

Cymru Older People's Alliance
Board Meeting
31st October 2019
St Michael's Centre, Abergavenny

Attending: Gaynor Davies, Hazel Maguire, Ken Davies, Lyn Finn, Phyllis Preece, Ralph Stevens, Steve Milsom,

Apologies: Angela Tritschler, Sue Jones

0.0 Welcome and apologies:

Steve welcomed everyone to the meeting. Apologies were noted.

1.0 Declaration of interest:

Nothing new to note

2.0 Appointment of COPA Officers 2019-20

Steve presented a paper. Nominations received were:

S Milsom – Chair

P Preece – Vice Chair

G Davies - Treasurer

Pts to note:

- Additional Officers to be appointed:
Communications Officer and Ralph Stevens has put his name forward for the role.
Events Officer and Lyn Finn has put her name forward.

Action: All members voted in favour of the individuals nominated for the 5 posts. – Agreed

3.0 To approve minutes of Board meeting August 2019

The minutes were agreed for accuracy.

Matters arising: These are on the main agenda.

Pts to note:

- Notes from the meeting with the National Partners have been circulated to those that attended.
- Awaiting appointment of trustees in North Wales to contact Denbighshire and Powys to see how we can work with them.

- Public Health Wales meetings – two were cancelled and Angie attended the Cardiff meeting.

Action - Speak to Public Health Wales to see if a few board members could go and speak to them. – SM

Action: It was agreed that trustees attending any external meetings should ensure feedback is given to the Board – ALL

- Mentor role – sourced one possible option from the University of Glamorgan. However, it was agreed to wait until the new Trustees have been appointed and settled in. Steve to also try to source another option.

ACTION - Carry over item to January meeting – SM

- North Wales Co-opted Trustee - Andrew Hinchcliffe has submitted an application. It was agreed that if more than one application was received, the Chair would look at CV's and carry out interview over the phone.
- Discussions were held around the format of board papers. It was agreed that page numbers would be added to the all documents and coloured strips to be used to differentiate the different papers.

Action – coloured strips to be sourced – AOS

- Vicki is producing some feedback on the conditions of funding received from Welsh Government and payments for Age Cymru services.
- Acer tablets – Hazel has now paid her money. There are now 2 tablets, but it was decided to keep these for future trustees. Amanda agreed to keep the tablets in Age Cymru office.

Action - Details of the printer Steve currently has to be sent to Lyn - SM

4.0 Evaluation of AGM

At the AGM 4 Resolutions were considered; changes to appointing a Chair, increase the number of Co-opted Trustees and change to principle office address and all were agreed by the voting members. As a result three of the resolutions will be revised into the constitution and sent to the Charity Commission within 15 days of the AGM.

Action – Amended constitution to be submitted to the Charity Commission – SM

The fourth resolution was reviewing the constitution. It was agreed that the constitution needs a rewrite as there has been a few amendments such as no need for regional groups or two trustees from each region. The Board need to think about what COPA need. It was discussed how Board members from across the country should be involved in the process and skype was suggested as an options for North Wales. Maybe use an office within WCVA or Age Cymru. It was noted that this

review had to be completed by the next AGM and that a Sub group would be set up to oversee this review. Proposed members of this group are Wyn Llewellyn, Ralph and Steve. It was agreed that the first steps would be to see exactly what aspects of the constitution need to change.

Action – Group to arrange to meet “virtually” and discuss initial steps – SM and RS

3 Motions were debated at the AGM. After a lot of discussion and input from most attendees all three motions were agreed.

Next steps are to write up and circulate the priorities. Its important that the Board then go on to actual use this document and action is taken as a result.

Action – Priorities document to be written up – SM

The Motion opposing legislation to increase the age of eligibility for bus passes would need to be taken forward in co-ordination with the Commissioner for Older People who is taking a similar position.

A discussion was held about using the agreed COPA manifesto / and top priorities paper to be taken out to external meetings.

Discussions were held around the new MAFA format and the likely COPA representation. An announcement was expected soon.

It was suggested that a meeting be arranged with Helena to look at tactics. Ken noted that we should try and arrange a meeting and anyone who is available can go.

Action – Steve to try and arrange a meeting with Helena – SM

Action - Helena and David to be invited to next Board meeting to discuss Age Friendly communities in line with our agreed position paper - SM

Comments made regarding the organisation of the AGM:

- A discussion was held around what paperwork was needed in the packs and what we print or not print out.
- Earlier start with lunch in between and then an earlier finish.
- Have more interesting items, maybe workshops to discuss additional things as there are a lot of people all together.

Action - This can be progressed as the comms role develops – RS

Discussions were held round IT training.

Action – Ralph to produce a paper on how he would like COPA to develop re comms and technology – RS

Action – Steve to produce a short summary of the AGM and Amanda to circulate it to thank everyone for attending and remind people about dates for

future forum meetings for COPA to attend and items for the Newsletter – AOS/SM

5.0 Meeting with other National Organisations for Older people

We have had a reply back from Julie Morgan. The reply has resulted in an action point for the Organisations to consider a Joint Agreement. All National Organisations are to be contacted to try and get some dates for the next meeting. Discussion were held on how future meetings can produce positive outcomes.

ACTION – An email to be sent to all National Organisations arranging next meeting – Steve to draft email to be sent and Amanda to send – SM and AOS

6.0 Policy Development

6.1 Update: Welsh Government Policy Announcements

Steve tabled a reply from Rachel set out the latest position.

No action needed at this stage

6.2 COPA Campaigning Priorities; Next Steps

Already discussed

6.3 Age Friendly Communities

Already discussed

Pt to note:

Age Friendly Communities do a lot of things that would need Public Liability insurance. It was noted that this is something that needs to be raised as a specific concern to Helena. How are these smaller community groups going to pay for this? Discussion were held around insurance and the need for it.

Action - Contact Helena as soon as possible and move it forward alongside the Age Friendly community initiative – ALL

6.4 All Wales Development Officer

Steve tabled the draft job description that Vicki Lloyd had written for this post.

Action - Submit Board's agreement to Vicki – SM

Steve also presented the paper he had written outlining how COPA would use the role. This paper was agreed and Steve will submitted it to Vicki.

Action – Submit proposal to Vicki – SM

7.0 Finance

7.1 Funding 2019 – 20

Concerns were raised as to whether COPA would continue to receive funding.

Action – Business plan for 2020/2021 to be written – SM

7.2 Charity Commission Register: Accounts etc

Action - Annual report and accounts to be uploaded to Charity Commission – SM

7.3 Risk Management

The Risk register was presented to the Board, this is still amber as there are still things to do.

Risk register – noted and agreed

7.4 Disposal of Acer tablets

Covered earlier

7.5 Application of grants

It was agreed to wait until the North Wales Trustees had been appointed before applying for any grants for work in the North.

Action – Hold over to future meetings – SM

8.0 Communications

8.1 Facebook / website

A Facebook page has been created for COPA and Ralph noted that there is a need for someone to develop and update this. Ralph is to look at what is needed and feedback to the board.

Items for the website are needed. Ralph suggested details of new the voting members etc.

Discussions were held around what can be added to the website.

Action - Ralph to let everyone know the sort of items he wants for the website – RS and ALL

It was agreed that the Comms team would consist of Ralph, Phyllis, Lyn and Angie.

9.0 Future Board Arrangements

9.1 Dates for 2020

Steve tabled a list of proposed dates for 2020 meetings.

Pts to note:

- Future dates have been set based around the availability of Age Cymru Office.
- It was agreed to look again at the possibility of video conference calling.
Action - Amanda to send Steve details for Eleri (In Age Cymru Gwynedd A Mon) and Louise (Age Cymru – Mold) – AOS
- Possibly have an AGM and a Conference together for 2020. In principal this would be in the Autumn however this would need further discussions and planning!

Action - Dates agreed - ALL

Steve thanked everyone for their time and the meeting closed at 1.30

Action Points:

Speak to Public Health Wales to see if a few board members could go and speak to them. – SM

It was agreed that trustees attending any external meetings should ensure feedback is given to the Board – ALL

Mentor role - Carry over item to January meeting – SM

Coloured strips for Board papers to be sourced – AOS

Details of the printer Steve currently has to be sent to Lyn - SM

Amended constitution to be submitted to the Charity Commission – SM

Group reviewing the constitution to arrange to meet and discuss initial steps – SM and RS

Priorities document to be written up – SM

Steve to try and arrange a meeting with Helena – SM

Helena and David to be invited to next Board meeting to discuss Age Friendly communities in line with our position paper - SM

Ralph to produce a paper on how he would like COPA to develop re comms and technology – RS

Amanda to thank everyone for attending AGM and then remind people about dates for future meetings for COPA to attend – AOS

An email to be sent to all National Organisations arranging next meeting – Steve to draft email to be sent and Amanda to send – SM and AOS

Submit Boards agreement on new role to Vicki – SM

Submit proposal of how COPA plan to utilise the new role to Vicki – SM

Business plan for 2020/2021 to be written – SM

Annual report and accounts to be uploaded to Charity Commission – SM

Ralph to let everyone know the sort of items he wants for the website – RS and ALL