

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 30th SEPTEMBER 2019

Present: Anne Roberts, Brian Lewis, Nicola Mahoney, Suzanne Davies, Amber Lewis, Mark Ward and Paul Gray

In attendance: Ian Davy and Carol Hindley

19/50 APOLOGIES

Kayleigh Nor-Val, Michelle Jones and Helen Thomas

19/51 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Nicola Mahoney regarding VAMTs financial service to SMT

19/52 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 Lottery Community Fund, Stage 1 bid re Gurnos Community Zone has been rejected. The Chief Officer commented that he was not too surprised, He stated that, in his view, the bid needs to be led by a community organisation to have the greatest chance of success and that further discussions with partners will be sought.

Action: Chief Officer

- that the SLAs has been signed off with SMT
- that the SLA remains to signed off with MTIB

Action: Administration and Finance Manager

- that the initial meeting with Lloyds Foundation was very encouraging and a subsequent visit from Lloyds staff has been arranged
- that the Merthyr Tydfil Community Trust fundraiser has been postponed until the New Year
- that the issues with building repair and lease for 89/90 Pontmorlais remain unresolved

It was agreed;

- That the proposal re staff pay be deferred until January where a discussion can be based on the in-year accounts at Q3 and forecast
- That the change in membership procedure be applied

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

19/53 AUDITED ACCOUNTS 2018/19

The Audited Accounts were presented by the Administration and Finance Manager. The Treasurer raised a query as to whether the narrative fully explained the deficits in both the Unrestricted and Restricted Funds. It was **AGREED** that the Auditor be asked to suggest appropriate wording to explain that the unrestricted deficit was as a result of the restructuring and the restricted funds deficit was because of income received in one financial and dispersed in the next. It was **AGREED** that the wording be agreed with the Treasurer before the final version of the accounts are signed off by the Chair.

Action: Administration and Finance Manager

19/54 PROCESS OF APPOINTING AUDITORS for 2019/20

It was **AGREED** that the decision for appointing auditors be delegated to Paul Gray and Nicola Mahoney.

Action: Administration and Finance Manager

19/55 MANAGEMENT ACCOUNTS QUARTER 1

The Management Accounts for Q1 were presented by the Administration and Finance Manager. They were deferred from the previous meeting because of it being inquorate.

It was **AGREED** that a budget re-profile was required as unanticipated expenditure is likely, for example, the need to upgrade IT software as Microsoft will not be supporting Windows 7 from the end of the year.

Action: Administration and Finance Manager

The accounts were **AGREED**

19/56 THEFT UPDATE

The Chief Officer reported that the Police have notified that they will not be investigating the theft. HSBC are still investigating. It was **AGREED** that no action will be taken until the bank investigation is concluded.

The Chief Officer reported that additional (non-digital) checks were now taking place regarding the account details of a new payee or a change in payee account details.

Action: Administration and Finance Manager

19/57 VAMT KPI REPORT AND VAMT OPERATIONAL PLAN - Quarter 1 Reports

The KPI Report and the Operational Plan Report for Q1 2018/19 had been circulated to the Board in advance. They were deferred from the previous meeting because of it being inquorate. The Chief Officer confirmed that they had been sent to MTCBC and the Health Board to comply with the SLA's.

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

19/58 POLICY REVIEW SCHEDULE

A report was presented by the Chief Officer detailing the status of VAMT policies.

After discussion it was agreed to prioritise. It was **AGREED** that the Safeguarding Policy and the Supervision/Appraisal Policy be reviewed by Ann Roberts and Ian Davy. It was **AGREED** that the Anti-Fraud Policy and the Budgetary and Financial Procedures Policy be reviewed by Paul Gray and Carol Hindley.

19/59 AGM - Trustee Standing Down Rotation

It was noted that Helen Thomas and Paul Gray were due to stand down and after drawing lots Anne Roberts was also required to stand down.

Post meeting note - Subsequently the Chief Officer realise that the report presented was incorrect and correct process was agreed by trustees by email.

19/60 HEALTH AND SAFETY

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

19/61 MEMBERSHIP

There were no new membership applications to consider.

19/62 MINUTES OF PREVIOUS MEETING HELD ON 20th MAY 2019

The minutes of 20th May 2019 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

19/63 ACTION LOG AND MATTERS ARISING

The Action Log was updated.

19/64 ANY OTHER BUSINESS

None

19/65 DATE OF NEXT MEETING

Monday 25th November 2pm

MEETING CLOSED

Signed:

Date: