

**Solva Care**  
**Registered Charity Number 1172878**

**Charity Trustees Board**

Minutes of the Meeting held on Thursday 27<sup>th</sup> July 2017 at  
9:30 a.m. in the Memorial Hall

Attended by:

Trustees: Fran Barker (Vice Chair), Sandra Young, Sue Denman, Carol Ann  
Jones, Leslie Robertson-Steel, Jonathan Higgins

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**
2. **Apologies.** Mollie Roach, Josh Phillips
3. **Agree minutes of the meeting held on Wednesday 15<sup>th</sup> June 2017.** Agreed and signed post meeting following minor adjustments of item 5a (Solva Care Manager Report).
4. **Declarations of interest.** None
5. **Matters Arising:**
  - a. **Solva Care Manager Report.** The number of Solve Care volunteers available at 31 June 2017 was 30. They delivered the following hours of service to the service users :
    - i. June 122.15 hours to 25 usersThe last Music and Movement session was on 7<sup>th</sup> July. Sessions would recommence in early September. Trustee's agreed that from September the Music and Movement sessions would be renamed "The Friday Club"). **Action:** Carol Ann.  
The Manager attended the following events in July:
    - i. 6<sup>th</sup> July Swansea University with Mollie. The Centre for Innovative Ageing at Swansea University hosted the 46<sup>th</sup> Annual British Society of Gerontology Conference.
    - ii. 11<sup>th</sup> July meeting with Mike Carter at PCC.
    - iii. 12<sup>th</sup> July meeting with Rosie Thomas PCC and Bernie Rees LHB.
    - iv. 13<sup>th</sup> July WI tea Party in Parc y Capel.
    - v. 14<sup>th</sup> July PAVs meeting (with representatives from Newport who aspired to replicate Solva Care).
    - vi. 19<sup>th</sup> July visit to Daisybus Gardens of Wellbeing, Llanddinog, near Solva (with Sandra) to assess future visits.

Rachel and Dan Jones at Llanungar Caravan and Camping had chosen Solva Care as one of the Charities they would be supporting – **Action**: Bruce to pass bank details to Rachel (Barclays will match fund).

Ageing Well in Wales<sup>1</sup> have requested a visit to Solva Care; interviews with Lena, Volunteers and clients re new publication.

**Action**: Lena to coordinate details with Mollie.

Swansea University has requested a visit to Solva Care; research presentation and information/data. **Action**: Lena to coordinate with Sue and Mollie.

Solva Care Annual Report: Distribution remains pending (Target date was 10<sup>th</sup> July 2017 – **Action** Chair of Trustees.

- b. **Chair Report.** Report distributed by email to all Trustee's.
- c. **Progress to Achieve Q2 Milestones (SDF).** All Milestones were reviewed – RAG status GREEN:
- d. **Draft Financial Policy and Procedures.** Trustee's endorsed the draft document together with the necessary changes to align the Bank Mandate - Mollie and Sue to be added as signatories to the account. **Action**: Bruce.
- e. **Draft Communications Strategy.** Trustee's had provided comments to the first draft. These would be included in the second draft. **Action**: Bruce.
- f. **Action Plan on Governance.** Recent events in the charity sector had continued to demonstrate the importance of effective governance in underpinning charities' effectiveness and legal compliance. Trustee's acknowledged the Governance requirement and the benefits it would bring to Solva Care in helping to achieve its ambitions and aims. Trustee's agreed that a governance workshop would be convened (half day) in September with external facilitation. **Action**: Sue.
- g. **Funding Sub Committee Report.**
  - i. **Solva Care and Integrated Care Fund.** A follow-on meeting with Martyn Palfreman<sup>2</sup> would be scheduled in early August to

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<sup>1</sup> Hosted and chaired by the Older People's Commissioner for Wales, Ageing Well in Wales is a partnership of individuals, community groups, national and local government and major public and third sector agencies in Wales. The first programme of its kind in the UK, the Programme contributes to and complements the Welsh Government's Strategy for Older People.

