

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 20th MAY 2019

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

In attendance: Ian Davy and Carol Hindley

A minutes silence was held as a mark of respect for Ruth Hopkins

19/33 APOLOGIES

Kayleigh Nor-Val and Amber Lewis

19/34 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Nicola Mahoney regarding VAMTs financial service to SMT

19/35 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 there are continued delays regarding ICF funding decisions for 2019/20 which is related to the delay in the Cwm Taf Transformation proposal and to some extent the Bridgend merger
- that in response to a query from Paul Gray about potential liabilities of employing new staff, the Chief Officer confirmed there are management fees included in both projects
- that VAMT will be the regional lead for the Comic Relief national grants scheme and the leads are meeting on 31st May and a 10% management fee will be received
- the new arrangement with Cylch Meithrin Pentrebach is in place
- that the SLAs must be signed off with MTIB and SMT
Action: Administration and Finance Manager
- that Lloyds Foundation have offered dates for a first meeting which is still to be confirmed
- there is a new possible opportunity via the new WG Foundational Economy Challenge Fund

- that the lead flashing has been stolen from the roof of 88 Pontmorlais. The Police have been notified and insurance company engaged
- that the issues with building repair and lease for 89/90 Pontmorlais remain in process

It was agreed;

- That the Board support the employment of a “tackling loneliness development officer” if the proposal is successful.
- That the Board support the employment of a community development officer based at the Gurnos Community Zone should the proposal be successful.
- That Ian Davy is reappointed as a Nominated Trustee to the Merthyr Tydfil Community Trust for a period of 4 years.
- That the proposed revision to the Employer Supported Volunteering Scheme be approved with the proviso that the Chief Officer strengthens the requirement that the volunteering activity gives regard to VAMT's mission and values.

Action: Chief Officer

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

19/36 MANAGEMENT ACCOUNTS (UNAUDITED) 2018/19

The Management Accounts were presented by the Administration and Finance Manager and **AGREED** by the Board

19/37 BUDGET 2019/20

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

It was **NOTED** that all unrestricted income streams are now confirmed and the budget predicted a balanced budget which is likely to improve as management fees are accrued from projects which are expected to come online in year.

The budgets were **AGREED** with an additional £2000 being added to the IT budget for hardware.

19/38 AUDITOR / INDEPENDENT EXAMINATION

The Administration and Finance Manager reported that Williams Ross Ltd have recently informed VAMT that they are no longer providing an audit service. Given that VAMT no longer reach the audit threshold, Williams Ross Ltd were asked if they would provide an independent examination of accounts for 2018/19.

Williams Ross Ltd have agreed and given the timescales for producing accounts for the AGM the Board **AGREED**. It was also **AGREED** that a tender process be run in

order for the Board to approve the new auditors by the September Board meeting so this can be proposed at the AGM.

Action: Administration and Finance Manager

19/39 INVESTMENT OPTIONS

The Administration and Finance Manager presented a report on investment options. After discussion the Board **AGREED** to invest £75,000 in the CCLA Charities Investment Fund and £75,000 in the Hampshire Trust Bank 1 year Business Bond.

Action: Administration and Finance Manager

19/40 VAMT KPI Report and VAMT Operational Plan - Quarter 4 Reports

The cumulative KPI Report and the cumulative Operational Plan Report for 2018/19 were circulated to the Board in advance. The Chief Officer confirmed that they had been sent to MTCBC and the Health Board to comply with the SLA's.

Comment was made about the strong performance given the difficulties and changes in the first half of the year.

The reports were **AGREED** by the Board.

19/41 TSSW IMPACT SURVEY – VAMT EXTRACTS

Members were circulated VAMT extracts from the survey responses carried out by TSSW members during 2018/19. 43 responses were received from organisations that state VAMT as their primary CVC. The Chief Officer took members through the report which was generally positive with no negative comments.

The format of the survey is currently under review and will be relaunched in July

19/42 TSSW Q4 REPORT TO WELSH GOVERNMENT

The report to Welsh Government was circulated for information. This was the second report in this format. It is anticipated that similar style reports will be available for the trustees for VAMT in the future.

19/43 SICKNESS ABSENCE 2018/19

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

19/44 HEALTH AND SAFETY

The Admin and Finance Officer stated that there was nothing new to report.

19/45 MEMBERSHIP

The report was **AGREED**.

Mindarium CIC and Salvation Army Housing First were accepted into membership.

19/46 MINUTES OF PREVIOUS MEETING HELD ON 25th MARCH 2019

The minutes of 25th March 2019 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

19/47 ACTION LOG AND MATTERS ARISING

The Action Log was updated and some outstanding issues noted.

The Trustee declaration of interest forms will be emailed out

Action: Administration and Finance Manager

19/48 ANY OTHER BUSINESS

None

19/49 DATES OF NEXT MEETING

Monday 29th July 2pm

Some members stated that they would not be available. It was agreed to canvass dates to ascertain if the date of the meeting could be changed.

Action: Chief Officer

MEETING CLOSED

Signed:

Date: