

# VOLUNTARY ACTION MERTHYR TYDFIL

## MINUTES OF BOARD MEETING HELD ON 3<sup>rd</sup> FEBRUARY 2020

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

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

### 20/01 APOLOGIES

Nicola Mahoney, Helen Thomas and Michael Ronan

### 20/02 DECLARATIONS OF INTEREST IN AGENDA ITEMS

None

### 20/03 ELECTION OF VICE CHAIR

The Chair reminded members that this was deferred from the last meeting and that she has contacted Helen Thomas who stated that she is willing to be nominated.

The Chair asked for nominations. Paul Gray nominated Helen Thomas, but this was not seconded. Anne Roberts nominated Edward Dawson, and this was seconded by Mark Ward.

In the absence of any further nominations Edward Dawson was elected unopposed as Vice Chair. Edward stated he was delighted to be Vice Chair and stated his interests and experience in the Third Sector.

### 20/04 REGISTER OF TRUSTEES INTEREST

The current register of interests had been sent out in advance of the meeting. Carol Hindley stated that there had been a number of amendments by trustees since the last meeting. She said that the only entry requiring further checking was Brian Lewis'.

**Action: Chief Officer**

### 20/05 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 the content was accepted.

In addition to the report it was **NOTED**

- that the Cwm Taf Community Coordinator project independent review is close to completion and may result in HR issues for VAMT given the change in provision

in Cwm Taf and the available budget. The Chief Officer will keep the Chair updated

**Action: Chief Officer**

- that following discussions with partners and the Community Zone Implementation Group, it has been agreed that they would like VAMT to resubmit the bid to the National Lottery Community Fund. The requirement for interim funding prior to any successful bid was noted and that discussions with MTCBC are planned and therefore may have HR implications for the current VAMT staff at Calon Las depending on the amount of funding available from MTCBC.

**Action: Chief Officer**

- that the SLA remains to signed off with MTIB  
**Action: Administration and Finance Manager**
- the Lloyds Foundation project event has been arranged for 25<sup>th</sup> / 26<sup>th</sup> March.
- that the staff / board event would be held on 10<sup>th</sup> February. The programme was circulated, and Paul and Nicola gave their apologies for the event

It was **AGREED**

- that given the unknowns in grant income for 2020/21 it was accepted that a draft Budget was not presented to the meeting as anticipated but will be presented at the next meeting in March  
**Action: Administration and Finance Manager**
- that cyber fraud insurance be purchased  
**Action: Administration and Finance Manager**
- that a meeting be held with Glen (Melrose IT) regarding the update of hardware and software and cloud-based file storage.  
**Action: Administration and Finance Manager / Treasurer**

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

## **20/06 MANAGEMENT ACCOUNTS QUARTER 3**

The Management Accounts for Q3 were presented by the Administration and Finance Manager. The report was **AGREED**.

## **20/07 VAMT KPI REPORT AND VAMT OPERATIONAL PLAN - Quarter 3 Reports**

The KPI Report and the Operational Plan Report for Q3 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 marked "red or "amber", the reports were **AGREED** by the Board.

## 20/08 POLICY REVIEWS

- *Budgetary and Financial Procedures / Anti-Fraud Policy*

The Administration and Finance Manager stated that these documents had been referred to the auditors for comments and a meeting arranged for 6<sup>th</sup> February.

**Action: Administration and Finance Manager / Treasurer**

- *Safeguarding*

The Chair and Chief Officer have reviewed the existing policy and think it is fit for purpose but agree that it requires reviewing by someone with greater expertise and current thinking. A request to that effect has been sent to the Safeguarding Board. A reply is awaited.

**Action: Chief Officer**

The Board noted that the Policy requires a new named Trustee. Michelle Jones volunteered, and this was **AGREED** by the Board.

- *Supervision and Appraisal*

The Chair and Chief Officer have reviewed the policies and agreed that feedback from staff was desirable. The staff feedback mirrored the views of the Chair and Chief Officer in that the Supervision Policy was fit for purpose but the staff appraisals was too onerous and repetitive and not useful for staff who had been in post for more than a couple of years. It was **AGREED** that an alternative model is required.

**Action: Chief Officer / Chair**

## 20/09 TSSW IMPACT REPORT 2018/19

The report which had been submitted to WG, the first in the new format was circulated for information. It was agreed that it looked very impressive.

## 20/10 HEALTH AND SAFETY

The Administration and Finance Officer stated that there was nothing new to report. The Chief Officers room ceiling has been sealed properly.

A review visit from Peninsula has been arranged for later in February.

## 20/11 MEMBERSHIP

No new applications received

## 20/12 MINUTES OF PREVIOUS MEETING HELD ON 25<sup>th</sup> NOVEMBER 2019

The minutes of 25<sup>th</sup> 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**

**20/13 ACTION LOG AND MATTERS ARISING**

The Action Log was reviewed and updated.

**20/14 ANY OTHER BUSINESS**

None

**20/15 DATE OF NEXT MEETING**

Monday 30<sup>th</sup> March at 2pm

***MEETING CLOSED***

Signed: .....

Date: .....