



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 **30 May 2025** at PAVO Offices, Ddole Road, Llandrindod Wells

Present: Jamie Burt (Chair)
Jennifer Owen Adams
Lisa Griffiths,
William Powell
David Price
Peter Swanson
Gary Mitchell

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

Apologies: , Elin Wozencraft, Myra Francis, Wendy Beaven, Margaret Evitts

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	
4.	Minutes of Board Meeting held on 28 March 2025	The minutes of the meeting held on 28 March 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)	<ul style="list-style-type: none"> ● Use of X - update - PAVO is no longer using X, account is not closing as yet but will be at a later date. ● Investments update (in agenda) ● Listen & Learn - it was agreed that we should continue but in a different format. It was suggested that we have a trustee in attendance at events currently put on by PAVO an dlet groups know there will be a trustee in attendance. CSw suggested that the EMT discuss how this could be done and bring it back to the next Board meeting. ● PSB scrutiny confirmation - This has new been approved by PCC ● Risk Register - a small group will be formed to look at the remaining areas for review - Peter, Lisa Gary, Jamie offered to be part of the working group 	<p>CSw - Discussion in EMT and bring back options</p> <p>Risk Register - AO to arrange a meeting</p>
7.	Governance Session	Angela took the Trustees through a presentation around “Being a good trustee” highlighting the Nolan principles of Public life	Received

8.	Operational Presentation	<p>The Board received a presentation on PAVO's Citizen and Carer Engagement Team.</p> <p>Sharon introduced John Williams who gave the presentation.</p> <p>Sharon highlighted how the information received is fed into the various strategic partnerships. Work is still required to ensure we feed back to those that have participated in the engagement events as to where the information has gone. Hard to reach voices is another area that we are working hard on to improve. How do we do more is always the challenge.</p>	Received
9.	6 Monthly Business Report Card Sep 24 – March 25	<p>The Board received and discussed the 6 Monthly Business Report Card.</p> <p>Trustees found the report easy to read and felt it satisfied their requirements.</p> <p>PAVO will share elements of this document more widely and use it as a marketing tool to promote what difference we are doing.</p> <p>It was agreed to keep developing the report, ensuring it doesn't become too onerous for staff to complete.</p>	Received
10.	PAVO Activity Report (NEW)	<p>The Board received and discussed the new PAVO Activity Report. Clair explained how this is an activity report, it does not show impact.</p> <p>It was agreed that a summary report be submitted to the Board showing exceptions and if there aren't any no report will be required.</p>	Received

		A conversation will be had during the regular meetings with the CEO and Chair and Vice Chair.	EMT - To be considered during regular meetings
11.	Budget Monitoring Report 24/25 (year end)	<p>The Board received and discussed the year end budget monitoring report and Balance Sheet as of 31 March 2025.</p> <ul style="list-style-type: none"> • Budget monitoring report 24/25 (year end) Angela emphasised that this is a draft report as final year end provisions are yet to be completed. Thanks to Lisa B for her hard work around this. • Balance Sheet as of 31 March 2025 	<p>Approved</p> <p>Further work required before final figures are agreed and audited.</p>
12.	PAVO Investment Report May 2025	<p>The Board received a report on behalf of the PAVO Investments Group</p> <p>Investment group to meet at the end of June following the maturing of two Fixed Term investments. A report on current investments will be updated and forward to the group prior to the meeting</p>	<p>Received</p> <p>Group to meet end of June</p>
13.	Policy and Procedures Review – Leave and Absence Policies and procedures	<p>The Board received the policies below for review:</p> <ul style="list-style-type: none"> • Policy change overview • Leave and Absence Policies and procedures • Employee Handbook • Paternity leave policy • Neo-natal leave policy • Carers leave policy • Flexible Working and working from home policy • Bullying and Harassment policy <p>Thanks to Janet for her work on updating these</p>	All Approved

14.	To approve the Internal Audit Report:	<ul style="list-style-type: none"> ● Equality, Diversity and Inclusion - The Board considered the previously agreed actions: <ul style="list-style-type: none"> a. Set up a Board working group - the felt that there wasn't a need to do this as the report demonstrated what PAVO are doing in respect of EDI. Need to champion EDI if possible - Lisa Griffiths offered to champion EDI within PAVO b. The Board approved the remaining recommendations to be carried forward. ● IT survey currently with staff ● Trustee satisfaction survey to be circulated early June 	Approved
15.	CEO Report Verbal update from Heads of Department (not already covered in the agenda)	<ul style="list-style-type: none"> ● CEO Report Clair updated the Board on recent events and emphasised the current issues relation to funding, specifically the RIF projects. The RPB has formed recommendations to go to the Board early June. There will be a 3% cut in funding for PAVO projects and if this is approved it will be to the 31 March 2026. With one year remaining of this funding after that date 26/27. <p>This process has been particularly challenging with additional meetings and the moving of goal posts. There is such a risk to a high proportion of PAVO activity. It is expected that the proposal to RPB will be approved but there is still a lot of discussion around delivery before and after the current proposal.</p>	Continue to update Chair and Vice Chair as the situation

		<p>David asked whether we should be lobbying around the issue of Day opportunities across PAVO - A paper has been produced looking at setting up 5 Locality areas through the sustainable Powys programme which include posts that are duplications of much of PAVO's posts. Conversations are still ongoing as to whether these roles will be internal posts within PCC or that they work with PAVO to deliver this.</p> <p>David - should we be lobbying Town and Community Councils. Get a good message to T&CC's</p> <p>William - offered to arrange a meeting with Councillors around the possibility of chairing/hosting a session if that would be useful. May be in the first instance a meeting with Councillor Berriman and his cabinet.</p> <p>Clair will update that Board on the decisions made in the RPB.</p> <p>Solar panels - a quote has been received to install panels on Unit 30. A provision of £30,000 had been previously approved by the Board and the current Quote £22,320 had been received.</p> <ul style="list-style-type: none"> ● Annual programme of Operational Presentations ● WCVA/TSSW joint membership - Clair will circulate again to Trustees through email for a response from Trustees 	<p>CSw to update the Board</p> <p>Approved to go ahead with the current Quote</p> <p>Approved</p> <p>CSw to circulate to trustees for comment</p>
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16.	Chair's Update (verbal)	Delighted to go along to the Institute of Directors awards to support Clair with her nomination. Congratulations to Clair from all trustees.	
	Any other Business	David raised the question around whether PAVO has been in discussion at all with Bute Energy. Should we be involved with their social fund and then eventually the community fund. It is appreciated that there are mixed opinions on this but is it something that someone ought to be having a conversation with them. CSw - we have had a number of meetings with Bute around whether there is a role for PAVO with in the grants processes, Bute do have their own Community Team.	CSw to update the Board
17.	Garreg Lwyd Annual Report	For information	Received.
18.	Volunteering in Powys press coverage	For information	Received
19.	Child Poverty Innovation and Supporting Communities Grant – end of project report	For information	Received

20.	Social Value Forum end of year project report	For information	Received
21.	PAVO Community Connectors infographic 24-25	For information	Received
22.	PAVO Powys Befriending Service infographic 24-25	For information	Received
23.	Older People's Engagement End of Year Report	For information	Received
19.	Future Board Meetings: online - 9:30am to 13:30pm	<u>2025</u> - 25 July, 26 September, 28 November PAVO Staff Development Day: 20 June	

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	Jamie & Clair to discuss different formats for the Listen & Learn Visits Schedule discussion for February 2025 Board Meeting.	JB/CSw		Update to Board 25 July 2025 with range of options
30/05/25	Risk Register – Small working group to meet and complete	AO		Working group session arranged