

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 24th SEPTEMBER 2018

Present: Nicola Mahoney, Anne Roberts, Brian Lewis, Helen Thomas, Huw Williams, Mark Ward, Suzanne Davies and Paul Gray

In attendance: Ian Davy, Carol Hindley

Brian Lewis was welcomed back to the Board meetings.

18/67 APOLOGIES

Ruth Hopkins

18/68 DECLARATIONS OF INTEREST IN AGENDA ITEMS

None

18/69 CHIEF OFFICER'S REPORT

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

- The Board noted the development with Food Power
- The Board noted the TSSW bid to Comic Relief for a national grants fund with CVCs having a role in regional allocations
- The Board noted the funding to support a Cwm Taf Carers Network
- The Board agreed that a financial service be provided to MTIB for £22.50 per hour. Staff will no longer be providing the support on a private basis as agreed by the Board previously. The new arrangement is on a trial basis until March 2019 so it can be assessed whether this is achievable within current capacity. A report will be provided for the next meeting.

Action: Admin/Finance Manager

- The Board agreed the continued expenditure on Evol because of the delays in full implementation of the new CRM
- The discussions with Interlink and BAVO were noted
- The letting of 88 High Street was noted
- Staff changes were noted

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

18/70 MANAGEMENT ACCOUNTS – QUARTER 1

The Management Accounts for the end of Quarter 1 had been circulated in advance.

It was noted that the Q1 expenditure for core staffing is much higher than budgeted because of the redundancy payments in that period.

The £49,735 balance for 89/90 Pontmorlais was noted. It was **AGREED** that this contingency will be required to be maintained when the lease is agreed for possible repairs and future maintenance.

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

18/71 AUDITED ACCOUNTS

The trustees considered the draft audited accounts.

It was noted that the auditors have given a “true and fair” opinion.

Attention was drawn to the Statement of Financial Activities which show a £171,479 overspend on restricted funds. This is mostly due to ICF grants being received at the end of a financial year and dispersed in the next year.

It was noted that because of reduced income in 2018/19, VAMT will probably only be required to have an “independent examination of accounts” rather than be subject to a full audit. This will cost less.

It was noted that the paragraph relating to Paul Gray in Section 17 must be removed as no longer relevant.

The commentary report from the Auditor was tabled and noted.

It was **AGREED** that the draft be amended and signed off.

18/72 APPOINTMENT OF AUDITORS

It was **AGREED** to recommend to the AGM that Williams Ross Ltd be appointed as auditors for 2018/19.

18/73 RISK REGISTER REVIEW

A review of the Risk Register was presented by the Chief Officer. The document had been circulated in advance.

He reported that risks have been reduced for Risks 1, 4, 5 and 25 which was accepted by the Board.

Regarding Risk 19 and income, it was noted that this will be one of the topics in the planned event in February.

18/74 AGM – STANDING DOWN ROTATION

The Chief Officer presented a report detailing the position regarding trustees' length of service and requirements for standing down.

Given Maria Thomas' recent resignation it was noted that only two trustees were required to stand down by rotation, namely Huw Williams and Brian Lewis. They were reminded that they may seek re-election if they wish.

18/75 HEALTH AND SAFETY

Nothing to report

18/76 MEMBERSHIP

Blind Veterans UK were accepted into membership.

18/77 MINUTES OF PREVIOUS MEETING HELD ON 23rd JULY 2018

The minutes of 23rd July 2018 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

18/78 ACTION LOG AND MATTERS ARISING

The Action Log was updated and outstanding issues noted.

Action: Chief Officer

Action 48 – signatures required for closing both current investment accounts.

Action: Admin/Finance Manager

Action 90 – it was noted that as the Community Coordinator post has been vacant the budget is not a concern for this year. However, it is likely to be a concern for 2019/20 so the budget will need to be agreed with Interlink by January 2019 Board meeting.

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

Action 106 – reconsideration of bid to Big Lottery Fund required

Action: Chief Officer

Action 110 – letter re fraud required by Auditor

Action: Treasurer / Admin/Finance Manager

18/79 ANY OTHER BUSINESS

None

18/80 DATES OF NEXT MEETING

Monday 26th November 2pm

MEETING CLOSED

Signed:

Date: