

# **VOLUNTARY ACTION MERTHYR TYDFIL**

## **MINUTES OF BOARD MEETING HELD ON 23<sup>rd</sup> JULY 2018**

**Present:** Nicola Mahoney, Anne Roberts, Ruth Hopkins, Helen Thomas, Huw Williams, Mark Ward and Suzanne Davies

**In attendance:** Ian Davy and Sharon Richards (for Item 18/53)

### **18/49 PRELIMINARIES**

18/49.1 The Acting Chair announced that she has been informed by Maria Thomas of her resignation with immediate effect. Anne stated that Maria was very reluctant to resign but her workload as Vice Chair of Cwm Taf Health Board has made it impossible for her to give the commitment to VAMT it deserves. She stated that she will remain an ambassador for the third sector. It was agreed to send Maria a thank you card.

***Action; Chief Officer***

18/49.2 Suzanne Davies was welcomed to her first meeting as a newly co-opted trustee. A round of introductions ensued.

### **18/50 APOLOGIES**

Paul Gray and Carol Hindley

### **18/51 DECLARATIONS OF INTEREST IN AGENDA ITEMS**

Nicola Mahoney declared an interest in the Integrated Care Fund Update as SMT receives one of the grants.

### **18/52 CHIEF OFFICER'S REPORT**

The Chief Officer's Report had been circulated in advance and was presented by the Chief Officer.

- The announcement that VAMT has been awarded the PQASSO Quality Mark was noted.
- The Board noted the progress regarding the implementation of GDPR.
- The Board noted the receipt of the core grant from MTCBC.
- The Board noted the MoU regarding VAMT role in assessing applications for the Landfill Disposals Tax Community Scheme
- The Board noted the Service Level Agreement with SMT has been signed off

- The Board noted the recent staff losses and wished it recorded that they recognised that this has depleted the skills and knowledge in the organisation.
- The Board noted that one vacant room in the Voluntary Action Centre has not been let.

Where there were actions required within the report the following were noted;

- The Board noted the positive feedback to the Big Lottery Fund bid and it was noted that further consideration needs to be given before resubmitting.

***Action; Chief Officer***

- It was noted that the discussions with Interlink regarding the joint budget for the Community Coordinators project and the potential of building in a management fee had not been completed

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

- That a report be made at a future meeting regarding the impact of increasing the conference room charges

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

- Regarding the CVC Cymru draft constitution, concern was expressed governance concerns about the establishment of an organisation where the members are all paid officers. It was **AGREED** that Ruth Hopkins drafts a reply and shares with the Acting Chair before circulation.

***Action: Ruth Hopkins***

### **18/53 COMMUNITY COORDINATORS AND ICF GRANTS SCHEMES UPDATE**

Sharon Richards presented her report which had been circulated in advance along with details of the grants awarded for the “Community Capacity Grants Scheme” and the “Autism Community Capacity Grants Scheme”. These were **RECEIVED** by the Board.

In addition, she mentioned a recent development where VAMT was able to contribute, alongside Interlink, to the Cwm Taf Dementia Action Plan submission to WG by Cwm Taf UHB. The submission includes a grant scheme and a proposal for a community coordinator with a brief about linking with community support and developing dementia friendly communities. If this is successful a conversation will be held with the Alzheimer’s Society.

Sharon was thanked for her report.

### **18/54 MANAGEMENT ACCOUNTS – QUARTER 1**

A paper had been circulated in advance which explained why the Management Accounts for the end of Quarter 1 were not available. After

discussion, the Board **AGREED** that the accounts be circulated to trustees as soon as possible and ask the Treasurer the review and approve. The report will then be presented to the September Board meeting.

**Action: Admin/Finance Manager and Treasurer**

#### **18/55 LETTERS FROM AUDITOR**

The trustees considered two letters addressed to them from John Chown at Williams Ross Ltd. They were circulated in advance.

The first detailed threats and safeguards and the trustees are invited to comment if they wish.

The second asked trustees to contact the auditors if they are aware of any potential fraud in the organisation. A letter in response is required from the Treasurer.

**Action: Admin/Finance Manager and Treasurer**

#### **18/56 OPERATIONAL PLAN 2018/19 – REVISION 1 AND Q1 REPORT**

The Chief Officer reminded the Board that at the last meeting it was agreed that a revised Operational Plan will be presented taking into account the recent staff losses and changes as well as a Q1 progress report.

This was presented in advance and **AGREED** noting the Board's agreement that a volunteering celebration / awards will not be held this autumn because of staff capacity. Instead an event will be planned to coincide with Volunteers Week in June 2019.

The Board reviewed Aims 4 and 5 of the document and **AGREED** a number of changes. The revised document will be amended as soon as possible, circulated and placed on the Intranet.

**Action; Chief Officer**

#### **18/57 DATA PROTECTION POLICY**

A new Data Protection Policy was presented to the Board in order to comply with the General Data Protection Regulation. This was **AGREED** by the Board

Also noted were related documentation which are available on the Intranet, namely, the VAMT Privacy Notice, the VAMT Employees Privacy Notice (which they will be required to sign), the VAMT Job Applicants Privacy Notice, the Document Retention Policy and a Subject Access Request form.

#### **18/58 PUBLIC SERVICE VOLUNTEERING PROJECT**

A report of this joint project with Interlink was **RECEIVED** for information.

#### **18/59 TRUSTEE DECLARATION OF INTEREST SUMMARY**

The latest updated document was circulated in advance and **NOTED**.

**18/60 TSSW FINANCE REVIEW 2016/17**

The TSSW Finance Review was **RECEIVED** for information.

**18/61 HEALTH AND SAFETY**

Nothing to report

**18/62 MEMBERSHIP**

No new applications

**18/63 MINUTES OF PREVIOUS MEETING HELD ON 21<sup>st</sup> MAY 2018**

The minutes of 21<sup>st</sup> May 2018 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

**Action: Chief Officer**

**18/64 ACTION LOG AND MATTERS ARISING**

The Action Log was updated and outstanding issues noted.

**Action: Chief Officer**

It was noted that the membership query at the last meeting related to Alzheimer’s Cymru rather the Alzheimer’s Cwm Taf who are already members.

**18/65 ANY OTHER BUSINESS**

None

**18/66 DATES OF NEXT MEETING**

Monday 24<sup>th</sup> September 2pm

**MEETING CLOSED**

Signed: .....

Date: .....