BWRDD CYFARWYDDWYR ac YMDDIRIEDOLWYR
BOARD OF DIRECTORS AND TRUSTEES

Minutes of the Board Meeting held on 26th January 2026 at Ddole Road Llandrindod Wells

Present: Gary Mitchell
David Price
Lisa Griffiths (joined on line)
William Powell,

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

Apologies: Myra Francis, Wendy Beaven, Elin Wozencraft, Jennifer Owen-Adams

Agenda Item and paper No	Item	Minute	Action / Decision
1.	**Chair's Welcome**	Gary welcomed everyone to the meeting. It was acknowledged that the majority of PAVO's work is associated with core functions and project obligations. Therefore, there is not a great deal of scope for additional priorities. However, the Trustees Priorities for 26/27 are to continue with the Youth Engagement and Volunteering post, Communities Buildings.	

		Stop Safeguarding training	
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.	**Minutes of Board Meeting held on 28 November 2025**	The minutes of the meeting held on 28 November 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)	• Review Mem and Arts – It was agreed the review should be included in the next Board • Investment group meeting – the group met earlier in the January and agreed investments for the coming 2 years. • Restricted funds Brought Forward – Use of these some of these funds will be considered in the budget for 26/27 • Service delivery protocol – to be discussed at a later date	

7.	**Minutes of the Auditor and Trustee meeting held 6th November 2025**	Minutes were approved	Approved
9.	**Volunteering in Powys 26-27**	Following discussion all 3 proposals were approved ● Approval of the new model as depicted in table 1 of the paper. The model will enable Volunteering in Powys to be delivered through 18 towns/3 funding brackets model, allowing a greater reach for Powys citizens wishing to access volunteering opportunities, and volunteer support through their local PAVO Volunteering in Powys delivery partner. ● To consider the allocated funding through PAVO Budget discussions ● To consider an in principal agreement to fund delivery partners for two years from April 2026 (depending on satisfactory delivery and monitoring)	Approved Approved Approved
10.	**Budget monitoring Report Q3**	Angela spoke to the report and highlighted that we expect there to be a slight increase in the surplus by the year end.	
11.	**Draft Budget 2026-27**	The budget had been discussed in the session prior to the Board. Angela emphasised to Trustees that the budget presented in the morning was draft as it would need to be updated following discussion around the Business Plan for 26/27 and priorities set for the year.	
12.	**Annual Report: Charity Commission and Companies House returns**	Report was received	Approved
13.	**Internal Audit and policy update**	Internal Audit – Training – Paper was received and recommendation approved	Approved Approved.

		Mobile Phone policy – following discussion it was approved and Angela was going to check if the offer to contribute towards costs of personal phones are classed as a taxable benefit.	
14.	**Net Zero progress report**	Following discussion, it was recommended that PAVO should consider: • reducing emissions from staff travel and commuting; • Improving understanding and management of IT and data-related carbon impacts during the coming 12 months.	
15.	**Cyber security Progress**	Following discussion Trustees agreed that PAVO should secure the Cyber Essentials quality Mark	
16.	**Tea with a trustee**	The session held by Trustees during the community conversations had gone well even though they were quiet different in each area. It was agreed to continue with these but consider how this can be done in line with other PAVO events during the year	
17.	**CEO report**	Clair spoke to the report	
18.	**Chairs report**	Gary thanked those that had attended his first Board meeting.	

	Future Board Meetings:	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
	Angela to feedback to the Board the staff Cyber Security training completion figures at the next Board meeting.			100% of staff have completed the Training

25/11/28/ 26/1/26/6	PAVO will apply for the Cyber Essential Quality Mark	AO		
25/09/26/ 26/1/26/6	Look to arrange the future 2026 Board Meeting – May onwards. Suggested dates: July 31st Online Sept 25th Online November 27th – Online January 29th – In person March 26th 2027 - online	Ruth/AO		Suggested dates
25/11/28/9	Angela to look into historic funds and bring them for discussion at the January Board Meeting	AO		Included in the Budgets for 26/27
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		Agreed in the January Board that this would be considered at a later date
25/11/28/9	Investment Group Meeting to be arranged in December to discuss matured investments.	Ruth /AO		Complete