



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 7<sup>th</sup> February 2025 at PAVO Offices, Ddole Road, Llandrindod Wells

Present: Jamie Burt (Chair)  
Myra Francis  
William Powell  
Jennifer Owen Adams  
David Price (Joined via video link)  
Peter Swanson  
Elin Wozencraft

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

Apologies: Wendy Beaven, Margaret Evitts, Lisa Griffiths, Gary Mitchell

Agenda Item and paper No	Item	Minute	Action / Decision
1.	<b>Chair's Welcome</b>	Jamie thanked all Trustees for attending the Development session during the morning of 7 <sup>th</sup> February during which the following topics were discussed: <ul style="list-style-type: none"><li>• Strategic context</li><li>• PAVO Business Plan 25-26 – Draft to be presented to the March Board</li></ul>	

		<ul style="list-style-type: none"> <li>• Draft Budget presentation – approval during the Board meeting</li> <li>• Governance Session – review the risk register – Operational risk was reviewed and further sessions to review the remaining areas to be arranged</li> <li>• Listen to you visits - discuss as part of a future PAVO Roadshow - Tea with a Trustee?</li> </ul> <p>Jamie welcomed everyone to the meeting and expressed a special welcome to Elin Wozencraft to her first Board meeting following her election as a co-opted trustee at the previous meeting.</p>	
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 29 November 2024 were agreed as an accurate record.	Approved
5.	<b>Redaction of minutes</b>	Any redactions to the minutes were considered prior to publication.	No redactions were made.
6.	<b>Matters Arising:</b> (see action log)	Report Card update – a further report will be produced for the May Board meeting based on a RAG (Red/Amber/Green) status per project alongside the Business Report Card.	

7.	<b>Powys Befriending Service Review</b>	<p>Jen Hawkins, Senior Officer Community Well Being presented the report to the Trustee. The report had also been circulated prior to the meeting.</p> <p>The board commended the work of the team in maintaining a high standard operational service during recent staff absence.</p> <p>The recommendations will be incorporated into an implementation plan.</p>	All recommendations were approved
8.	<b>Election of Vice Chair of PAVO Board of Trustees</b>	<p>8.1 Election of Vice Chair – Jennifer was proposed by Myra Francis and seconded by William Powell, all were in agreement. Jennifer accepted the role</p> <p>8.2 Trustee representation at sub groups/Quality Assurance programme – it was agreed to circulate a poll to Trustees asking for volunteers</p> <p>8.3 Discuss Future dates /timings of Board meetings – It was agreed to send out a poll giving various options and suggestions for Board meetings going forward</p>	Jennifer Owen Adams agreed to become PAVO's Vice chair
9.	<b>Budget Monitoring Report Q3 2024-2025</b>	<p>10.1 Balance sheet – the cash balance is currently lower than in previous years due to the SPF grant schemes, where PAVO have to pay out to the groups and claim it retrospectively from the Council.</p> <p>10.2 Budget monitoring report – although a large deficit is shown this matches the expected budget figure for this period.</p>	

10.	<b>Draft Budget 2025-2026</b>	Angela presented the Draft budget during the Development session held earlier in the day. She highlighted that there were a number of figures that are yet to be agreed before the final budget is presented in March.	Draft Budget approved
11.	<b>CEO Report</b>	<p>CEO Report - spoke to the report</p> <p>Cambrian Line Community Rail officer – the successful candidate, Deborah Justice starts next week.</p> <p>RIF Funding 25/26 – All staff funded under the RIF programme will have extensions to their current contracts to the 30 September 2025, whilst a “reshaping and re-aligning” of the three projects, ie Community Connectors, Powys Befriending Service and the Social Value Development Fund takes place</p> <p>SPF 25/26 – conversations are currently taking place with the Council in relation to what involvement PAVO will have in the programme for the coming year. Staff are working on a project to support communities to assist them in working towards a sustainable Powys</p> <p>Clair updated the board on the recent process related to the Head of Third Sector Development and Volunteering taking voluntary redundancy from PAVO. Thanks were given for her hard work during the 24 years she has been with PAVO. Clair has met with the team since her departure to reassure them that Third Sector Development and Volunteering remains a key part of PAVO’s work. Initially the team will be managed by Clair, CEO until a re-structure of the team takes place</p> <p>Clair thanked those Trustees that were able to join us at the staff development day in December. She emphasised how staff appreciate trustees taking time out to attend.</p>	For information

		<p>Strategic partnership work – Clair detailed the current activity taking place Thanks were expressed to Janet for her work in relation to the completion of the RIF evaluations. All PAVO projects were scored very high by members of the RPB</p> <p>Clair also wished to thank all staff that had worked on the SPF projects and reports that ended on the 31st December for their hard work to ensure each project benefitted the Third Sector in Powys</p>	
12.	<b>Chair's Update</b>	<p>Attend Lord Lieutenants carol service in Brecon in December.</p> <p>Confirmed that a re-arranged induction date for new trustees will be agreed soon</p>	<b>For Information</b>
13.	<b>Annual Report</b>	Charity Commission & Companies House Report Filing & Powys Enterprises report was presented	Approved
14.	<b>Governance and Internal Audit programme 24/25</b>	<p>Approval of the Governance and Internal Audit programme 25/26</p> <p>An email will be sent to all trustees asking for names to be Health and Safety lead trustee, Lead and Reserve for the PSB scrutiny committee and also any interests that Trustees have in any of the areas highlighted in the Quality Assurance programme</p>	Approved

15.	<b>Letter from Jayne Hutt MS, Cabinet Secretary for Social Justice, Trefnydd, and Chief Whip</b>	For information	Received
16.	<b>SPF - Making a Difference in Powys Report</b>	For information	Received
17.	<b>SPF - Skills for Sustainability and Digital Pathways Powys</b>	For information	Received
18.	<b>SPF - Making a Difference in Powys - Numeracy</b>	For information	Received
19.	<b>SPF - Numeracy 2&amp;3</b>	For information	Received
20.	<b>SPF - Community Buildings and Sustainable Transport</b>	For information	Received
21.	<b>Future Board Meetings:</b>		

	online - 9:30am to 13:30pm	<u>2025</u> - 28 March, 30 May, 25 July, 26 September, 28 November	
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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
24/4/05 24/11/29/7	Trustees to be asked for suggestions to improve Board meeting attendance.	CSw		Email to Trustees March 25
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		
24/11/29/7	General recruitment process to be reviewed later in the year.	JB/CSw/AO		

29/11/7	Restricted Funds Review Discuss as part of budget for 25/26 at February Board Meeting.	JB/AO		
29/11/7	PAVO Befriending Service Review Delayed to January 25 due to staff sickness and RIF evaluation and prioritisation process	SH		Review complete and recommendation in the process of being implemented
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
29/11/9	Social Value Development Fund report to be circulated to new Trustees	CSw		Complete
29/11/9	Risk Register – To be reviewed in the February Board meeting	CSw/AO		Operations risk reviewed. Four areas yet to be completed