

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 18th SEPTEMBER 2017

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

In attendance: Ian Davy and Hilary Edwards

17/69 APOLOGIES

Nicola Mahoney, Helen Thomas and Carol Hindley

17/70 DECLARATIONS OF INTEREST

None

17/71 FUNDING AND STAFFING UPDATES

17/71.1 DEPARTMENT OF WORK AND PENSIONS (DWP)

The Deputy Chief Officer reported that funds have still not been received from the DWP re the Volunteer Centre outreach service.

17/71.2 DIGITAL INCLUSION OFFICER

The Deputy Chief Officer reported that the recruitment process has been completed and thanked Anne for her involvement. The successful candidate has accepted subject to satisfactory references being received.

17/71.3 ONE VOICE PROJECT OFFICER

The Deputy Chief Officer reported that the appointment process has been completed and that Rhonda Braithwaite has been appointed on a fixed term contract until March 2018. Brian was thanked for his involvement.

17/71.4 CLERICAL ASSISTANT

It was reported that Darcy White has resigned and a recruitment process is in place with Anne as the trustee involved.

ACTION: ADMIN & FINANCE MANAGER

17/71.5 STAFF STRUCTURE

The update staff structure had been circulated in advance although it was noted that the hours per week for Rhonda Braithwaite was inaccurate.

17/72 AUDITED ACCOUNTS AND REPORT 2016/17

The Chief Officer drew attention to the Audited Accounts and the Audit Completion Report.

Board members agreed to following actions;

- That the Auditor is asked to draw attention at the AGM to the financial surplus in section 7 and explain that the large surplus is because of finance being received for a grants scheme in March 2017 but intended for distribution in 2017/18.
- That the Administration and Finance Manager provides a written report for the next meeting of the Board regarding the recommendations in the Audit Completion Report.
- That the Administration and Finance Manager reports to the next meeting on the investment option that was initially considered at a previous Board meeting.

ACTION: ADMIN & FINANCE MANAGER

The Board unanimously **AGREED** the Audited Accounts and agreed that they are signed off by the Chair and Treasurer.

17/73 MANAGEMENT ACCOUNTS TO MONTH 4

The Management Accounts had been circulated in advance and the Chief Officer drew attention to the funds analysis and the notes which explained the fund deficits.

The Board **AGREED** the Management Accounts

The Deputy Chief Officer left the meeting at this point.

17/74 RISK REGISTER – 6 MONTH REVIEW

The Chief Officer referred to the revised Risk Register and his report detailing the amendments made to the Register.

The three major risks were discussed, the likely shortfall in the core cost centre in 18/19, the new data protection regulations and the proposed changes in regional boundary to incorporate Bridgend.

The Board **AGREED** the Risk Register.

17/75 STRATEGIC PLAN - IMPLEMENTATION PLAN

The Chief Officer reminded the Board that a number of amendments were made to the draft at the last meeting and had then been circulated by email.

The document was presented and the Board **AGREED** the Implementation Plan and that it be updated every 6 months alongside the Risk Register in March and September.

17/76 PREMISES

A report detailing repairs, lease proposals and solicitors quotes had been circulated in advance.

The Board **AGREED** to instruct the Admin/Finance Manager to proceed with engaging solicitors to negotiate the new lease, procure a suitable survey and apply for the Community Organisation Rental Policy and ensure the external repairs are completed.

In addition it was **AGREED** to engage Geldard's but request a discount, insist on a three year break clause to coincide with the cycle for the "Community Organisation Rental Policy" submission and that Paul Gray and Maria Thomas be given delegated powers on this matter in line with the Boards wishes.

ACTION: ADMIN & FINANCE MANAGER / PG / MT

Paul also offered to chase up JNP for a quotation.

ACTION: PG

17/77 FINANCIAL STRATEGY WORKSHOP

The Chief Officer referred to the paper circulated prior to the meeting. After discussion, the Board **AGREED** to;

- Ask Eileen Murphy to facilitate a staff engagement event to seek their views and concerns even if this meant that the planned trustee workshop arranged for 16th October has to be rearranged.
- That Paul Gray and Maria Thomas meet with the Chief Officer and Eileen Murphy to plan the events as soon as possible.

ACTION: CHIEF OFFICER / PG / MT

17/78 AGM – TRUSTEE STANDING DOWN ROTATION

The Chief Officer referred to the documents circulated prior to the meeting. It was noted that Ceinwen Statter, Anne Roberts and Nicola Mahoney were due to stand down by rotation. Ceinwen stated that she has decided not to seek re-nomination.

17/79 TRUSTEE HANDBOOK CONTENTS AND SUGGESTED "INTRANET"

Ruth Hopkins referred to the paper circulated prior to the meeting and the recommendations were **AGREED**. The Chief Officer stated that he has a meeting arranged to renew the staff intranet and hopes that a trustee section can be included.

ACTION: CHIEF OFFICER

17/80 CALENDAR OF REGULAR AGENDA ITEMS AND SUGGESTED CHIEF OFFICER REPORT TEMPLATE

The Board **AGREED** the Chief Officer reporting template which will commence from the next meeting as well as the Calendar of Regular Agenda Items as amended in light of the decision in agenda item 17/75.

ACTION: CHIEF OFFICER

17/81 HEALTH AND SAFETY

Nothing to report

17/82 MEMBERSHIP

The following members were **ACCEPTED** into membership;
Promo-Cymru
Home-Start RCT

17/83 MINUTES OF PREVIOUS MEETING HELD ON 17th JULY 2017

The minutes of 17th July were **AGREED**. It was agreed to amend the public version and mark item 17/52.1 as confidential.

ACTION: ADMIN & FINANCE MANAGER

17/84 ACTION LOG AND MATTERS ARISING

The Action Log was noted and there were no further matters arising.

17/85 PQASSO UPDATE

The Chief Officer reported that the application has been made.

17/86 ANY OTHER BUSINESS

Trustees thanked Ceinwen for her diligence, wise counsel, passion for the staff and her commitment to VAMT and wished her well in her future endeavours.

Brian Lewis took the opportunity to thank staff for the excellent volunteering celebration which was echoed by all.

17/87 DATES OF FUTURE MEETINGS

Monday 20th November 2017 at 2pm

MEETING CLOSED

Signed:

Date: