



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 **25 July 2025** at PAVO Offices, Ddole Road, Llandrindod Wells

Present: Jamie Burt (Chair)
Wendy Beaven (leaving 11am)
Myra Francis
Lisa Griffiths (leaving 11am)
William Powell (until 11.30)
David Price
Peter Swanson
Gary Mitchell

In attendance: Clair Swales (CEO)
Angela Owen (Head of Internal Services)

Apologies: Jennifer Owen Adams, Elin Wozencraft, Margaret Evitts, Sharon Healey (Head of Health, Wellbeing and Partnerships)

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

2.	Apologies	Apologies were received and recorded (see above).	
3.	Declaration of interests	There was no declaration of Interests over and above those recorded in the Trustee declaration of interests register. Jamie reminded the Board that as CEO of Pont Hafren he would declare an interest during the discussion in relation to the Volunteering in Powys review as Pont Hafren is one of the Delivery Partners	
4.	Minutes of Board Meeting held on 30th May 2025	The minutes of the meeting held on 30th May 2025 were agreed as an accurate record.	Approved
5.	Redaction of minutes	Any redactions to the minutes were considered prior to publication.	No redactions were made.
6.	Matters Arising: (see action log)	The Board discussed progress and updated actions from previous meetings, listed in the Action Log at the end of these minutes.	
7.	Governance Session	Angela delivered a presentation on <i>Employment Law and the Responsibilities of Trustees as an Employer</i>, as well as on their responsibilities in the recruitment and placement of volunteers. Following discussion, Angela assured the Board that the current arrangements for HR support and advice, provided through Thomas Carroll, were working effectively. She also highlighted that during the recent QA session with Lisa Griffiths on <i>Managing People</i>, several areas had been	Received

		identified for further consideration, including training for staff involved in interviews. Jamie thanked Angela for the presentation and stated how important the prioritising of the Governance Sessions was to Trustees.	
8.	Operational Presentation - Shared Prosperity Fund 25/26 - Community Conversations presented by Claire Sterry Senior Officer Third Sector Development.	SPF Community Conversation Project • Claire updated the Board on the project: ○ Consultations underway with <i>Sustainable Powys</i> and <i>Better Together</i>. ○ Powys divided into 18 areas; mailshot sent to 2,500 contacts. ○ 139 responses received so far to the <i>What Matters</i> survey. ○ Next steps: community events to be held between now and September. • Lisa asked about a final outcome report. ○ Claire confirmed this is under consideration; evidence of need will support future funding bids. ○ The project runs until the end of February; aim to strengthen communities by year end. • Gary highlighted: ○ Value of captured data for members. ○ Challenge of reduced funding.	Received

		○ Importance of managing community expectations. ● Myra requested Trustee involvement in localities. ○ Jamie agreed this is crucial and that the Board should be kept fully informed. ● David asked how harder-to-reach groups would be included in evidence gathering. ○ Claire explained they are using colleagues' expertise and proactively approaching seldom-heard groups. ● William noted this gave a wider opportunity to engage communities and link with other schemes (e.g., <i>Transforming Towns</i>, <i>Adopted Place Plans</i>) that some small groups struggle to access. ● Wendy highlighted the difficulty of correlating feedback given the diversity of Powys. ● Jamie thanked everyone, on behalf of the Board, for the work to date and looked forward to seeing the results. ● Claire will: ○ Circulate the survey to Board members (as citizens of Powys). ○ Share a copy of the TSSW letter to the Secretary of State regarding the future of the SPF Local Growth Fund.	CSt
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9.	Budget Monitoring Report Qtr 1 2025-26	The Board received and discussed the a) June 2025 Budget Monitoring Report Angela referred the Board to the notes and reported that the first-quarter figures were as expected. She explained that the deficit was due to RIF funding being claimed in arrears. b) Balance Sheet as at 31 March 2025 The Balance Sheet was not presented to the Board as it remains with the Auditors for finalisation.	Approved
10.	Trustees Annual report	The Board discussed the Trustees Annual report Angela emphasised that this was one of the most important documents from a legal perspective. She asked the Board to consider whether: • The Report was strong enough in demonstrating the difference made. • They were satisfied with the statement on the Reserves Policy and the level of free reserves to sustain the organisation for six months. • The financial review contained sufficient information. Gary suggested strengthening the wording around “free reserves” to clarify that these are <i>designated free reserves</i> and recommended seeking advice	Received Trustees were happy with the information included in relation to difference made and the reserves policy Angela to talk with the Auditors

		from the Auditors on appropriate wording. He also proposed referencing the change of Auditors in the Report.	strengthening the wording of free reserves and also include reference to the change of auditors in the document.
11.	Update on PAVO Volunteering in Powys core recommendations	<i>This item was brought to the Board after item 12 on the agenda.</i> The Board received an update on Volunteering from Melissa Townsend, Senior Officer Volunteering. Melissa provided an update on the progress of the approved recommendations from the Volunteer Review. She highlighted that initial focuses have been on the name change and on working collaboratively with delivery partners across the County. The <i>Volunteers Involvers Network</i> is being developed, and this year's localised awards have been well received. Melissa confirmed that all activities are on track. The Board thanked her for the detailed update.	Received
12.	Quality Assurance	12.1 Governance - The session recommended a review of the PAVO Company Rules, which provide further detail on the implementation of the Memorandum of Articles.	Received and recommendations approved It was agreed to timetable a Review of the Memorandum of Articles and Rules to

