FORMAL NOTICE OF ANNUAL GENERAL MEETING 2026

TORFAEN VOLUNTARY ALLIANCE
Company Registration No. 04603713 | Registered Charity No. 1097079

Notice is hereby given that the Annual General Meeting (AGM) of Torfaen Voluntary Alliance will be held as follows:

Date: Thursday 26 November 2026
Time: 10.15am – 10.45am
Venue: Pontypool Working Men's Club

All members of Torfaen Voluntary Alliance are invited to attend.

Business of the Meeting

1. **Welcome, Apologies and Confirmation of Quorum**

2. **Minutes of the Previous Annual General Meeting – 12 June 2025**
   To consider and approve the minutes of the Annual General Meeting held on 12 June 2025 as an accurate record.

3. **Chair's Annual Report 2025/26**
   To receive the Chair's report on TVA's activities and achievements during 2025/26.

4. **Trustees' Annual Report and Financial Statements 2025/26**
   To receive the Trustees' Annual Report and Financial Statements for the year ended 31 March 2026, including the Treasurer's report.

5. **Election and Re-election of Directors (Trustees)**
   To consider and, where appropriate, approve the election or re-election of the following individuals as Directors of Torfaen Voluntary Alliance, in accordance with the Articles of Association:
   - Peter James – Election
   - Jordan Royal – Election
   - Sarah Harrison – Election
   - Dennis Henson – Re-election
   - John Killick – Re-election

   Each appointment will be considered and voted upon as a separate resolution at the Annual General Meeting.

6. **Retirement of the Chair**
   To acknowledge the retirement of David Williams as Chair and Trustee of Torfaen Voluntary Alliance at the conclusion of the AGM and recognise his contribution to the organisation.

7. **Any Other Business**

8. **Close of the Annual General Meeting**

Voting and Proxy Arrangements

Members entitled to attend and vote at the AGM may appoint another person as their proxy to attend, speak and vote on their behalf in accordance with Article 14 of TVA's Articles of Association.

A proxy does not need to be a member of TVA.

Completed proxy appointment forms must be received **no later than 10.15am on Tuesday, 24th November 2026**.

Proxy forms may be submitted by email to: chair@tvawales.org.uk

Alternatively, completed forms may be deposited at TVA's registered office:

Torfaen Voluntary Alliance
Portland Buildings
Commercial Street
Pontypool
Torfaen
NP4 6JS

AGM Documents

The AGM agenda and supporting documents, including the draft minutes of the previous AGM, trustee election information and proxy appointment form, will be available through TVA's website.

The Trustees' Annual Report and Financial Statements for 2025/26 will also be made available following Board approval on the 09th November 2026.

Attendance

Members are encouraged to confirm their attendance by Thursday, 19th November 2026 to assist with meeting arrangements.

By order of the Board of Directors: Torfaen Voluntary Alliance

Date of Issue: Monday, 02nd November 2026

Registered Office: Portland Buildings, Commercial Street,
Pontypool, NP4 6JS

Torfaen Voluntary Alliance
Annual General Meeting 2026

Date: Thursday, 26th November 2026
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Venue: Pontypool Working Mens Club

AGENDA

1. **Welcome, Apologies and Confirmation of Quorum**

2. **Minutes of the Previous Annual General Meeting – 12 June 2025**
   To approve the minutes of the Annual General Meeting held on 12 June 2025 as an accurate record.

3. **Chair's Annual Report 2025/26**

4. **Trustees' Annual Report and Financial Statements 2025/26**
   To receive the Trustees' Annual Report and Financial Statements for the year ended 31 March 2026, including the Treasurer's report.

5. **Retirement, Election and Re-election of Directors**
   To consider the election and re-election of Directors (Trustees), as detailed in the accompanying Trustee Election and Re-election Information.

6. **Retirement of the Chair**
   To acknowledge the retirement of David Williams as Chair and Trustee of TVA.

7. **Any Other Business**

8. **Close of the Annual General Meeting**

Torfaen Voluntary Alliance
AGM

Date: Thursday, 12th June 2025 **Time:** 10:00 am **Venue:** Millenium Hall, Garndiffaith

Board Members Present:
Cllr David Williams (Vice-Chair)
Barry Holroyd
Emma Davies-McIntosh
John Killick
Neil Gregory

Apologies:
Cllr Richard Clark (Secretary)
Alan Brunt
Paula Kennedy
Shaun O'Dwyer
Peter James
Dennis Henson (Treasurer)

In Attendance:
Aimi Morris, Operational Executive Officer
Amanda Rawlings, Minute Taker
TVA Staff
Members of TVA *(refer to attendance register)*

1. Welcome and Apologies

DW (Chair) welcomed everyone to the formal business of the meeting, introduced each of the board members present, and noted apologies received. It had been agreed that today's AGM would be a public event for openness and transparency.

2. AGM Business

2.1 ***Approval of Minutes from the last AGM:*** ***Friday, 01st March 2024***

The minutes were made available to all attendees and were agreed as a true and accurate record. A show of hands confirmed approval.

Proposer: Emma Davies-McIntosh
Seconded By: John Killick

2.2 ***Chairs Report***

DW highlighted key points from the 2023–24 report, copies of which were available at the meeting. Members were referred to the full Annual Report for further detail. Key highlights for 2024–25 are included in the report, with full details due to be published in September 2025 alongside the full accounts.

It was noted that Anne Evans, Senior Executive Officer, left TVA at the end of November 2024, and Aimi Morris subsequently took on both the strategic and operational leadership of TVA.

2.3 ***Annual Trustees Report for Year Ended 31 March 2024*** **- Treasurer's Statement:**

In the Treasurer's absence, the Chair of the Finance & Premises Committee presented the financial statement for the year ended 31 March 2024.

This year, TVA reported a total income of £541,922, an increase from £448,845 the previous year. This was driven by continued support from our key funders, including WCVA, Torfaen County Borough Council, and Aneurin Bevan University Health Board. We are especially grateful for new funding streams such as the Shared Prosperity Fund and the Youth Work Apprenticeship Partnership through the Youth Service at Torfaen County Borough Council.

Our total expenditure for the year was £566,866, resulting in a net deficit of £24,944. This reflects a planned drawdown of restricted reserves aligned with project delivery timescales, particularly for grants under the Regional Integration Fund and Opening Doors programme. Importantly, we saw a net surplus of £39,616 on unrestricted funds, helping to strengthen our core resilience.

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At the close of the financial year, TVA's total reserves stood at £325,339, of which £294,751 are unrestricted free reserves. This places us slightly above our target reserves range of 3 to 6 months' operational expenditure, a position that the Board continues to monitor closely in light of potential funding volatility and future planning.

During the year, we managed and distributed over £153,000 in grants to local organisations, supporting vital grassroots projects across Torfaen.

John gave recognition and thanks to the Operational Executive Officer for their diligence and the Trustees for their ongoing scrutiny and support. The accounts have been independently examined and were approved by the Board on 30 January 2025 and reported promptly to the Charity Commission and Companies House.

Proposer: Barry Holroyd **Seconded By:** Neil Gregory **Members:** Show of Hands

2.4 Appointment of Independent Examiner / Auditor

Members may recall that at the last AGM, MHA was reappointed to examine the 2023–24 accounts, which have now been completed and presented for approval today.

Earlier this year, in March 2025, the Board agreed to appoint a new independent examiner. Bevan and Buckland has now been engaged to prepare and examine the 2024–25 accounts, with final accounts expected to be available from September 2025. This appointment was formally approved by the Board in May 2025.

2.5 Board Membership

David Williams, as Chair of TVA and up for re-election, handed over the proceedings to John Killick to oversee:

Stepping Down

There were no board members stepping down.

Confirmation of Re-election

Trustees up for re-election:

David Williams	**Proposer:** Emma Davies-McIntosh	**Seconded By:** Barry Holroyd
Paula Kennedy	**Proposer:** Emma Davies-McIntosh	**Seconded By:** Barry Holroyd
Richard Clark	**Proposer:** Emma Davies-McIntosh	**Seconded By:** Barry Holroyd

Witnessed by a show of hands by Members Present.

3. Date of Next Annual General Meeting: TBC

4. Meeting Closed

The formal AGM concluded, and the *Voices of the Sector* part of the meeting then commenced.

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Annual General Meeting 2026

Trustee Election & Re-Election Information

Thursday, 26th November 2026	10.15am – 10:45 am	Pontypool Working Mens Club

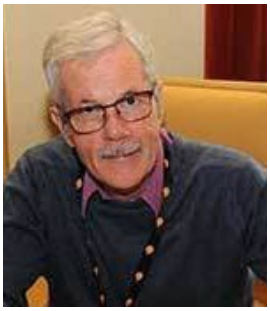
As part of Torfaen Voluntary Alliance's Annual General Meeting, members will be invited to consider the election and re-election of Trustees to TVA's Board.

TVA's Trustees provide strategic leadership, oversight and accountability, helping to ensure that the organisation remains effective, sustainable and responsive to the needs of Torfaen's voluntary and community sector.

The following profiles provide an introduction to each individual standing for election or re-election, outlining their experience, skills and contribution to the Board.

Members entitled to vote may do so at the AGM or appoint a proxy in accordance with TVA's Articles of Association.

Peter James 	**Standing for Election (Membership Elected)** **Appointed by the Board:** 05th August 2025 Peter has an extensive background in education, music, sport and community development, with more than 50 years' experience in teaching and community activities. He has established and supported numerous local initiatives, including youth music opportunities, sports clubs and community organisations. Peter brings considerable experience of charity governance, having served as a trustee of Chordis Caerllion and Ponthir Village Hall, alongside experience as a school governor. His work has included safeguarding, supporting older and vulnerable residents, and creating opportunities for people of all ages to participate in community life. He is committed to using his experience to support TVA's work and strengthen local communities.
Jordan Royal	**Standing for Election (Membership Elected)** **Appointed by the Board:** 06th May 2026 Jordan is Service Development Lead for the Torfaen Integrated Wellbeing Network within Aneurin Bevan University Health Board's Public Health Team. His work focuses on strengthening community wellbeing through partnership working, community engagement and connecting people with local services and opportunities. With a background in civil litigation and complaints management, Jordan brings analytical skills and an understanding of governance and compliance. He works closely with partners across Torfaen to support community capacity building, identify local assets and improve health and wellbeing outcomes. Jordan is keen to strengthen the relationship between health services and the voluntary sector, supporting TVA's role in developing resilient, connected communities.

Sarah Harrison 	**Standing for Election (Membership Elected)** **Appointed by the Board:** 14th May 2026 Sarah is Head of Supported Housing and Customer Experience at Bron Afon Community Housing, where she leads services including Supported Housing, Independent Living, Safeguarding, Customer Contact Centre and Complaints. With more than 12 years' experience in social housing, alongside previous experience in the private sector, Sarah brings expertise in strategic leadership, organisational development, governance and partnership working. Her role involves collaborating with public services, community organisations and other partners to improve opportunities and outcomes for individuals and communities. Sarah is passionate about strengthening communities across Torfaen and supporting the important contribution of voluntary and community organisations to local wellbeing.
John Killick 	**Standing for Re-election - (Membership Elected / Retirement by Rotation)** **Appointed:** 23rd August 2022 John brings extensive experience in local government, community development and voluntary-sector governance, with a longstanding commitment to supporting communities across Torfaen. A former Torfaen County Borough Councillor and Social Inclusion Manager, John has considerable experience in youth services, community facilities and community safety. He has also served on Pontypool Community Council and held governance roles with local organisations, including Torfaen Citizens Advice and the TOGS Centre. As Chair of TVA's Finance and Premises Committee, John contributes to the oversight of the organisation's finances, resources and premises. He is also actively involved in Torfaen Pickleball Club, supporting opportunities for people of different ages to participate in sport and recreation.
Dennis Henson 	**Standing for Re-election - (Membership Elected / Retirement by Rotation)** **Appointed:** 22nd March 2023 Dennis brings extensive experience in community leadership, charity governance and financial oversight, having supported voluntary and community organisations across Torfaen for more than a decade. As TVA's Treasurer and Trustee, Dennis plays an important role in overseeing the organisation's finances and supporting its long-term sustainability. He has also served as a Director of Torfaen Citizens Advice since 2012, contributing to the governance of an essential service providing free, confidential advice to local residents. Dennis is actively involved with Blaen Bran Community Woodland, where he has volunteered and served as Minute Secretary and committee member since 2015. His longstanding commitment to community wellbeing, environmental conservation and the voluntary sector brings valuable experience and local knowledge to TVA's Board.

Voting Information

Each eligible candidate will be considered through an individual resolution at the AGM. Members unable to attend may appoint a proxy using the accompanying Proxy Appointment Form.

Deadline for receipt of proxy forms: Tuesday, 24th November 2026 at 10.15am.

Contact: chair@tvawales.org.uk

TVA Annual General Meeting

Thursday, 26th November 2026	10.15am – 10:45 am	Pontypool Working Mens Club

PROXY APPOINTMENT FORM

1. MEMBER DETAILS

Name of member organisation / charity: _____

Name of authorised representative: _____

Address of member organisation / charity: _____

2. APPOINTMENT OF PROXY

As a voting member of Torfaen Voluntary Alliance, I/we appoint the person named below, or failing that person the alternative proxy named below (if any), to attend, speak and vote in my/our name and on my/our behalf at the Annual General Meeting on 26 November 2026 and at any adjournment, in accordance with Article 14 of TVA's Articles of Association and the instructions below.

Name of proxy: _____

Address of proxy: _____

Name of alternative proxy (optional): _____

Address of alternative proxy (if appointed) _____

A proxy must be named for the appointment to be valid. If no proxy is named, no proxy will be appointed automatically.

3. VOTING INSTRUCTIONS

Tick one option for each resolution. If no instruction is given for a resolution, your proxy may vote as they think fit or abstain (Article 14(3)). Click **here** for more information on each trustee.

Resolution	FOR	AGAINST	ABSTAIN
2. Approval of the 12 June 2025 AGM minutes	☐	☐	☐
5a. Election: Peter James (Member Elected)	☐	☐	☐
5b. Election: Jordan Royal (Member Elected)	☐	☐	☐
5c. Election: Sarah Harrison (Member Elected)	☐	☐	☐
5d. Re-election: John Killick (Member Elected)	☐	☐	☐
5e. Re-election: Dennis Henson (Member Elected)	☐	☐	☐

4. DECLARATION

I/we confirm that I/we am/are authorised to exercise the voting rights of the member identified above and appoint the named proxy to vote in accordance with these instructions.

Signature _____

Name / Position: _____

Date: _____

5. RETURN OF FORM

Return By: Tuesday 24 November 2026 at 10.15am
Email: chair@tvawales.org.uk
Subject: TVA AGM 2026 – Proxy Appointment Form

Appointment Form

Completed proxy forms must be received at the designated address at least 48 hours before the meeting.

- Written forms may be deposited at TVA's office as specified in the AGM notice.
    - Email appointments must be received at the designated email address specified in the notice or proxy form (Article 14(4)).
- Appointments received late or otherwise not submitted in accordance with Article 14(4) are invalid (Article 14(5)).