

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 30th NOVEMBER 2020

(via Teams)

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

In attendance: Sharon Richards, Carol Hindley and Marian Barnes from Mitchell Meredith Accountants Ltd

Marian Barnes, from Mitchell Meredith Accountants was welcomed to the meeting.

20/83 APOLOGIES

Brian Lewis and Suzanne Davies.

20/84 ELECTION OF COMPANY SECRETARY

It was **AGREED** that Sharon Richards would hold the office of the Company Secretary.

20/85 DECLARATIONS OF INTEREST IN AGENDA ITEMS

None

20/86 VOTING PROCESS - REFERENCE TO STANDING ORDERS

The Chief Officer explained that the current extraordinary circumstances had led to the AGM being cancelled and that VAMT would have an interim procedure until the next AGM, so Officers would remain in post until the next AGM. However it was noted that Anne Roberts had resigned her position as Chair and Helen Thomas had recently passed away so interim elections for these positions are required.

20/87 ELECTION OF CHAIR

Anne Roberts nominated Edward Dawson which was seconded by the Board. In the absence of further nominations, Edward was elected unopposed.

In accepting his appointment as Chair of the Board, Edward Dawson went on to say he was very pleased to be nominated because he believed VAMT was important and had proved its worth during the Covid pandemic. It was good at working with the Borough Council, the Health Board, WCVA & TSSW, and other partners and stakeholders. He believed it was essential that VAMT worked with others to tackle issues such as isolation and poverty, to raise expectations among the young and caring for the elderly, as well as promoting health and well-being generally.

He also wished to see an effective Board, decisive and powerful, and able to work well with the staff team. He welcomed ideas to strengthen the Board and invited all members to contact him with their suggestions. Finally, he paid tribute to Anna Roberts, his predecessor as Chair, who had been stalwart and effective in her work especially during a period of great difficulty this year. We had to be grateful to her.

19/88 ELECTION OF VICE CHAIR

After some discussion it was **AGREED** to keep the Vice-Chair post vacant until the next AGM.

20/89 ELECTION OF TREASURER

The Treasurer post remains unchanged.

19/90 ESTABLISHMENT OF ANY SUB COMMITTEES AND THEIR MEMBERSHIP

The Board agreed that the Chief Officer Development Plan Sub-Group that was established is to be continued to monitor and support the recently recruited Chief Officer.

19/91 CO-OPTIONS TO THE BOARD

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

BUSINESS ITEMS

20/92 AUDIT FINDINGS REPORT

Marian Barnes explained the audit findings report to the Board. She highlighted some recommendations for improvement of the sage system and noted that she was still waiting for some confirmation from investment banks. She offered assistance with completing management accounts which will be with an independent person within Mitchell and Meredith so there is no conflict of interest. She also explained the changes to accounting policies which resulted in the assets being re-stated for the previous year which impacts on the SOFA and the Balance Sheet figures. Marian Barnes also suggested that reference needs to be made to the Covid 19 issues in the trustee report. She also recommended to review the Reserves Policy as she felt that the current one needed amending.

Action: Treasurer/Admin Finance Manager/Chief Officer

20/93 DRAFT AUDITED ACCOUNTS 2019-20

Marian Barnes explained the accounts in detail drawing attention to the issues with the lease ending before the building had been depreciated fully, therefore the assets had been restated to take this into account. She also explained that there had been a loss on the investment with the CCLA due to the current financial climate. With this taken into account she confirmed that she was happy that VAMT was in a good position and was shown to be a going concern.

Paul Gray said that he was satisfied that the accounts now show a fair representation of VAMT's financial position and that the issues with the assets of the Charity had been corrected. Marian Barnes suggested that it would be beneficial to set up a Finance Sub-Committee to review the management accounts before they are presented to the Board. This was **AGREED** and the Finance Sub-Group would comprise of the Treasurer plus one other trustee to review the finance reports before the Board meetings.

The accounts were accepted by Nicola Mahoney and seconded by Mark Ward.

Marian Barnes was thanked for her assistance in producing the audited accounts and left the meeting.

20/94 MANAGEMENT ACCOUNTS

The Admin/Finance Manager explained the management accounts which were **AGREED** by the Board and noted that a new layout was required. The offer of Mitchell and Meredith to assist with a new layout had been accepted and will be worked on.

20/95 REVISED CORE BUDGET

A revised core budget was explained and discussed. The main alterations was the salary differences due to the change in Chief Officer Post and some additional expenditure which had been previously agreed by the Board. The budget was **AGREED** by the Board.

20/96 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 explained in detail. The content of the report was noted.

It was **AGREED**;

1. 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.
2. That meetings will be held with staff regarding each of the Strategic Actions within the Operational Plan.
3. That the memorandum and articles be looked at in order to have an option of an online AGM if and when required.

20/97 VAMT KPI REPORT AND OPERATIONAL PLAN QUARTER 2 REPORT

The report was presented to the Board by the Chief Officer and explained. Edward Dawson noted the massive increase in the monitoring figures from this year to the previous year. Paul Gray agreed that the report is excellent and asked if the Chief Officer could RAG rate any areas of concern that she may have.

Action: Chief Officer

20/98 HEALTH AND SAFETY REPORT

It was noted that there was an updated risk assessment in place for staff using the building which included the use of face masks and social distancing, which has been circulated to all staff and tenants.

20/99 MEMBERSHIP

Three new members were **APPROVED**, those being Hebron Evangelical Church, Dowlais, Archdiocese of Cardiff, Grief Support Cymru.

20/100 MINUTES OF PREVIOUS MEETING HELD ON 28TH SEPTEMBER 2020

The minutes of 28th September 2020 were **AGREED**. It was agreed they can be published on the website after omitting the section regarding the tenant's issues under item 20/73.

Action: Chief Officer

20/101 ACTION LOG

The action log was **ACCEPTED**.

20/102 KICKSTART

Paul Gray explained that the Kickstart Project had been moved back. The Chief Officer has regular communications with DWP and there will be more to report at the next Board meeting in January.

20/103 POLICY REVIEW SCHEDULE

The Chief Officer was asked to look at the red policy reviews required and update the Board with what action is required by the next meeting. Michelle Jones noted that a possible change may be needed for the Health and Safety Policy due to recent Riddor changes.

Action: Chief Officer

20/104 ANY OTHER BUSINESS

None

20/105 DATE OF NEXT MEETING

The next full meeting is on Monday 8th February 2pm

MEETING CLOSED

Signed:

Date: