

VOLUNTARY ACTION MERTHYR TYDFIL

MINUTES OF BOARD MEETING HELD ON 17th FEBRUARY 2021

(via Teams)

Present: Edward Dawson, Kayleigh Nor-Val, Paul Gray, Anne Roberts, Michelle Jones, Suzanne Davies and Michael Ronan.

In attendance: Sharon Richards, Carol Hindley.

21/01 APOLOGIES

Brian Lewis, Nicola Mahoney and Mark Ward.

21/02 DECLARATIONS OF INTEREST IN AGENDA ITEMS

Paul Gray declared an interest as Tydfil Training is a Gateway for Kickstart which is within the Chief Officers Report.

21/03 DECLARATIONS OF TRUSTEES INTERESTS DOCUMENT

The current trustee declaration document was circulated to the trustees prior to the meeting. It was noted that Brian Lewis' section had not been updated recently due to not being able to hold face to face meetings. Trustees were asked to send any updates to the Admin/Finance Manager by the end of February.

BUSINESS ITEMS

21/04 MANAGEMENT ACCOUNTS Q3 AND Q4 PROJECTION

The Admin/Finance Manager explained the third quarter management accounts and the quarter 4 projection. There was some discussion about the new grants that had been received including Friend In Need, Covid Recovery in Volunteering Grant and Winter Planning. It was also noted that the auditors would be working with VAMT to produce the management accounts at the end of the year. The report was **ACCEPTED**.

21/05 REVISED BUDGETARY AND FINANCIAL PROCEDURES

This item was deferred until the meeting regarding management accounts had been held with the auditors. The policy will also be reviewed by the Finance Sub-Committee before being brought to the Board.

Action: Admin/Finance Manager

21/06 DRAFT BUDGETS 21/22

The draft budgets were explained and discussed. Paul Gray queried that if the replacement Health and Wellbeing Manager Post is employed at points 31-37 then what would happen in future years with additional increments and inflationary increases. The Chief Officer explained that she is currently having discussions with the Health Board in regards to the

future funding for this post as it has been underfunded for a long time. The budgets were **AGREED** in draft format.

21/07 CHIEF OFFICERS REPORT

- 1 The Chief Officer explained that the Kickstart application which VAMT submitted had not been supported. However the Kickstart rules have now changed so organisations can either apply via a Gateway organisation or they can apply independently. No feedback will be received on why the original application was not being supported as this is DWP policy.
- 2 There was a discussion around the regional mental health posts. Interlink have offered a new way of using the mental health grant that they usually receive to provide a regional service. The suggestion is to retain one adult mental health worker and to split the rest of the grant to provide a part time children and young persons mental health worker for each Cwm Taf area. This is also a Lloyds Bank Foundation priority for next year. The Chief Officer requested that VAMT support this post and allow reserves to be utilised in order that the post be a full time post. After discussions around the need for the post it was **AGREED** to support this suggestion. Paul Gray asked that figures are prepared for the next meeting.

Action: Admin/Finance Manager/Chief Officer

- 3 The Chief Officer explained the suggested new structure to the Board. The Chief Officer noted that the Admin/Finance Officer functions need to be further explored. The Chief Officer also thanked the Admin/Finance Manager and the ICF Community Coordinator with their assistance in covering the vacant Health and Wellbeing Manager Post. The structure was **AGREED** by the Board.

21/08 QUARTER 3 MONITORING

The Chief Officer explained that there had been an issue with the monitoring figures which have now been resolved and recalculated with the assistance of WCVA. It was noted that the figures are shared with WCVA, Merthyr Tydfil County Borough Council and the Health Board. The Chief Officer plans to change the report to a report that is easier to understand and will seek staff input into this. The new layout will be circulated for the first quarter of 21/22.

21/09 FREQUENCY OF FUTURE BOARD MEETINGS

After a short discussion it was **AGREED** to alter the frequency of Board meetings from every other month to quarterly to fall in line with financial and monitoring quarters. It was also noted that an additional meeting would be needed during September with the auditors to agree the annual audited accounts.

21/10 TRUSTED CHARTIY MARK

NCVO have announced that they are no longer administering the trusted charity mark and they are currently looking for a successor. The Chief Officer will keep the Board informed of any developments.

21/11 HEALTH AND SAFETY REPORT

It was reported that the current covid risk assessment is still working well within the building.

21/12 MEMBERSHIP

One new member was **APPROVED**, The Community Trust.

21/13 MINUTES OF PREVIOUS MEETING HELD ON 30TH NOVEMBER 2020

The minutes of 30th November 2020 were **AGREED**. It was agreed they can be published on the website.

Action: Chief Officer

21/14 POLICY REVIEW SCHEDULE

The updated Emergency Protocol Policy was **APPROVED** by the Board.

21/15 ANY OTHER BUSINESS

None

21/16 DATE OF NEXT MEETING

The next full meeting is on Monday 10th May 2pm

MEETING CLOSED

Signed:

Date: