

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 28th SEPTEMBER 2020

(via Zoom)

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

In attendance: Ian Davy, Sharon Richards and Carol Hindley

The Board held a one minute silence in memory of Helen Thomas who recently passed away

20/71 APOLOGIES

Brian Lewis and Anne Roberts for lateness. Edwards Dawson took the role of the Chair in Anne's absence.

20/72 DECLARATIONS OF INTEREST IN AGENDA ITEMS

None

20/73 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 noted. It was noted that this was the last Report to be presented to the Board by Ian Davy before he retires on 30th September 2020

It was **AGREED**;

1. That Sharon Richards will contact Cllr Chris Davies regarding her involvement on the local Covid response group. Merthyr back in local lockdown, demand not increased as yet but shielding hasn't been re-introduced at the moment.
2. That a lottery bid be submitted for the Calon Las post after a successful first stage application. Submission date for the bid is 21st December 2020.
3. That Sharon Richards will split the Strategic Actions within the Operational Plan for future use.
4. That Sharon Richards drafts a "homeworking policy" to be circulated to trustees from the two documents supplied by the Chief Officer.
5. That Michelle Jones is trustee representative for the Community Capacity Dementia Care Grants Scheme grants panel
6. That the Admin/Finance Manager arrange for mesh guards to be put over the flue units on the boilers and to pursue Merthyr Council regarding the outstanding things on the surveyors report for the building.

7. That a salary illustration be provided to the Board at a later date regarding options for bringing staff in line with current pay scales.

In addition, the Chief Officer informed the Board that a secondment to Lloyds Foundation was needed and suggested that a member of staff may be able to assist with this as it requires governance experience which Lloyds may not get if they advertise.

Confidential item removed

There was some discussion regarding the Community Trust and Ian Davy's involvement. Ian Davy informed the Board that he would be continuing with the Trust in a voluntary capacity and suggested a representative from VAMT may be involved if Trustees thought that it was appropriate. Edward Dawson asked trustees to let him know if anyone was interested in this. It was noted that Suzanne Davies is already on the Trust Board as a voluntary member. It was also **AGREED** to make a VAMT donation to the Trust of £1000.

Anne Roberts joined the meeting.

20/74 AUDITED ACCOUNTS 2019/20

The Admin/Finance Manager explained that the audited accounts for 19/20 had been delayed due to various issues. It was **AGREED** to hold a short special meeting at the beginning of November with the auditors so that the accounts can be explained and **AGREED** by the Board. Possible dates of this meeting will follow in due course.

20/75 AGM

The Chief Officer explained the information that had been received from WCVA that had been previously circulated to Board members. After some discussion it was **AGREED** to cancel the AGM for this year and hold an AGM in November 2021 that covers two years. An annual report and accounts for the 19/20 will still be produced and circulated to members and partners. This was **AGREED** by all Board members.

20/76 KICKSTART

Paul Gray explained the new project that VAMT has the potential to manage, it is for 16 – 24 year olds to have 6 months of employment for 26 weeks at 25 hours per week, paid at national minimum wage. Sharon Richards explained that the project runs until December 2021. There is a management fee that comes with each placement which is £300 per person and the lead employer would be expected to have 30 placements during the project period. Sharon Richards informed the Board that she had quite a few interested organisations who wanted placements. Each placement also has access to a training allowance. Michelle Jones noted that the Parent Network would like to be involved when the service is open again.

20/77 POLICY REVIEW SCHEDULE

The Chief Officer referred to policy paperwork that had been circulated prior to the meeting noting that there a quite a few policies that need updating. He mentioned that the Financial Procedures policy will be updated once the audit is completed with auditor input. He also explained that there is help available for the Welsh Language Scheme from the Welsh Language Commission Hybu Team. Mark Ward requested that this agenda item be a standing item for every meeting which was **AGREED**.

20/78 MEMBERSHIP

None.

20/78 MINUTES OF PREVIOUS SPECIAL MEETING HELD ON 9TH SEPTEMBER 2020

The minutes of 9th September 2020 were **AGREED**. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

20/79 MINUTES OF PREVIOUS MEETING HELD ON 27TH SEPTEMBER 2020

The minutes of 27th September 2020 were **AGREED**. It was agreed they can be published on the website in their entirety.

Action: Chief Officer

20/80 ACTION LOG AND MATTERS ARISING

The Action Log was reviewed and updated.

- 1. Action 113: MTIB SLA, the Admin/Finance Manager will take a paper copy with her the next time she visits to ask them to sign off.

Action: Administration and Finance Manager

- 2. Action 143: Glen Jones will be asked for assistance to complete the insurance cover document for ICT fraud.

Action: Administration and Finance Manager

- 3. Action 150: Anti fraud policy update needs to be deleted from the action log

- 4. Action 160: A meeting had been held with SMT to discuss a new phone system at the building which was deemed too expensive at this point in time.

20/81 ANY OTHER BUSINESS

None

20/82 DATE OF NEXT MEETING

The next full meeting is on Monday 30th November 2pm

Anne Roberts formally thanked Ian Davy for his 31 years' service to VAMT and his commitment over this time. He was wished all the best for his retirement by all Board members.

MEETING CLOSED

Signed:

Date: