issues and the second day based on the TSSW change programme.

Some CVCs are arguing to create a new body which will be a representational group for CVC's which will sit alongside WCVA and administer the infrastructure grants from WG. This would be similar to the system in Scotland. The Chief Officer reported that a majority of CVCs appear to be in favour although a number of risks and concerns has been identified. The views of WG have not been sought at this stage.

The Chief Officer reported that the agreement is to produce a TSSW Governance paper and a paper detailing the "Voluntary Action Wales" proposal. Both papers will be considered by CVC and WCVA Boards as soon as possible.

***Action: Chief Officer***

#### **17/41 VAMT STRATEGIC PLAN**

Following the recent staff / trustee event the new Strategic Plan had been circulated to trustees and Ruth Hopkins commented that it was a very clear plan. It was noted that Appendix 5 will be an Action Plan and the Chief Officer will produce this for the next Board meeting.

***Action: Chief Officer***

#### **17/42 KPI QUARTER 4 REPORT AND NARRATIVE REPORT 2016/17**

This was approved by the Board.

#### **17/43 PQASSO UPDATE**

It was reported that progress is being made and that a meeting is being held with our advisor shortly with a view to applying for verification in June.

#### **17/44 HEALTH AND SAFETY**

Fire contract is being currently being negotiated.

***Action: Admin/Finance Manager***

#### **17/45 MEMBERSHIP**

The membership report was **ACCEPTED**

**17/46 MINUTES OF THE MEETING HELD ON 13<sup>th</sup> MARCH 2017**

The minutes of the meeting held on 13<sup>th</sup> March 2017 were **APPROVED**.

**17/47 MATTERS ARISING & ACTION LOG**

Regarding item 17/24 an email had been received from the local authority Surveyor saying that it is proving difficult to gain access to a neighbouring property to complete the repairs on the building.

The Chief Officer reported that he has raised with MTCBC a possible Town Centre Heritage Grant for improvements required to both High Street buildings.

**17/48 ANY OTHER BUSINESS**

A paper was circulated regarding an approach from the staff which requested to reinstate the half an hour per week walking time. After a short discussion this was **AGREED**.

**17/49 DATE OF NEXT MEETING**

Monday 17<sup>th</sup> July at 2pm

***MEETING CLOSED***

Signed: .....

Date: .....