<sup>2</sup> Martyn Palfreman Head of Regional Collaboration, c/o Department for Communities, Carmarthenshire County Council

ensure Trustees were fully informed about the detail of the terms and conditions to any grant. A Solva Care Finance Meeting would then follow to determine the best way forward. Post this meeting, a session with Kim Neyland<sup>3</sup>, pending outcome of SC Finance Meeting, would be agreed to review the draft spend profile and grant documentation. **Action:** Mollie, Sue, Bruce

**Post Meeting Note:** Meet with Martyn on Wednesday 9th August time tbc. Solva Care Finance meeting on Wednesday 16<sup>th</sup> August at 10:00am. No date yet for meet with Kim.

- ii. **Public Health Grant:** see item 5h iv.
  - iii. **Community Funding (Police):** Application submitted on 2<sup>nd</sup> June 2017 (Amount £4975.00).
  - iv. **LEADER EOI by 30th June.** Draft had been reviewed by PLANED and Trustees. EIO now to be submitted. **Action** Mollie
  - v. **Community Funding (Police).** The draft was complete, reviewed and ready for submission. **Action** Sue
  - vi. **Big Lottery People and Places.** Sarah Pegg (bid writing consultant invited to attend next Finance meeting (on 16<sup>th</sup> August).
  - vii. **Banks.** Jonathan was investigating banks who would match fund charity donations raised when organised by individuals who are or were employed in the banking sector. Fund raising options to be reported. **Action:** Jonathan
  - viii. **LEADER EOI:** submitted to PLANED on 26<sup>th</sup> June 2017 – NTR.
- h. **Research & Evaluation Report.**
- i. We now have the final version of the Cardiff report which has been signed off by WG. It is high level but useful.
  - ii. Our presentation at the WISERD conference went well. About 60 delegates attended and some followed up detail afterwards. The future Generations Commissioner, Sophie Howe, mentioned Solva Care in her speech and her office had been in touch with Sue about helping to remove barriers. A conversation was planned for August.
  - iii. The Solva Care RESEARCH Collaboration was meeting on 24<sup>th</sup> August in Llanelli. The meeting is to be hosted by HD UHB. Our local RME group will meet beforehand – date to be agreed.
  - iv. The £7.5K has still not been received from HD UHB Public Health Dept. Sonia (Hay?) who came with Bernie Rees to a meeting offered to help to chase.
  - v. The national strategy for social care R&D is out for consultation from Social Care Wales. Solva Care will respond. We need a volunteer to lead as Sue has to respond separately too. **Action** Mollie/Fran.

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<sup>3</sup> Kim Neyland - Regional Programme and Business Manager, West Wales Care Partnership Department for Communities, Carmarthenshire County Council

i. **Communications Report.** Trustees agreed to set-up a PR session on Thursday 3<sup>rd</sup> August 2017 to capitalize on recent fund raising achievements and the One Voice Wales prestigious award to Solva Community Council for Solva Care, winner of the Best Local Service of the Year 2017. Helen Platel, representatives from the Pembrokeshire Ukulele Pups and SCC would be invited to attend together with a reporter from the Western Telegraph. **Action:** Bruce

j. **Configuration Librarian Report.** Fran reported that Drop Box had been updated. All information was available to Trustees.

k. **Report form Trustees.** Carol Ann and Fran spoke about Solva Care's quality scheme which, once complete, would signpost people to reputable local firms and expert tradespeople working to Government-endorsed standards. Firms would be uniquely checked for their trading practices, customer service and their technical skills. Target date for completion of Register: October 2017 (TBC). **Action** Carol Ann and Fran.

6. **Clerk & Treasurer Report.**

a. **Solva Care Available Funds at 30<sup>th</sup> June 2017.** Available funds at 30<sup>th</sup> June 2017 were £42,153.87. Income and Expenditure for June was presented and agreed by Trustees.

b. **Correspondence.** All correspondence had been distributed to Board Members by email.

7. **AOB.** None

8. **Date of next meeting**

h. Thursday 31<sup>st</sup> August 2017 at 9:30.a.m – Memorial Hall

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Compiled by:  
Bruce Payne (Clerk) 6<sup>th</sup> August 2017

Signed by: Mollie Roach (Chair)