

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Thursday 15th June 2017 at
9:30 a.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Fran Barker (Vice Chair),
Sandra Young, Sue Denman, Carol Ann Jones, Josh Phillips

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

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1. **Welcome and Introduction.**
 2. **Apologies.** Leslie Robertson-Steel, Jonathan Higgins
 3. **Agree minutes of the meeting held on Wednesday 11th May 2017.**
Agreed and signed
 - a. All actions were review.
 - i. **County Councillor.** (Action at 5biii). Trustees agreed that a dedicated meeting with Mark Carter Would be arranged. **Action** Clerk.
 - ii. **Communications.** (Action at 5f) Trustees agreed that draft TOR were prepared for a Social Media Manager. **Action** Clerk.
 - iii. **Strategic Matters.** Trustees raised and requested more strategic direction of their monthly meetings. The key point voiced was that strategic planning must sit above everything we do and inform all other plans in the Solva Care project. Our timeline should reach out 3 to 5 years and a strategic plan should be developed by those (all Trustees) with the responsibility to carry out the results. It must provide clarity for:
 - Financial Sustainability
 - Where Solva Care wants to be in 3 – 5 years
 - Goal's and objectives²
 - iv. **Call Messenger Project.** See Item 5f(v).

Trustees agreed future meetings would have both a strategic and tactical focus³. **Action** ALL

¹ Achieve financial independence

² LHB sponsorship to reach 80% by March 2018

³ Strategic planning focuses on the long term - Tactical planning on the short term

4. **Declarations of interest.** None

5. **Matters Arising:**

a. **Solva Care Manager Report.** The number of Solve Care volunteers available at 31 May 2017 was xx. They delivered the following hours of service to the service users :

- i. April xx hours to xx users
- ii. May xx hours to xx users

Lena and Mollie attended afternoon tea with representatives from Forget-me-knot Pembrokeshire on 12th May 2017. Forget-Me-Knot is a support group for all those living with dementia. The aim of the session was to foster closer links with Solva Care and discuss future sessions with those people in the community with dementia (to include sessions for their families and carers).

The annual Newsletter draft was complete and would be circulated to Trustees for comment.

Lena reported an upsurge in the range of mobility equipment on offer from local residents. Items would be published for loan in the community newsletter.

Monthly activities continue and include singing, music and movement (last session in July). More activities would be planned for the autumn and hopefully include storytelling, hand bells and yoga.

b. **Chair Report.**

- i. **The Annual Community Meeting** and Celebration, originally planned for the 12th, would now be rescheduled (see item 5bii). Trustees requested an alternative venue to the Hall and all agreed the Harbour Inn would be the preferred choice.

Post Meeting Note: Bruce has spoken with Josh re availability of the Harbour; the following dates (6p.m to 10p.m.) were available:

- Monday 10th July
- Monday 24th July
- Tuesday 25th July

Actions:

- Trustees to agree preferred date (**Action** - please info Bruce)
- Lena to liase with Harbour Inn re catering requirements
- Invitations to: (**Action** Lena/Mollie)
 - Volunteers
 - Service Users
 - Stakeholders
 - Local Community
- Agree agenda/programme – Action Mollie

- i.) **Proposed Volunteer Event.** Carol Ann suggested Trustees consider holding an event just for Solva Care volunteers. Trustees could then listen to the volunteers and respond to any concerns immediately – they could also share their success stories with each other and Trustees would be able to bring volunteers up-to-date on progress toward our goals and where Solva Care wants to be in 3 -5 years' time. The opportunity to hold such an event outside of Solva was discussed and possible venues suggested (Hilton Court, Picton Castle). Doing this outside of Solva would be a creative, fresh way of saying thank you. Volunteers want to know they are helping to make Solva a better place and any event with such a focus would help achieve this. **Action:** Costings and date to be explored – Carol Ann
- ii. **Key Meeting Date.** Mollie confirmed the meeting with Bernie Rees Chair of the LHB and member of the Regional Partnership Board was on 12th July 2017 at 2:00p.m. in the Memorial Hall. Bernie would be accompanied by Sonia Hay. Solva Care reps attending: Mollie, Sue, Lena and Bruce.
- iii. **PAVS awards.** The PAVS National Volunteers Event 2017 was held on 7th June. Solva Care's submission was not successful but Josh did receive a certificate of acknowledgement.
- c. **Progress to Achieve Q1 Milestones (SDF).** All Milestones were reviewed and rated:
- i. **Internal Paper Phase 1** – GREEN (owner?)
 - ii. **Appoint Manager** – GREEN (complete)
 - iii. **1st draft – model of total Care – AMBER** – The model was to include a list of recommended local traders (endorsed by Trustees) which would be published on the Solva Care website and in the monthly Newsletter. Trustees raised concern on overall progress and asked for a more detailed report at the July meeting. **Action** Mollie (Owner/s)
 - iv. **Engage with Domiciliary Care Firms** – GREEN (Owner Mollie)
 - v. **RME** –GREEN (Owner Sue)
 - vi. **Review management date** – GREEN (Owner Sue)
 - vii. **Draft Communications Strategy.** AMBER - Trustees agreed the strategy would include a stakeholder map and this would be used as part of future Solva Care presentations. **Action** Bruce (Owner All Trustees)
- d. **General Practice provision.** Due to loss of staff, Solva and St Davids surgeries are looking at how their practices can work together to better manage their workload. All wish both GPs to remain sustainable. To understand the challenges, SCC and Solva Care will be attending a meeting with Practice Managers. Date to be agreed. **Action** Bruce.

Post Meeting Note: Meeting date agreed - Monday 26th June at 1:30p.m, (venue Solva Surgery tbc). Attending: Mollie, Lena, Josh, Bruce (Councillors from St Davids may also attend)

- e. **Funding Sub Committee Report.**
- i. **Public Health Grant.** Details to follow from Rhys Sinnett (Principal Public Health Officer) **Action** Sue/Bruce to chase
 - ii. **LEADER EOI by 30th June.** Draft had been reviewed by PLANED and Trustees. EIO now to be submitted. **Action** Mollie
 - iii. **Community Funding (Police).** The draft was complete, reviewed and ready for submission. **Action** Sue
 - iv. **Big Lottery People and Places.** Trustees agreed to engage the help of Sarah Pegg. Sarah would be invited to attend the next Funding meeting (date to be agreed) **Action** Bruce
 - v. **Application to the Allen Lane Foundation.** The meeting with Tim Cutts (Executive Secretary Allen Lane Foundation) on 5th June was positive. Tim confirmed Solva Care had been short listed.
 - vi. **Grants from Banks.** Jonathan was away and would be invited to report at the July meeting. **Action** Jonathan

e. **Collection Box Report.** Sandra reported that new collection boxes had been delivered and positioned at:

- Café of the Quay
- Window on Wales
- Café 35
- Royal George
- Solva Woollen Mill
- Memorial Hall
- Harbour House
- The Ship Inn
- GP Surgery

Arrangements were in place for boxes to be emptied – amounts would be reported to Trustees by the Treasurer.

- f. **Research & Evaluation Report.**
- i. **Implications of Feasibility Study.** The report is well written and the study has been useful overall. The findings are steering us towards a qualitative, action research design. This design will enable us to get rich information. It would be useful to get an idea of cost savings. Fran suggested looking at the PIVOT project. We still don't know if the report has been cleared by the funder and we can send it out. (**ACTION**: Sue to follow up)
 - ii. **Feedback on RfPPB application.** Complaints have elicited better feedback which we can address when we resubmit it elsewhere. Fiona's staff are looking into possibilities. We need a complete application for our records (**ACTION**: Sue to ask Fiona for final version)

- iii. **Next stage in evaluation.** See item 1. We need economic evaluation asap, even if 'quick and dirty' and predictive. (**ACTION:** Sue and Fran to make contact with health economist Rhian Tudor Edwards at the Bangor Conference). Partnership research is another important component. We need comparator sites if funders are to take our data seriously but this comes with all the attendant problems of matching.
 - iv. **2nd Community survey.** We have not exploited the use of this survey because of time pressures. The Bangor presentation pushes this up the agenda (**ACTION:** Sue and Fran to take a view and see if we need any more support from Swansea Uni).
 - v. **Call Messenger Project.** Solva will be one of two pilot sites, the other being Abersytwyth. KESS funding will be applied for by Rachel Rahman from Aberystwyth University. (**ACTION:** Lena and Sue to keep MB and RME updated.)
 - vi. **Bangor and Swansea Conferences.** The Bangor conference is a formal oral presentation, using slides, followed by discussion. Swansea is an informal sharing of experiences involving Lena and Mollie. (**ACTION:** Sue to circulate draft slides, when ready, for comment).
 - vii. **Solva Research Collaboration.** It has been hard to convene a meeting because of the summer holidays. Rachel Rahman has joined. It was felt that we need someone from Worthybush Hospital to join. (**ACTION:** Sue to coordinate meeting. Lesley to make recommendation on additional member).
 - viii. **Dissemination.** By this we mean getting research findings out in a tailored way to different audiences. Whilst we are waiting for clearance with the feasibility report we can get some data out to the community in the Solva care newsletter (**ACTION:** Sue to draft an insert).
 - ix. **Sarah's role.** Sarah's attendance at meetings of the Group may be affected by her new job but she is keen to continue to attend meetings when she can. The members were keen that her membership continues as her experience has been invaluable.
- g. **Communications Report.**
- i. Annual Report. Trustees instructed the Annual Report (with financial figures) would be sent to all stakeholders. Lena would (with the help of Trustees) compile the distribution list, write the covering letter and send by 10th July 2017. Distribution list to be sent to Bruce to ensure consistency with the developing stakeholder map (see item 5c vii). **Action** Lena
- h. **Configuration Librarian Report.** Fran reported that Drop Box had been updated. All information was available to Trustees.
- i. **Report form Trustees.** NTR

6. **Clerk & Treasurer Report.**

a. **Solva Care Available Funds at 31st May 2017.** Available funds at 31st May 2017 were £43,773.15. Income and Expenditure for May was presented and agreed by Trustees.

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

7. **AOB.** None

8. **Date of next meeting**

d. Thursday 27th July 2017 at 9:30.a.m – Memorial Hall

Compiled by:
Bruce Payne (Clerk) 19th June 2017

Signed by: Mollie Roach (Chair)