

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 18th MAY 2020

(via Zoom)

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

In attendance: Ian Davy and Carol Hindley

20/16 APOLOGIES

Michelle Jones and Brian Lewis

20/17 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Suzanne Davies declared an interest in the Bevan Foundation item as she is related to their Director. Nicola Mahoney declared an interest as SMT receive financial support services from VAMT.

20/18.1 CHIEF OFFICER'S REPORT (Including Covid Response 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 discussions regarding the appointment of two Wellbeing Coordinators as part of the CTMUHB Transformation Programme were currently on hold.
- Edward Dawson asked if the Youth Led Grants scheme attracted a management fee and the Chief Officer replied that it did.
- Following the postponement of the Lloyds Foundation project event in March, contact has been maintained and a first virtual meeting was held on 13th May with representatives of the six towns in the project.
- The progress and some delays in policy review work was noted.
- The Coronavirus response summary report was warmly received, and trustees noted that it demonstrated the extent of activity by staff.
- That a tenants meeting was held on 14th May and a further meeting is due on 27th May when a draft risk assessment can be discussed and probably further Government advice has been received.

- That a revised staff structure had been circulated to trustees

It was **AGREED**

- That a post Covid volunteering celebration must be held when possible.
- That the building contractors are contacted as scaffolding has been erected on the building.

Action: Administration and Finance Manager

- That regarding rent payments for 88 High Street, it is recommended that any future decision is delegated to the Treasurer

Action: Administration and Finance Manager / Treasurer

- That the first phase of payment of leave in lieu is progressed subject to the required consents.
- That a working group be convened to discuss the report from the staff / trustee event held in February. Paul Gray, Edward Dawson, Anne Roberts and Nicola Mahoney were nominated. Four staff to be asked to attend plus the Chief Officer.

Action: Chief Officer

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

20/18.2 ADDITIONAL ITEMS

The Chief Officer asked for two additional items to be considered. The papers for each item had been circulated earlier in the day,

Research Proposal - Understanding the Immediate and Long-Term Impact on Community Organisations in Merthyr Tydfil

The Chief Officer explained that concerns are being expressed by organisations about transition and recovery post Covid. As Bevan Foundation were already carrying out some work with groups providing immediate Covid response, discussions had been held with Bevan regarding more in depth work which will help identify the required support. After discussion, the proposal was **AGREED**.

Community Coordinator CRM Proposal

The proposal was **AGREED**.

20/19 UNAUDITED ACCOUNTS 2019/20

The unaudited management accounts for 2019/20 had been circulated to the Board in advance by the Administration and Finance Manager. The report was **AGREED**.

20/20 BUDGET 2020/21

The budgets for the core and project cost centres as well as a summarised statement had been circulated to the Board in advance. They were discussed and **AGREED**.

20/20.1 Additional Video Conferencing / IT / Broadband expenditure

A proposal had been circulated in advance. It was **AGREED** to

- Purchase the 200MB broadband and wifi upgrades
- Investigate an internet cloud-based phone system and switch if it reduces costs
- Approve, in principle, purchase of microphone and camera for main meeting room to allow video conferencing but delay purchase until face to face meetings are likely to be able to be held again.

It was **AGREED** that the full budget be re-presented at the July meeting including all new expenditure items.

Action: Administration and Finance Manager

20/21 VAMT KPI REPORT AND VAMT OPERATIONAL PLAN - Quarter 4 Reports

The KPI Report and the Operational Plan Report for Q4 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 respective SLA's.

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

20/22 TSSW Q4 IMPACT DATA

The report had been circulated in advance by the Chief Officer. This report and the general feeling amongst TSSW colleagues was that the survey was not fit for purpose was **NOTED**.

20/23 MEMBERSHIP

The application from the Friendship Group was **ACCEPTED**

20/24 MINUTES OF PREVIOUS MEETING HELD ON 3rd FEBRUARY 2020

The minutes of 3rd February 2020 were **AGREED** and signed by the Chair. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

20/25 ACTION LOG AND MATTERS ARISING

The Action Log was reviewed and updated.

20/26 ANY OTHER BUSINESS

None

20/27 DATE OF NEXT MEETING

An informal meeting will be held on 9th June at 10am.

The next formal meeting is on Monday 27th July at 2pm

MEETING CLOSED

Signed:

Date: