



Powys Association of Voluntary Organisations  
Cymdeithas Mudiadau Gwirfoddol Powys

## BWRDD CYFARWYDDWYR ac YMDDIRIEDOLWYR BOARD OF DIRECTORS AND TRUSTEES

Minutes of the Board Meeting held on 28<sup>th</sup> March 2025 on-line

Present: Jamie Burt (Chair)  
Myra Francis  
Wendy Beaven  
Jennifer Owen Adams  
David Price  
Peter Swanson  
Elin Wozencraft

In attendance: Clair Swales (CEO)  
Angela Owen (Head of Internal Services)  
Sharon Healey (Head of Health, Wellbeing & Partnerships)

Apologies: Margaret Evitts, Lisa Griffiths, William Powell, Gary Mitchell

Agenda Item and paper No	Item	Minute	Action / Decision
1.	Chair's Welcome	Jamie welcomed everyone	

2.	<b>Apologies</b>	Apologies were received and recorded (see above).	
3.	<b>Declaration of interests</b>	There was no declaration of Interests over and above those recorded in the Trustee declaration of interests register	
4.	<b>Minutes of Board Meeting held on 27 September 2024</b>	The minutes of the meeting held on 7 <sup>th</sup> February 2025 were agreed as an accurate record.	Approved
5.	<b>Redaction of minutes</b>	It was agreed that the 5 paragraph in item 11 – Clair updated the Board..... should be redacted from the minutes	Redactions were made.
6.	<b>Matters Arising:</b> (see action log)	<ul style="list-style-type: none"> <li>• QA Programme - Schedule for Trustee involvement will be drawn up by Clair following an online poll of trustees.</li> <li>• Health and Safety lead – it was agreed that the full Board would take responsibility</li> <li>• PSB scrutiny member – David Price agreed to be the representative for PAVO and Jamie the deputy.</li> <li>• 29/11/7.1 – Dates and times for Board meetings – following discussion it was agreed to keep the meetings as they were.</li> <li>• 24/7/19.. Governance Development – it was agreed that Trustee Social Media Training was no longer required and that trustee training will follow the Governance Development Programme.</li> <li>• 29/11/19 Risk register – bring a small group together to complete the review following the initial session at the Board meeting in February</li> </ul>	

7.	<b>Business Plan</b>	<p>Draft Business Plan 2025-2026</p> <p>Clair reminded the Board of the process thus far.</p> <p>Discussions and additions made at the previous Board meeting have been incorporated into the plan</p> <p>Update around monitoring and reporting including the Business intelligence platform and have real time data.</p> <p>Thanks to the wider team for the preparation of the Business Plan – from JB</p> <p>Clarification was asked around the timescales for short, medium and long term TSSW outcomes as described in the Business Plan. Clair suggested - short term would be 6 months, Medium 12 months – two years and long term 3 years. Clair will however clarify with TSSW</p> <p>Jennifer asked if there may be any curve balls that could affect the delivery of the plan, Clair - the main issue that could arise will be if RIF funding is only for six months and if this is not extended to 12 months a large percentage of PAVO staff would be affected.</p> <p>Clair also added that PAVO are currently looking at a realignment of the Connector and Befriending projects. Other concerns include the delay in confirmation of the SPF funding for 25/26 re Community Development. There is also consideration to be given to the re-structure of the Third sector support Team following the resignation of the Head of Department.</p>	Approval
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8.	<b>Budget</b>	<p>Angela highlighted the following:</p> <p>SPF funding for 25/26 is very positive and has been included in the budgets. However this has not yet been confirmed in writing. RIF for all projects has currently been included for the full year.</p> <p>Children and Young People post – expenditure has been included for this to continue into 25/26 and the Board were asked to approve the use of reserves to cover the costs.</p> <p>The current Budget includes restricted project funding brought forward and the remaining deficit will be funded from unrestricted reserves Sharon gave further information in relation to the CYP post highlighting that it would include engagement with young people and encouraging them to also volunteer.</p>	<p>The Board approved the funding of the CYP post.</p> <p>The Board approved the overall budget</p>
9.	<b>Quality Assurance</b>	<p>The QA process will follow the outline of Trusted Charity assessment. Trustees that had shown an interest in specific areas were included in the planning document and a follow up with Trustees that haven't responded will take place.</p>	Agreed
10.	<b>Policies and Procedures update</b>	<p>Whistle blowing Policy Complaints Policy Breastfeeding Policy H&amp;S – policy changes H&amp;S lead – no nominations coming forward</p>	All approved
11.	<b>CEO Report</b>	<p>CEO Report – Clair spoke to the report Revised proposals included in the paper re RIF meetings to take place in the next week to establish a way forward</p>	

		<p>SPF – highlighted PAVO will expand their current proposal and include outcomes outlined by the SPF</p> <p>PAVO investment Group – date in the diary to be arranged. Jennifer agreed to replace the previous Vice Chair</p> <p>Use of Social Media &amp; Website – Following consideration by the PAVO comms group and EMT it was proposed that PAVO stop using 'X', formerly known as Twitter.</p> <p>Bring a session to the Board around the PN (practitioner networks) meetings and their usefulness</p> <p>Jennifer asked about the CEO's capacity in relation to line managing TSD – Clair is aware that this is not something that can be more than a short term fix. Don't want to rush into making structural decisions. Chair wanted to make sure staff can come to the Board for support if at all needed.</p>	<p>Meeting to be arranged</p> <p>Approved to stop using "X"</p>
12.	<b>Chair's Report</b>	The Chair thanked Elin for coming forward to take up a position on the SVF Grants panel	<b>For Information</b>
13.	Social Value Forum - Good news stories!	For information	Received.
14.	Social Value Forum coordination Group report	For information	Received

15.	Press Coverage - Cambrian Railway	For information	Received
16.	Press Coverage - Rebuilding Community Foundations in Powys	For information	Received
17.	Press Coverage - Social Prescribing Day	For information	Received
18.	Copy of presentation from WCVA on Senedd 2026	For information	Received
19.	Letter from Jane Hutt MS re TSPC (Third Sector Partnership Council)		
20.	Any other Business		
19.	<b>Future Board Meetings:</b> online - 9:30am to 13:30pm	<u>2025</u> - 30 May, 25 July, 26 September, 28 November	

ACTIONS LOG KEY
COMPLETE
ON TRACK
PROGRESS DELAYED
PROGRESS AT RISK

Agenda / Date / Item	Log of Actions carried forward	Responsible Officer	Status	Progress update
28/03/25	PAVO investment Group – date in the diary to be arranged. Jennifer agreed to replace the previous Vice Chair	AO		Update to May Board
28/03/25	Stopping the use of 'X'	CSw		Complete
24/09/27/17 24/11/29/7	Jamie & Clair to discuss different formats for the Listen & Learn Visits  Schedule discussion for February 2025 Board Meeting.	JB/CSw		Delayed
29/11/9	Risk Register – To be reviewed in the February Board meeting	CSw/AO		Operations risk reviewed. Four areas yet to be completed

Completed

29/11/7.1	Board member attendance – Consider alternative day and/or time Trustees to be asked for suggestions to improve Board meeting attendance	CSw		Google form sent to all trustees for suggestions and preferences
29/11/8	Election of Trustees to PAVO Sub Committees Take place in the February Board meeting	JB/CSw		Google form sent to all trustees for suggestions and preferences
24/07/19/11 24/11/29/7	Governance Development – With the new Trustees coming on board it was agreed to discuss the replacement of the Trustee Social Media Training offer at the February Board Development Day.	CSw		Governance Development – it was agreed that Trustee Social Media Training was no longer required and that trustee training will follow the Governance Development Programme