		12.2 Managing People - Lisa and Angela presented the findings and recommendations from the session to include training for staff around interview techniques. <i>Lisa and Wendy left the meeting.</i>	come to a future Board Meeting. Received and recommendations approved
13.	Annual Sickness Absence Report 24/25	The Board received the Annual Sickness Absence Report 24/25 for approval. Jamie queried 67% showing with one or more periods of absence. Angela replied that it may refer to half or one day but will check the figures are correct.	Approved Angela to look into this to confirm that it is correct
14.	To approve the Annual Internal Audit Reports:	The Board received the Annual Internal Audit Reports as per the agreed schedule: 14.1 IT audit - Recommendations agreed. 14.2 Trustee skills and satisfaction survey - It was agreed that the EDI element of the survey should be re-circulated as it had been overlooked in the email. 14.3 Annual Staff satisfaction report - The Board were very satisfied with responses and discussed areas of the report. Following discussion in relation to whether the report should be disseminated to staff in its entirety or a shortened version, the Board agreed that they would leave it to the discretion of the CEO and other EMT members to do what they felt best.	All Approved EDI survey to be re-circulated. EMT to discuss the final version of the report for dissemination to staff.

15.	CEO Report Verbal update from Heads of Department (not already covered in the agenda)	16.1 CEO Report - Clair presented her report to the Board. Board members discussed the options presented and agreed on a combination of recommendations 3, 4, and 5, taking account of geographical areas. These visits will take place over the next 18 months through existing networks, with each Board member committing to undertake at least one visit within that period. The EMT will facilitate the process. <i>David and William left the meeting</i> 16.2 Staff Chart - this was presented to the Board for information	Received
16.	Chair's Update (verbal)	The Chair gave a short report highlighting the following: Carried out the CEO's appraisal along with Jennifer He thanked Peter & Gary for attending the staff development day and thanked those staff involved in organising a very successful event. Attended the Public Service Board Jamie attended the Third Sector Conference in London on behalf of PAVO and found it very useful	
17.	Future Board Meetings: online - 9:30am to 13:30pm	2025 Board Meetings: 26 September, 28 November 2026 Board Meetings - due to several trustees having now left, these will now be decided via email communication. AGM - date yet to be arranged. Jamie informed the Board that he will be standing down as Chair at this year's AGM.	Future Board Meetings & AGM to be decided via email communication.

	Any other Business	None	
18.	Gofod3Discussion paper – State of the Sector 2025	For information	Received.
19.	Powys RPB Draft Annual Report 24-25	For information	Received
20.	Evaluation Report – PAVO/PCC Collaborating for Change – Responding to Child Poverty in Powys	For information	Received
21.	Volunteer Week 2025 (Eng)	For information	Received
22.	Wythnos Gwirfoddoli 2025	For information	Received
23.	TSPC slides and notes from session re Senedd Reform	For information	Received

24.	TSSW Impact Report 23-24	For information	Received
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ACTIONS LOG KEY
COMPLETE
ON TRACK
PROGRESS DELAYED
PROGRESS AT RISK

Agenda / Date / Item	Log of Actions carried forward	Responsible Officer	Status	Progress update
24/09/27/17 24/11/29/7 25/07/25/15	Listen and Learn - EMT to facilitate a combination of recommendations 3, 4 and 5 taking into account geographical area to take place over the next 18 months with existing networks and that each Board member commits to do one visit in 18 months.	EMT		Trustees to be invited to facilitate Tea with a Trustee in upcoming 'roadshows'
30/05/25	Risk Register – Meeting set for a small working group to meet and complete next week.	AO		Complete

25/07/25/6	County Councillors discussions and updates - Clair has emailed all County Councillors giving information on what PAVO does. A meeting is arranged with the leader and deputy leader highlighting the work PAVO is doing. William suggested that, following this meeting a slot at the full council may be arranged.	CS		CSw received invite to attend PCC Cabinet meeting - date tbc
25/07/25/6	WCVA/TSSW joint membership - Trustees to revisit the paper and share views with Clair by mid-August.	All		Nothing received. NFA.
25/07/25/10	Trustees Annual Report - Angela to talk with the Auditors strengthening the wording of free reserves and also include reference to the change of auditors in the document.	AO		
25/07/25/12	Quality Assurance Reports: Governance - It was agreed to timetable a Review of the Memorandum of Articles and Rules to come to a future Board Meeting. Managing People - Angela to implement the recommendations from the session.	AO AO		
25/07/25/13	Annual Sickness Absence Report 24/25 - Angela to check the 67% figure showing one or more days absence is correct.	AO		
25/07/25/14	Annual Internal Audit Reports: IT audit - recommendations approved Trustee skills and satisfaction survey - EDI survey to be re-circulated. Annual Staff satisfaction report - EMT to discuss the final version of the report for dissemination to staff.	AO EMT		Staff satisfaction survey shared with colleagues - no further feedback received

25/07/25/17	Future meeting dates including the AGM PAVO AGM to be decided via email communication.	EMT		AGM date agreed
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