

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 25th NOVEMBER 2019

Present: Anne Roberts, Edward Dawson, Suzanne Davies, Kayleigh Nor-Val, Mark Ward and Paul Gray

In attendance: Ian Davy and Carol Hindley

As this was the first meeting since the AGM, Ian Davy, as Company Secretary, chaired the meeting initially.

Edward Dawson was welcomed as a new trustee and introductions ensued.

19/66 APOLOGIES

Nicola Mahoney, Helen Thomas, Michelle Jones and Michael Ronan

STANDING ITEMS FOLLOWING AGM

19/67 SIGNING OF TRUSTEE CONSENT AND DECLARATION BY BOARD MEMBERS

The relevant forms were completed and signed by all Board members present. Trustees who were not present will need to complete by the next meeting.

Action: Admin/Finance Manager

19/68 DECLARATIONS OF INTEREST IN AGENDA ITEMS

None

19/69 CURRENT REGISTER OF TRUSTEES INTEREST

The current register of interests had been sent out in advance of the meeting. Trustees were asked to make changes to their information, if required, and inform the Administration and Finance Manager.

Action: Trustees to contact Admin/Finance Manager

It was agreed to send update out for the next meeting

Action: Admin/Finance Manager

It was agreed that following that the Register will be placed on the website in accordance with the Transparency Policy

Action: Chief Officer

19/70 VOTING PROCESS - REFERENCE TO STANDING ORDERS

The Chief Officer explained the voting process in accordance with the Standing Orders.

19/71 ELECTION OF CHAIR

Paul Gray nominated Anne Roberts for Chair and was seconded by Mark Ward. In the absence of further nominations, Anne was elected unopposed.

19/72 ELECTION OF VICE CHAIR

In the absence of Helen Thomas it was **AGREED** to defer this election until the next meeting. It was **AGREED** that the Chair contacts Helen Thomas to seek her view as to being nominated.

Action: Chair

19/73 ELECTION OF TREASURER

Mark Ward nominated Paul Gray as Treasurer and this was seconded by Edward Dawson. In the absence of further nominations, Paul was elected unopposed.

19/74 ESTABLISHMENT OF ANY SUB COMMITTEES AND THEIR MEMBERSHIP

The Board agreed not to establish any sub committees at this point.

19/75 CO-OPTIONS TO THE BOARD

It was **AGREED** that both Suzanne Davies and Brian Lewis continue as co-opted trustees.

BUSINESS ITEMS

19/76 CHIEF OFFICER'S REPORT

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

The report was received by the Board and it was noted;

- that discussions with partners have been held regarding Gurnos Community Zone staffing and a feedback meeting with the Lottery Community Fund has been arranged. Further discussions will then take place regarding resubmission

Action: Chief Officer

- that the SLA remains to signed off with MTIB

Action: Administration and Finance Manager

- that there is a possibility of funding via CTMUHB for the development of "community assets to support social prescribing"

Action: Chief Officer

- that staff from Lloyds Foundation spent three days in the County Borough last week and attended the AGM

- that the Community Coordinator independent review is underway
- that the reduced Community Coordinator team should allow the project budget to balance in 2020/21
- that there is a potential set up cost of the Community Coordinator CRM but it will hopefully be funded by ICF slippage
- that it has been informally indicated that there may be a possible reduction in TSSW funding and that the Board may need to decide an approach to a funding deficit in early 2020. A Draft Budget to be presented to next meeting
Action: Administration and Finance Manager
- that the issues with building repair and lease for 89/90 Pontmorlais remain unresolved

It was **AGREED**;

- that the revised Financial Procedures need to be agreed
Action: Administration and Finance Manager / Treasurer
- that cyber fraud insurance needs to be purchased
Action: Administration and Finance Manager
- that the policy review schedule be reviewed at the next meeting
Action: Chief Officer
- that the staff / board event be re-scheduled
Action: Suzanne Davies
- to set aside up to £10,000 for update hardware and software to mitigate security risks from continuing to use current operating system and explore cloud based file storage. Decision delegated to Chief Officer re expenditure
Action: Administration and Finance Manager / Chief Officer

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

19/77 MANAGEMENT ACCOUNTS QUARTER 2 AND REVISED BUDGET 2019/20

The Management Accounts for Q2 were presented by the Administration and Finance Manager. The report was **AGREED**.

A budget re-profile was presented and **AGREED**.

19/78 REVISED POLICIES

This item was deferred until the next meeting.

- Budgetary and Financial procedures / Anti-Fraud Policy
Action: Administration and Finance Manager / Treasurer
- Supervision and Appraisal / Safeguarding
Action: Chief Officer / Chair

Regarding the Financial Procedures the Administration and Finance Manager assured the Board that additional (non-digital) checks were now taking place regarding the account details of a new payee or a change in payee account details.

19/79 VAMT KPI REPORT AND VAMT OPERATIONAL PLAN - Quarter 2 Reports

The KPI Report and the Operational Plan Report for Q2 had been 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.

Following discussion regarding items not marked as "green", the reports were **AGREED** by the Board.

19/80 HEALTH AND SAFETY

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

Concerns were raised regarding the pigeons that remain in residence.

19/81 MEMBERSHIP

The report was **AGREED**.

Mental Health Matters Wales were accepted into membership.

19/82 MINUTES OF PREVIOUS MEETING HELD ON 25th NOVEMBER 2019

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

Action: Chief Officer

19/83 ACTION LOG AND MATTERS ARISING

The Action Log was updated.

19/84 ANY OTHER BUSINESS

None

19/85 DATE OF NEXT MEETING

Monday 3rd February at 2pm

MEETING CLOSED

Signed:

Date: