

# VOLUNTARY ACTION MERTHYR TYDFIL

## MINUTES OF BOARD MEETING HELD ON 25<sup>th</sup> MARCH 2019

**Present:** Anne Roberts, Nicola Mahoney Brian Lewis, Suzanne Davies, Helen Thomas, Amber Lewis, Mark Ward and Kayleigh Nor-Val

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

### 19/21 APOLOGIES

Ruth Hopkins and Paul Gray

### 19/22 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Nicola Mahoney regarding VAMTs financial service to SMT

### 19/23 CHIEF OFFICER'S REPORT

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

It was noted;

- that the ICF funding for the Community Coordinators project and the grants schemes will be at least maintained at the same levels but may be increased although final decisions on ICF funding have been delayed;
- that there is new additional ICF funding for older people and it is hoped that befriending schemes can be put on a more sustainable footing and there may be a new post managed by VAMT concerning tackling loneliness and a grants scheme;
- that the Comic Relief national grants scheme has been approved and VAMT has expressed an interest in managing the regional allocation for the scheme;
- that a digital information scheme proposed by VAMT for ESF Priority 5 has been taken up by WCVA on behalf on TSSW and has initial support from WEFO;
- that there is no further news on the TfW proposal;
- that the Chief Officer has had a telephone meeting with Lloyds TSB Foundation to discuss their intention to set up a project in 7/8 localities in the UK. It is hoped that an initial meeting of partners will be held in May

Amber Lewis joined the meeting at this point.

- The Administration and Finance Manager reported that in addition to the known issues concerning the roof, a follow up surveyors report has revealed that MTCBC have not completed all the works as recommended by our surveyor. After discussion it was **AGREED** not to sign off the lease at present and that MTCBC be contacted regarding our concerns. If necessary, it was agreed that the Chief Officer writes to the Chief Executive.

**Action: Administration and Finance Manager**

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

#### **19/24 BUDGET 2019/20**

The core and project budgets were presented by the Administration and Finance Manager.

It was **NOTED** that the overall budget predicts a surplus of £1,490.

Board members expressed concern about staff capacity to meet the financial service commitments. The Admin and Finance Manager stated that as the digital support project had now come to an end, the Admin and Finance Officer has returned to her substantive role and this will allow a more informed review of capacity.

The Board noted the deficit in the Community Coordinators project budget. The Chief Officer reported that it is still possible that there will be an uplift as this is listed as an option for the additional ICF funding. He also reported that Interlink have decided not to reduce their costs in relation to their portion of the project and it has been agreed with Interlink that a project review take place. It was **AGREED** not to reduce costs in this budget line subject to a review in 2019/20.

**Action: Chief Officer**

It was **AGREED** that as some income streams were still unconfirmed and a further budget report be brought to the May meeting

**Action: Administration and Finance Manager**

The draft budgets were **NOTED** and it was **AGREED** that it is used as a “working budget” pending finalisation in May.

#### **19/25 OPERATIONAL PLAN 2019/20**

The Draft Operational Plan for 2019/20 had been circulated in advance and was presented by the Chief Officer.

The Chief Officer stated that the document is not substantially different to last years because of minimal changes to the TSSW core service specifications. He summarised the updates and amendments and drew attention to Volunteers Week plans.

The actions relating to Board (Aims 4 and 5) were discussed and updated. The updated document will be presented as part of the Q1 Report in July.

#### **19/26 RISK REGISTER**

The updated Risk Register had been circulated in advance and was presented by the Chief Officer. It was noted that risks 5, 12, 15, 23 and 25 has all been reduced in risk level.

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

**19/27 HEALTH AND SAFETY**

The Admin and Finance Officer reported that there was nothing new to report and the issue with the pigeons in the roof space is being addressed.

**19/28 MEMBERSHIP**

The report was **AGREED**.

Taf Bargoed Wellbeing Association and Tai Pawb were accepted into membership.

**19/29 MINUTES OF PREVIOUS MEETING HELD ON 4<sup>th</sup> FEBRUARY 2019**

The minutes of 4<sup>th</sup> February 2019 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

***Action: Chief Officer***

**19/30 ACTION LOG AND MATTERS ARISING**

The Action Log was updated and some outstanding issues noted.

Re 115 the trustee consent and declaration forms will be emailed out

***Action: Administration and Finance Manager***

**19/31 ANY OTHER BUSINESS**

None

**19/32 DATES OF NEXT MEETING**

Monday 20<sup>th</sup> May 2pm

**MEETING CLOSED**

Signed: .....

Date: .....