BWRDD CYFARWYDDWYR ac YMDDIRIEDOLWYR
BOARD OF DIRECTORS AND TRUSTEES

Powys Association of Voluntary Organisations
Cymdeithas Mudiadau Gwirfoddol Powys

Minutes of the Additional Board Meeting held on 28 November 2025 online

Present: Jamie Burt (Chair)
Jennifer Owen Adams
Wendy Beaven
Myra Francis
Gary Mitchell (left at 11.45)
David Price
Elin Wozencraft

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

Apologies: Lisa Griffiths, Margaret Evitts, William Powell, Sharon Healey (Head of Health, Wellbeing & 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 were no declarations of Interest over and above those recorded in the Trustee declaration of interests' register.	
4.	**Election of Chair and Vice-Chair**	Clair Swales thanked Jamie for his five years of service as PAVO Chair, especially through the COVID-19 period, and expressed pleasure that he would remain a trustee. Clair also extended thanks to Jamie and Jennifer for their support and commitment. The election of chair and vice chair was conducted by Clair: Chair – Gary Mitchell was proposed by Jamie Burt, seconded by David Price and carried unanimously. Vice Chair – Jamie Burt was proposed by David Price, seconded my Jennifer Owen Adams and carried unanimously.	
5.	**Minutes of Board Meeting held on 26 September 2025**	The minutes of the meeting held on 26 September 2025 were agreed as an accurate record subject to including Gary's declaration, and not Jamie's, of interest in connection with a PAVO member organisation.	Approved subject to amending Jamie's name to Gary in item 3 Declarations of Interest
6.	**Redaction of minutes**	Any redactions to the minutes were considered prior to publication.	No redactions were made.
7.	**Matters Arising:** (see action log)	The Board discussed progress and updated the actions from previous meetings, listed in the Action Log at the end of these minutes. Some items covered in today's agenda items.	

8.	**RIF Project Re-Modelling**	The Board received and discussed a presentation from Jen Hawkins Senior Officer, Community Wellbeing on the remodelling and integration of Community Connectors and Powys Befriending Service. The Board received: 8.1 Pilot service model overview 8.2 Social Prescribing infographic 8.3 Map 8.4 Leaflet Jen explained that the work is under continuous review and the team are making sure that all outcomes are properly tracked and documented. A plan to conduct a service review of the pilot will be carried out in February, with the hope that the investment will move from a pilot to a full roll out. Jen emphasised the difficulty in making long term plans when future funding is not known. An updated evidence based RIF plan has been submitted for 26/27 and more should be known after the forthcoming meeting of the Regional Partnership Executive Board. Jen was thanked for the paper and presentation.	Received
9.	**Budget Monitoring Report 2025-26**	The Board received the Budget reports and the revised budget to the end of the year 2025-26. 13.1) Balance sheet as 30 September 2025 A meeting was proposed for the Investment Group to meet to discuss three matured investments. The Board were happy for the three existing members to remain on the group being Jamie, Gary and Jennifer. 13.2) Budget Monitoring Q2 2025-26 Angela presented the budget monitoring account, noting explanations were provided for variances. Following a meeting with the Auditor Angela is to look into historic funds in relation to delivering projects next year..	Approved Investment Group Meeting to be arranged in December to discuss matured investments. Angela to look into historic carry forward funds and bring them for discussion at the

			January Board Meeting.
10.	**6 Monthly Budget Review 2025/2026**	The Board received the 6 Monthly Budget Review 2025-26 and revised Budget 2025-26 for approval. Angela detailed the revised budget, which included six months of actual costs and revised budgeted figures for the remainder of the financial year. Angela Owen proposed carrying forward underspend due to SPF funds and from staff time funded through TSSW into the next year to continue the SPF work. Gary Mitchell supported this, provided TSSW funds allow it, emphasising that using the funds to keep the good work going forward and addressing identified gaps is desired.	Approved Carry forward underspend to continue SPF work.
11.	**Business Report Card – 6 months 26/26**	The Board received and discussed the Business Report Card – 6 Months Jamie offered congratulations to Ruth Middleton for 25 years at PAVO. He also praised the report card's improved format, finding it easy to read and a useful tool for board members. Clair Swales confirmed that the associated rag report on projects is now used internally at joint management team meetings to check and challenge performance, which will help inform future reporting.	Received
12.	**Review of Service Delivery Protocol**	The Board received the Review of Service Delivery Protocol for approval. The proposed amendment for approval to the Direct Service Provision was highlighted in the last bullet point and discussed at length. It was suggested that since SLAs are not immediately at risk until the end of the year, there is no immediate pressure to make changes and suggested pausing the decision to review the protocol in more detail, with a small	Received It was agreed to arrange a small working group to make a clear recommendation and take to the January

