

# VOLUNTARY ACTION MERTHYR TYDFIL

## MINUTES OF BOARD MEETING HELD ON 4<sup>th</sup> FEBRUARY 2019

**Present:** Anne Roberts, Brian Lewis, Mark Ward, Kayleigh Nor-Val, Michelle Jones and Paul Gray

**In attendance:** Ian Davy, Carol Hindley

*As this was the first meeting since the AGM, Ian Davy, as Company Secretary, chaired the meeting initially.*

*New members were welcomed and introductions ensued.*

### **19/1 APOLOGIES**

Ruth Hopkins, Nicola Mahoney, Suzanne Davies, Helen Thomas and Amber Lewis

### **STANDING ITEMS FOLLOWING AGM**

### **19/2 SIGNING OF TRUSTEE CONSENT AND DECLARATION BY BOARD MEMBERS**

The relevant forms were completed and signed by all Board members present. Trustees who were not present will need to complete at the next meeting.

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

### **19/3 DECLARATIONS OF INTEREST IN AGENDA ITEMS**

None

### **19/4 CURRENT REGISTER OF TRUSTEES INTEREST**

The current register of interests had been sent out in advance of the meeting. Trustees were asked to make changes to their information, if required.

***Action: Trustees to contact Admin/Finance Manager***

### **19/5 VOTING PROCESS - REFERENCE TO STANDING ORDERS**

The Chief Officer explained the voting process in accordance with the Standing Orders.

### **19/6 ELECTION OF CHAIR**

Paul Gray nominated Anne Roberts for Chair and was seconded by Mark Ward. In the absence of further nominations, Anne was elected unopposed.

### **19/7 ELECTION OF VICE CHAIR**

Anne Roberts nominated Helen Thomas as Vice-Chair and this was seconded by Paul Gray. In her absence, the Chief Officer informed the meeting that she had indicated she was willing to stand. In the absence of further nominations, Helen was elected unopposed.

#### **19/8 ELECTION OF TREASURER**

Anne Roberts nominated Paul Gray as Treasurer and this was seconded by Mark Ward. In the absence of further nominations, Paul was elected unopposed.

#### **19/9 ESTABLISHMENT OF ANY SUB COMMITTEES AND THEIR MEMBERSHIP**

The Board agreed not to establish any sub committees at this point.

#### **19/10 CO-OPTIONS TO THE BOARD**

It was **AGREED** that Suzanne Davies continues as a co-opted trustee and that Brian Lewis be co-opted as a trustee.

### ***BUSINESS ITEMS***

#### **19/11 CHIEF OFFICER'S REPORT**

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

- The Board noted that SMT wish to reduce the financial service which will have impact on the VAMT core budget
- The Board noted that Ceri Samuel starts on 11<sup>th</sup> February as the Gurnos Community Information and Advice Officer
- The Board noted that the new dementia care grants scheme attracts a management fee
- That the arrangement to provide a financial service to MTIB will continue
- The updated staff structure diagram was noted

The report was **ACCEPTED** by the Board.

#### **19/12 MONITORING 2018/19**

##### **19/12.1 Operational Plan – Quarter 3 Report**

The report was discussed in detail.

It was noted;

- More promotion is required for Infoengine
- Safeguarding training is now delivered by Interlink for the region since Alison Harris left

- The requirement to produce case studies for TSSW reporting was discussed. Kayleigh offered to help with a volunteering case study and Mark offered a funding study if their lottery bid is approved
- The relative lack of requests for funding advice was noted but recognised this has been a trend for a few years now.
- There will be some new opportunities for the third sector from ICF if this can be negotiated
- The ongoing delay for approval of the “Cwm Taf Transformation Proposal” is problematic for planning
- That it is encouraging that there is restored contact with the Job Centre
- The staff’s intention to hold volunteering promotional events at Tesco/Asda during Volunteers Week was noted. Kayleigh offered to help with contacts  
**Action Kayleigh Nor-Val**
- Low take up of organisations registering on the Merthyr Tydfil portal on Volunteering Wales despite promotion
- The Board agreed to canvass staff views as to a staff / board event at the next staff meeting  
**Action; Chief Officer**

### **19/12.2 KPI Report**

The KPI Report for Q1, Q2 and Q3 was received following the CRM going live on 1<sup>st</sup> October. It was noted that because of the delay Q1 and Q2 figures will be lower than they should be in some cases.

### **19/12.3 TSSW Q3 Report**

The first report to Welsh Government was circulated for information. The format was welcomed and it is anticipated that similar style reports will be available for the trustees for VAMT in the future.

### **19/13 MANAGEMENT ACCOUNTS – QUARTER 3**

The Management Accounts at the end of Quarter 3 had been circulated in advance. The report was **AGREED** by the Board.

### **19/14 DRAFT BUDGETS 2019/20**

The core and project budgets had been circulated in advance and were discussed.

It was noted that a number of core income streams are still unconfirmed

The Board **AGREED** that, in principle, a management fee be applied to the Community Coordinators budget but as the grant for the project is to be confirmed, it was agreed to defer the consideration of actions to reduce costs to the March Board at least.

The draft budgets were **NOTED**

### **19/15 HEALTH AND SAFETY**

The Admin and Finance Officer reported an accident in the disabled toilet where the rail support collapsed and also concerns about pigeons in the roof space and entering the John Meredith Room.

**19/16 MEMBERSHIP**

The report was **AGREED**

Deafblind UK/Cymru, Tirwedd Y Comin and the Rotary Club of Merthyr Tydfil were accepted into membership.

**19/17 MINUTES OF PREVIOUS MEETING HELD ON 24<sup>th</sup> SEPTEMBER 2018**

The minutes of 24<sup>th</sup> September 2018 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

**Action: Chief Officer**

**19/18 ACTION LOG AND MATTERS ARISING**

The Action Log was updated and some outstanding issues noted.

Action 48 – opening new investment accounts with CCLA and one other to make use of the protection limit of £75,000 per investment. The Charity Bank was suggested.

**Action: Admin/Finance Manager**

Action 94 – changed format of Management Accounts and year end projections to be presented at the next Board meeting

**Action: Admin/Finance Manager**

Action 95 – add Nicola Mahoney and Anne Roberts as signatories

**Action: Admin/Finance Manager**

**19/19 ANY OTHER BUSINESS**

None

**19/20 DATES OF NEXT MEETING**

Monday 25<sup>th</sup> March 2pm

**MEETING CLOSED**

Signed: .....

Date: .....