

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Thursday 11th May 2017 at
10:00a.m. in the Memorial Hall

Attended by:

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

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

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1. **Welcome and Introduction.**
 2. **Apologies.** Josh Phillips
 3. **Agree minutes of the meeting held on Wednesday 5th April 2017.**
Agreed and signed
 - a. All actions were review.
 4. **Declarations of interest.** None
 5. **Matters Arising:**
 - a. **Solva Care Manager Report.** April and early May had seen the successful delivery of various activity sessions, including dance and movement, Tai Chi, craft and a reminiscence event re dementia care. Lena and Sue met with Rosie Thomas, PCC Supporting People Officer, on 10th April to discuss closer liaisons with PCC. On 8th May Lena and Sue attended a meeting in Llanelli hosted by Claire Hurlin, Hywel Dda. The Care Messenger system was discussed which allows you to send messages and pictures from your mobile or computer, straight to a television screen, using a simple box. The person getting the message can send a simple response back using their familiar television remote control. Lena asked Trustees to consider the benefits of Care Messenger for Solva Care users – cost and benefit to be established. **Action Lena/Sue.**
On 10th May Lena met with the Royal Voluntary Service to discuss what services they could provide for Solva residents. Meals on Wheels were discussed and the Solva Care requirement would be assessed, benefits considered and the stringent process of providing any such service established before proposals were presented to Trustees for consideration. **Action Lena.**

Donation activities continued at pace. Local groups and individuals had raised significant amounts and Trustees would decide how best to use such money. Collection boxes would also aid the donation process. Plans were underway to purchase 8. **Action Bruce**. A member of the local community had offered to donate a used mobility scooter. Condition to be assessed – **Action Bruce**. Lena also attended “Complaints” training for social care providers on 10th May with SCWDP – PCC in-house training. To conclude, Lena reported progress on the Solva Care Newsletter. A draft would hopefully be available for review at the next meeting together with print costs.

b. **Chair Report.**

- i. **Invitation to Rebecca Evans AM (Minister for Social Services and Public Health).** Mollie had written to the Minister on 28th April 2017. Although the email & letter had been acknowledged, no formal response had been received.
- ii. **Meeting with (Bernadine Rees) Regional Partnership Board 8th June.** Bernadine is Chair of the Hywel Dda University Health Board who are part of the The West Wales Care Partnership. Funding for the Partnership was provided through the Welsh Government’s Delivering Transformation Grant (DTG) and **Intermediate Care Fund (ICF)**. Mollie had studied the Partnership Annual Report and Solva Care may qualify for future funding – the meeting on the 8th would have that focus.
- iii. **Meeting with County Councillor Mark Carter.** Mark, the newly elected county councillor for Solva had requested a relevant briefing about Solva Care to better understand the future challenges facing the charity and how PCC could help. A meeting date will be arranged – all Trustees, Lena and Bruce will be invited to attend. **Action Bruce**
- iv. **Progress to achieve Q1 milestones (SDF).** All milestones remained on track to be achieved – no concerns were raised. RAG status – GREEN
- v. **Pembrokeshire Volunteering Awards 2017.** Nominations must be received by 10am on May 15th 2017. All nominees including winners of the awards will be contacted by PAVS and invited to attend an Award Ceremony during Volunteers Week on 7th June 2017. Trustees supported the Solva Care nomination. **Action Mollie/Lena**
- vi. **AGM.** Solva Care trustees are responsible for making sure it does what it was set up to do. They must also set a date for their AGM where the members will approve the accounts, elect trustees and the Chair. Trustees agreed their first AGM will be convened in May 2018. However, given the projects recent charitable status, Trustees decided it would be appropriate to hold a community meeting on **Wednesday 12th July 2017** 7:00p.m. to 9:00p.m. to celebrate recent achievements and to inform everyone of developments. **Action Bruce to book Hall.**

- c. **Funding Sub Committee Report.**
- i. **WG funding.** The draft letter to Chris Stevens Head of Partnership and Integration Social Services & Integration Directorate re Solva Care Funding was agreed by Trustees. Post Meeting Note: Letter and covering email sent to Chris on 13th May 2017 (copied to all Trustees).
 - ii. **Public Health Grant.** Rhys Sinnott (Principal Public Health Officer) was following this up with the Health Board finance Team (email from Rhys dated 11th May 2017).
 - iii. **LEADER EOI by 30th June.** The Revised EIO process now allowed presentations direct to Assessment Board. Trustees agreed the draft EOI would be sent for review to Cris Thomas at PLANED by Wednesday 31st May 2017 prior to final submission on or before 30th June 2017. **Action Mollie**
 - iv. **Big Lottery People and Places.** PLANED recommend the engagement of a bid writing consultant. Medium sized grants of up to £100,000 are available; maximum grant size to £500,000. **Action – Bruce to cost with bid writing consultant**
 - v. **Application to the Allen Lane Foundation.** Tim Cutts (Executive Secretary Allen Lane Foundation) had confirmed our application will be considered by the Trustees at their meeting at the end of June. Tim had requested a meeting on 5th June. Timings to be confirmed. Attendees: Sue, Mollie, Lena, Bruce. **Action Sue – finalise all arrangements.**
 - vi. **Fundraising event with Haverfordwest Male Voice Choir on 6th May 2017.** The event, held in the Harbour Inn, was a success and raised £170.
- e. **Research & Evaluation Report.** Sue reported that the feasibility study report has been finalised. She advised that we should not disseminate it, until Chris Tattersall, the commissioner of the study, has time to comment.

The Solva Care Collaboration is growing. In addition to the RME Team, the following have joined: Fiona Verity, Bridie Evans, Pippa Anderson, Nick Andrews - all from Swansea University; Rachel Rhaman from Aberystwyth University, and Claire Hurlin from Hywel Dda Health Board. It has not been possible to get arrange a meeting of the collaborators for June and we will try for late July / August.

Fran and Sue will be presenting a paper on research on Solva Care at the WISERD conference to be held in Bangor on 5-6 July. Lena and Mollie will attend the Gerontology conference in Swansea at the same time.

Unfortunately, the School of Social Care has only £60k for networking. The money also has to cover capacity building in research in NGOs. Sue has pressed Prof Verity to rethink how it is distributed as the grants will be very small, and of not much use, if spread thinly.

The Carmarthenshire R&D Conference, to be held on 25 May, looks interesting and could be useful for us. Fran is attending. Carol Ann has also expressed an interest. Lena advised against having a stand as our service does not cover the patch, but leaflets could be taken.

f. **Communications Report.**

i. Social Media Manager. Trustees delayed any decision to employ a suitably qualified person until the outcome of future funding was clearer. In the interim, efforts to find a willing volunteer would be made – **Action Lena.**

g. **Configuration Librarian Report.** NTR

h. **Report form Trustees.** NTR

6. **Clerk & Treasurer Report.**

a. **Solva Care Available Funds at 30th April 2017.** Available funds at 30th April 2017 were £43,250.39. Income and Expenditure for April 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 15th June 2017 at 9:30.a.m – Memorial Hall

Compiled by:
Bruce Payne (Clerk) 15th May 2017

Signed by: Mollie Roach (Chair)