		working group be established to focus on the paper and bring a clear recommendation to the board for ratification in early January Gary left the meeting and handed Chair to Jamie.	Board Meeting for approval.
13.	**Quality Assurance Reports**	The Board received the Quality Assurance Report - Quality area 4: Planning. The evidence for this standard was scrutinised by Trustee Jamie Burt and Head of Health, Wellbeing and Partnerships. The panel found that PAVO was compliant with all the indicators and proposed one recommendation around a quarterly case study from staff.	The Board approved the proposed recommendation
14.	**Internal Audit Reports**	The Board received the Internal Audit Report for Welsh Language with proposed recommendations for approval. The Board discussed the Audit Report and Janet was thanked for a clear report.	The Board approved the proposed recommendations
15.	**CEO Report** Including Cyber Security Update and Local Growth Fund Consultation	Clair provided a brief update to the Board, noting that RIF funding recommendations are due to the RPB in December and highlighting the transition from the UK Shared Prosperity Fund to the Local Growth Fund, alongside challenges with the current UKSPF project ending in February. She reported on staffing changes and new appointments, progress towards launching the PAVO stakeholder survey, the launch of the WCVA manifesto, and ongoing work on a single directory of services for Wales. Updates were also provided on cyber security and staff training compliance, with a follow-up to be reported at the January meeting. Finally, Clair outlined her evidence to the Senedd COVID Committee, highlighting the third sector's role during the pandemic and potential future capacity challenges in responding to emergencies.	Received Angela to feedback to the Board the staff Cyber Security training completion figures at the next Board meeting.

16.	**Heads of Service verbal update – highlights and exceptions**	Angela Owen reported that internal services are very busy, their main focus is on monitoring staff well-being due to numerous significant changes within teams and the delivery of projects. Clair Swales noted that Sharon Healey has been proactively supporting third-sector organisations through the Health Board's SLA review, and this support has been positively received by health board colleagues.	Received
17.	**Chair's Update (verbal)**	Jamie reiterated his gratitude and pleasure for the privilege of serving as chair for the last five years and thanked staff and trustees that had made it so. He is pleased to continue working with PAVO as the incoming vice chair.	Received
	Any other Business	The Board were informed of the link to the Women's Health survey https://docs.google.com/forms/d/e/1FAIpQLSea5X7nr7ZeEfHBEFUDmRshrlWHGV7qWmXlNBA1xo9XZxjzwg/viewform	
18.	**Youth Led Grants Case Study**	For information	Received.
19.	**Towards a Single Directory of Services**	For information	Received.
	Future Board Meetings:	30 January 2026 - 9.30am – 4.00pm All day face to face (Unit 30) 27 March 2026 – 9.30am-12.30pm (online)	

ACTIONS LOG KEY
COMPLETE

ON TRACK
PROGRESS DELAYED
PROGRESS AT RISK

Agenda / Date / Item	Log of Actions carried forward	Responsible Officer	Status	Progress update
25/07/25/12 25/09/26/7	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.	AO/CSw		Governance review Mem and Arts to remain on action list pending scheduling
25/11/28/	Angela to feedback to the Board the staff Cyber Security training completion figures at the next Board meeting.	AO		Jan meeting
25/09/26/17	Trustees will be contacted regarding the new tasks requested by the auditor.	AO		
25/09/26/	Look to arrange the future 2026 Board Meeting – May onwards.	Ruth/AO		To arrange

25/11/28/9	Angela to look into historic funds and bring them for discussion at the January Board Meeting.	AO		Jan meeting
25/11/28/	Review of Service Delivery Protocol - It was agreed to arrange a small working group to make a clear recommendation and take it to the January Board Meeting for approval.	Ruth/AO		Jan 26
25/09/26/7	Trustees will be invited to facilitate Tea with a Trustee in a choice of upcoming 'roadshows'. A briefing on how to gather information will be circulated.	Trustees		Complete - report to Board Jan 26
25/11/28/9	Investment Group Meeting to be arranged in December to discuss matured investments.	Ruth /AO		Complete
25/09/26/3 25/11/28/5	Jamie's Declaration of Interest to be added to the Interests Register. Correction to the above to Gary's declaration of interest.	AO		Complete