

## **VOLUNTARY ACTION MERTHYR TYDFIL**

### **MINUTES OF BOARD MEETING HELD ON 17<sup>th</sup> JULY 2017**

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

**In attendance:** Ian Davy and Carol Hindley.

#### **17/50 APOLOGIES**

Hilary Edwards, Ceinwen Statter and Paul Gray.

#### **17/51 DECLARATIONS OF INTEREST**

None

#### **17/52 CONSIDERATION OF PROPOSALS TSSW**

##### **17/52.1 confidential item**

##### **17/52.2 Third Sector Support Wales (TSSW) Governance Proposal**

The Chief Officer explained that the TSSW Governance Proposal was a separate but related issue to the VAW paper discussed above. The paper is an attempt to address some of the concerns which have led to the VAW proposal.

As recorded in the item above, the Board **AGREED** to support the TSSW Governance proposal and suggested that it be implemented without delay and reviewed two years from inception. The Chief Officer will inform WCVA.

***ACTION: CHIEF OFFICER***

#### **17/53 VAMT STRATEGIC PLAN – IMPLEMENTATION PLAN**

The Strategic Plan 2017/20 was agreed at the previous Board meeting. A Draft Implementation Plan was circulated prior to the meeting.

After discussion a number of items were deleted, merged or amended. In addition, it was agreed to add the General Data Protection Regulations (GPDR) to Strategic Aim 4 and mark it as red on the VAMT Risk Register. It was noted that the WCVA are providing training on the new regulations which will need to be cascaded to VAMT members. Maria Thomas asked for a briefing paper by the next board meeting on VAMT's implementation of the regulations.

***ACTION: CHIEF OFFICER***

The Chief Officer was asked to circulate the amended document by email as soon as possible.

***ACTION: CHIEF OFFICER***

The Board **AGREED** that a financial planning meeting is required to look at a plan for VAMT for the future. The Admin/Finance Manager will circulate potential dates for this meeting during October.

***ACTION: ADMIN & FINANCE MANAGER***

## **17/54 COMMUNICATION WITH TRUSTEES**

The Chief Officer raised an issue from a trustee which required to be brought to the Boards attention. This regards a trustee not being aware of a recent VAMT event and finding out about it subsequently from other sources. The Chief Officer pointed out that, as it stands, some trustees were the main contact for member organisations so would receive information on events whilst other trustees would not.

After discussion, it was **AGREED** that all trustees do not need to be invited to all events – that is a decision for the Chief Officer / Chair. However trustees want to be informed and are not happy about finding out about VAMT events from other sources. The Chief Officer was asked to instruct staff so that emails / correspondence to all member organisations must also be sent to trustees. This also includes Inform, newsletters and other publications.

***ACTION: CHIEF OFFICER***

In addition, it was suggested that a “Chief Officers Report” is provided for each Board meeting which will include an “upcoming events” section. Ruth Hopkins offered to draft a template.

***ACTION: RUTH HOPKINS***

## **17/55 BOARD SELF EVALUATION**

The Board received the compilation of the recently completed self-evaluation questionnaires. The Board noted the results and felt no action was necessary.

## **17/56 FUNDING AND STAFFING UPDATES**

### **17/56.1 DWP**

No funds have been received to date from the DWP but this should be available imminently.

**17/56.2 RDP**

The RDP bid for a development worker to give groups better access to digital resources had been successful. An inception meeting is due to be held and a formal letter will follow shortly. It is anticipated that a worker would be recruited to start in September.

***ACTION: DEPUTY CHIEF OFFICER***

**17/56.3 ONE VOICE**

The board were informed that Nia Williams had recently left the One Voice position and the current budget allows for a 16 hour post until end of March 2017.

An internal advert for both posts will be prepared when the RDP post is formalised. Brian Lewis offered to do the recruitment for the One Voice and Anne Roberts was suggested for the RDP post. Maria Thomas offered to substitute if Anne was not available.

***ACTION: DEPUTY CHIEF OFFICER***

**17/56.4 STAFF STRUCTURE**

The update staff structure had been circulated in advance

**17/57 VOLUNTEERS RECOGNITION EVENT**

A report had been circulated in advance updating the Board about the event. Trustees were reminded that they are all invited to the event at 4pm on 12<sup>th</sup> September.

**17/58 PQASSO UPDATE**

The Chief Officer reported that the process of evidence gathering was still in process. He admitted that this was taking much longer than originally anticipated but was determined to submit the application and evidence in August.

***ACTION: CHIEF OFFICER***

**17/59 KPI QUARTER 1 REPORT 2017/18**

The KPI report was circulated for information and **ACCEPTED** by the Board.

#### **17/60 LEAVE ERROR FOR STAFF ON TERM TIME WORKING**

The Chief Officer circulated a report that explained that there had been an error whilst working out term time and part time working arrangements for two members of staff. The report was discussed and the underpayment to staff was **AGREED** to be paid.

#### **17/61 SICKNESS ABSENCE 2016/17**

The sickness absence report had been circulated to the Board in advance and was **ACCEPTED**.

#### **17/62 MAGNET – FINAL EVALUATION**

The final evaluation document was circulated to the Board for information. The Chief Officer informed the Board that a stage 1 application to continue aspects of the Magnet portfolio had been submitted to the Big Lottery Fund by Safer Merthyr Tydfil.

#### **17/63 HEALTH AND SAFETY REPORT**

The Admin/Finance Manager explained that four quotes had been received to renew the fire extinguishers, emergency lighting and fire alarm maintenance contract and the existing company, Advanced Fire Services had come in as the lowest quote.

#### **17/64 MEMBERSHIP**

The following members were **ACCEPTED** into membership;

- Anti Stress Club
- Stephens & George Charitable Trust
- Actif Woods
- Friends of Parc Nant Llwynog
- Llwynog Bychain Beddlwynog
- Pontsticill Community Group

#### **17/65 MINUTES OF PREVIOUS MEETING HELD ON 15<sup>th</sup> MAY 2017**

The minutes of 15<sup>th</sup> May were **AGREED** and deemed suitable for posting on the website.

#### **17/66 ACTION LOG AND MATTERS ARISING**

**Carers Post**

The Chief Officer said that it was unlikely that the Carers Post would be reinstated via the Merthyr Council funding stream.

**17/67 ANY OTHER BUSINESS**

None

**17/68 DATES OF FUTURE MEETINGS**

18<sup>th</sup> September 2017 at 2pm

***MEETING CLOSED***

Signed: .....

Date: .....