

# VOLUNTARY ACTION MERTHYR TYDFIL

## MINUTES OF BOARD MEETING HELD ON 21<sup>ST</sup> MAY 2018

**Present:** Nicola Mahoney, Anne Roberts, Ruth Hopkins, Helen Thomas, Maria Thomas and Paul Gray

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

### 18/33 APOLOGIES

Brian Lewis, Huw Williams and Mark Ward

### 18/34 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Ruth Hopkins declared an interest in the item relating to Age Connects Morgannwg as she is a trustee.

Nicola Mahoney declared an interest in the financial service provided to SMT referred to in to the Chief Officer's Report.

Paul Gray declared an interest in the item relating to Working Wales.

Maria Thomas declared an interest in the item relating to ICF as she is Vice Chair of Cwm Taf UHB.

### 18/35 CHIEF OFFICER'S REPORT

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

The recommendation that VAMT be awarded the PQASSO Quality Mark was noted.

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

- It was agreed that the Health and Social Facilitator presents an update report on ICF at the next meeting.

***Action; Chief Officer***

- The stage one application to Big Lottery Fund has been submitted
- No written confirmations had still been received for core funding from MTCBC

***Action; Chief Officer***

- It was noted that the funding from Cwm Taf UHB will be reviewed this year

- A written agreement is required for the SMT Financial Service  
*Action: Admin/Finance Manager*
- It was noted that the repairs to the exterior of 89/90 High Street will commence shortly
- Discussions are ongoing regarding renting 88 High Street to a private sector tenant to increase income as part of the “Meanwhile Project”.  
*Action: Admin/Finance Manager*
- Discussions are ongoing with Interlink regarding the joint budget for the Community Coordinators project and the potential of building in a management fee.  
*Action: Admin/Finance Manager*
- The concerns regarding the delays in the new TSSW CRM and associated risks were noted.
- That the Board recognises the risks and concerns re GDPR. The Chief Officer will take responsibility for organisational compliance as soon as possible.  
*Action; Chief Officer*
- The additional costs for IT solutions to become GDPR compliant were agreed and included in the 2018/19 budget.  
*Action: Admin/Finance Manager*
- The Chief Officer confirmed that he met with Dawn Bowden AM regarding the TUPE / CF concerns.
- Ruth Hopkins asked that our thanks to Karen and Alison for their loyalty and commitment over 16 years be recorded in the minutes. Board members endorsed these sentiments.

## **18/36 MANAGEMENT ACCOUNTS – QUARTER 4**

The Management Accounts for the end of Quarter 4 were tabled. After questions and discussion, they were **AGREED** by the Board.

## **18/37 BUDGET 2018/19**

### **18/37.1 Budgets**

The revised budget for 2018/19 was tabled and took into account recent staff changes.

Concerns were expressed regarding the ICF and BSB budget deficits and The Chief Officer explained the position and referred to the actions noted in 18/35. Following discussions regarding unconfirmed income streams and possible uncertainties for 2019/20 they were **AGREED**.

It was noted that “outplacement costs” regarding the recent redundancies need to be added to expenditure. This is approximately £2,000.

### **18/37.2 Door Entry System / Reception**

An additional item was accepted for discussion by the Chair and a paper was tabled by the Administration and Finance Manager. A discussion ensued regarding the VAMT's ability to staff reception in light of staffing levels. It was noted that meetings have been held with tenants. It was **AGREED** that VAMT no longer attempt to provide a reception service and consider moving staff from the reception surrounds to reduce staff interruptions. It was agreed that a technological solution is sought so tenants deal with their own callers and that security in the building is improved regarding staff / customer access to the building.

**Action: Admin/Finance Manager**

The quotation from Comtec for a new door entry system was accepted.

*Carol Hindley left the meeting at this point*

### **18/37.2 Additional Item – Additional Employment**

An additional item was accepted for discussion by the Chair and a paper was tabled by the Chief Officer.

It was **AGREED** to accept the application from the Admin and Finance Manager and the Admin and Finance Officer with the proviso that the employment contracts are with the external body and that the work is carried outside of VAMT working hours and not using VAMT's premises or equipment. Letters will be issued to the two staff.

**Action; Chief Officer**

*Carol Hindley re-joined the meeting at this point*

### **18/38 OPERATIONAL PLAN 2018/19 - Aims 4 and 5**

The Chief Officer referred back to the agreement by the Board that the Board give more consideration to Aims 4 and 5 at this meeting.

However given the pressures on time it was agreed to defer the discussion until the next meeting.

The Chief Officer reminded the Board that at the next meeting a revised Operational Plan will be presented taking into account staff changes as well as a Q1 progress report.

**Action; Chief Officer**

#### **18/39 ANNUAL MONITORING REPORT AND KPI REPORT 2017/18**

The annual narrative monitoring reports (both VAMT and regional) and the annual KPI Report were presented to the Board and **ACCEPTED**.

#### **18/40 TRUSTEE DECLARATION OF INTEREST REGISTER**

It was noted that this has not been completed as not all trustees have submitted the updated information. Trustees were asked to submit as soon as possible to the Admin and Finance Manager.

**Action: Admin/Finance Manager**

It was **AGREED** not to place the summary register on the website as intended as it would not be GDPR compliant as it contained personal information.

#### **18/41 SICKNESS ABSENCE 2017/18**

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

#### **18/42 REQUEST TO BE CO-OPTED**

The Chair and Chief Officer stated that they have received a request to be co-opted on to the Board from Suzanne Davies who has recently retired from MTCBC.

The Board **AGREED** to the request because of her extensive experience of partnership working with the third sector from a local authority perspective and her recent experience with the Public Service Board.

#### **18/43 HEALTH AND SAFETY**

Nothing to report

#### **18/44 MEMBERSHIP**

The following organisation was **ACCEPTED** into membership;

- Age Alliance Wales
- Alzheimer's Society
- Bridging the Gap Youth
- Bethel Chapel Cwmtaf
- Building Communities Trust
- Trefoil Guild Merthyr Tydfil
- @play

The Alzheimer's application was queried as it was thought they were already members.

**Action: Admin/Finance Manager**

The total number of members is now 290 subject to the query above

**18/45 MINUTES OF PREVIOUS MEETING HELD ON 26<sup>th</sup> MARCH 2018**

The minutes of 26<sup>th</sup> March 2018 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

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

**18/46 ACTION LOG AND MATTERS ARISING**

The Action Log was updated and outstanding issues noted.

**18/47 ANY OTHER BUSINESS**

None

**18/48 DATES OF NEXT MEETING**

Monday 23<sup>rd</sup> July 2pm

***MEETING CLOSED***

Signed: .....

Date: .....