

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Tuesday 24th April 2018 at
9:30 a.m. in the Memorial Hall

Attended by:

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

Solva Care Manager: Lena Dixon

Web Administrator: Maria Jones

1. **Welcome and Introduction.**

2. **Apologies.** Bruce Payne.

Matters Arising

3. **Agree minutes of the meeting held on 6th March 2018.** Sue pointed out that details of the discussion on the Review and key dates had not been included in the minutes. Chair to sign after amendment.

Further to the Chair's Report regarding the FOI request, the Chair reported that the Clerk had received a response as follows:

16/17 – 65 Pembrokeshire residents had received direct payments, however as the numbers in Solva were so small, this information was not provided.

15/16 – 40 had received direct payments.

14/15 – No residents had received direct payments.

13/14 – 4 residents had received direct payments; this figure was queried by the Board.

A follow-up FOI request is to be submitted requesting the percentage of people in receipt of care that are receiving/have received direct payments.

Action Clerk.

Further to the action from Item 11 regarding job descriptions for the new trustee posts, the Chair said that she had undertaken some work on these, however this required a Task & Finish Group. Fran, Leslie and Maria to complete, with input from Sue. **Action Fran, Leslie and Maria.**

4. **Chair's Report.** The Chair reported that Josh had resigned his position as Solva Community Council Trustee. She read his resignation email to the Board. The Chair has circulated the papers on policies from

the HR Sub Committee and will be forwarded to Lena for checking against existing Solva Care policies.

The Chair reported that the grant expected by Solva Community Council from the Second Homes Tax would be c. £24K. This money is likely to be allocated to community projects such as the redevelopment of the Football Club.

The Chair mentioned the likely requirement for performance indicators by the LEADER funding. The Board agreed that they should be meaningful and relevant to Solva Care. When the Chair hears from the funding body, Sue will contact them to discuss which performance indicators should apply. **Action Sue.**

The Chair said that she had received the report on non-emergency transport in Wales. She said that it reflected the experience of it, with little new information. The Chair will send the report to anyone interested in reading it.

5. **Communications Report.**

- a. Website, Facebook & Press – Written report submitted – see attached.
- b. Twitter – Sue reported that there is a backlash against social prescribing on Twitter. There are also a lot of community projects in the United Kingdom; either grass roots or led by statutory services.
- c. Newsletter – As Lena had been away, others had submitted content to Peter.

6. **Solva Care Manager's Report.** Lena thanked the Chair and Fran for covering in her absence and delivered the following report:

- a. Volunteer hours:
 - Feb: 121 + group 42 = 164 hours (not inc. admin). 22 sce users, 17 vs
 - Mar: 136 + group 32.75 = 168.75 (not inc. admin. 26 sce users, 21 vs
- b. Meetings:
 - 9 March – Meeting with Helen Morris and Sandra to plan Friday Club next term
 - 14 March – Colette, Researcher (Care Messenger) with Sue
 - 19 March – Meeting with new volunteer Paul Cowley
 - 18 April – Meeting with Angela Good, Bus buddies (part of PIVOT)
 - 23 March – Meeting (follow-up) with Jasmine: new, young volunteer
- c. Forthcoming Meetings:
None planned.

- d. Events Attended
 - 15 March – Ageing Well in Wales, Aberystwyth. Carol-Ann and I did a talk (see report).

- d. Forthcoming Events (external):
 - 15 May – First Aid training 10.30–12.30
 - 10 June – Daisybus Gardens Open Day (we have a ‘stall’)
 - 16-17 June – Open Gardens Solva

- e. Forthcoming Solva Care Events (Sandra):
 - Friday Club – 5 sessions (since last meeting: 16 people attended (7-9 each event) + 9 volunteers. Activities: Memory scrap book, Storytelling, Country & Western, Ukulele Band, Craft – ceramics & SADS dress rehearsal.

- f. Marketing/Publicity:
 - Solva Newsletter
 - Maria to forward press coverage of PIP post/LEADER funding to LENA. **Action Maria**
 - Fran said that she had set up a Local Giving page to raise money for the video equipment for the Open Gardens Event. Maria said that she had published the page on the website and Facebook, and would do so again. She would also attend the event on 10 June. **Action Maria.** Carole said that it was intended that the knitted farm shop be fitted into the shed. Fran said that she would sell a book of her poems on Solva. Trustees were invited to make suggestions for fundraising on the day to Lena or Fran.

- g. Training:
 - 8 March – Course at PAVS: Good Practice in Volunteer Management
 - 21 March - Care Messenger Training

- h. Miscellaneous
 - I need help setting up the new email addresses on my new computer (from last month).
 - Received £20 donation from Elaine Rees (sale of blankets).
 - We have a wheelchair and walker in the hall. Please check with me before lending them out as they are used regularly.

7. Solva Care Diary

The Solva Care Events Diary forms part of the email register. This is updated regularly from emails received by FHB and appears in the Library section of the Solva Care Drop Box. It is also held on Fran’s computer. The events before and after each meeting date will be distributed by email to

trustees before each meeting. Meeting dates, deadlines for responses and funding information are recorded. Items in square brackets are for information, i.e. Solva Care staff are not scheduled to attend. Items in red need some information or decision. Anything missing or in need of amendment should be advised to Fran.

At the meeting of 24 April, it was decided to take no further action on Nesta Award 29/4/18, or Electrical Safety Research 30/5/18. Sandra will cancel the place at the Relationships Conference 2/5/18. Fran will request feedback from Social Prescribing Conference 14/6/18, send a negative reply on Reach Open day 18 8/18, give more information on the Gregg Funding (email 28/3/18) which may be useful for Friday Club or Mosaics, and send information on Advocacy Survey to Peter for Newsletter. **Action Fran.**

8. **Research & Evaluation Report.** Sue delivered the following report:

- Sue will be teleconferencing with Fiona Gideon on 25 April about the revised application to Southampton University for funding for an Action Research project on Solva Care.
- Sue attended a Co-production Network meeting in Aberystwyth.

Maria delivered a report on her Most Significant Change research technique course that she attended on 26-28 March and will circulate. **Action Maria.**

9. **Toolkit Report.** Following an RME meeting on 12 April, the Toolkit Plan is agreed. Sue has drafted the first part, and will commission graphics to accompany it. Sections of the Toolkit will be put on the website and Twitter and Facebook used to alert the public to the publication. **Action Sue.**

10. **Mosaic Project.** Sue reported that the mosaics were due to be installed in May, and launched on the morning of 24 May. Cabinet Member Phil Baker and Highways Asset Manager Rob Evans, with PCC's photographer would open the steps at 10.30am, followed by refreshments at the Coffee Morning at the Memorial Hall. The creators and installers would be invited. There was discussion on the date and the availability of the full hall.

Post-meeting note: The artists cannot attend the following week, so the opening will be on 24 May; the celebration may continue with a lunch at a local pub – arrangements to be confirmed.

Carol suggested that the next mosaic project be linked to the WWI commemorations, and could involve the decoration of the Memorial Hall tubs with poppy mosaics. There was discussion about the costs of taking mosaic projects forward as some people were willing to pay, but there was concern about excluding those who couldn't afford to contribute. It was agreed to bring the suggestion of future projects to the Community Council's AGM. **Action Clerk.**

11. **HR Sub-Committee Report.** Josh has handed over his notes to the Chair. There was discussion on the future of the HR Sub-Committee. Lena to look at the policies and advise on what is required/missing.

12. **Governance Sub-Committee Report.** There was concern that the decisions reached at the January meeting had not been distributed. Fran to ask Josh for his notes. **Action Fran.**

It was confirmed that the member of the sub-committee were to be Sue, Fran, Leslie and Jonathan.

13. **PIP Project.** There were three applicants for the post, and all there were to be interviewed during the week.

14. **Finance Report**

- a. People & Place bid: The Chair said that Sarah had amended the application following comments from the Board. The Board gave its approval to submit.
- b. The Chair said that Bruce will update the financial report and circulate.
- c. The Chair said that the SDF milestones and targets for the current quarter were not relevant to the work that Solva Care does. It was agreed to address for the next 2 years of reporting. Chair, Lena and Development Assistant to prepare paper for the next Board meeting. **Action Chair, Lena & Development Assistant.**

15. **Reports from Members**

Sue reported that she is due to meet on 10 May with the West Wales Care Partnership, Hywel Dda, Rural Health Board, Care Wales and Pembrokeshire County Council on the Innovate-to-Save Project.

Leslie mentioned that the changes to the health board which were available on the following website – <http://www.bbc.com/news/uk-wales-43809014>

The podcast sharing older people's extraordinary life stories is on the following website - <https://www.campaigntoendloneliness.org/blog/two-cups-tea-podcast-sharing-older-peoples-extraordinary-life-stories/>

Lena suggested that the 'afternoon teas' format could be used to inform people about topic such as direct payments.

Carol said that she wasn't able to attend the Aging Well in Wales event in Powys, but would circulate findings.

16. **AOB.** Nil

17. **Date of next meeting:** Tuesday 22nd May at 1.30pm 2018

Compiled by:
Maria Jones (Web Administrator) 27th April 2018

Signed by: Mollie Roach (Chair)

Item 5:

Website, Facebook & Press Report – 24 April 2018

This Month's Activities

- Continued posting of news stories and forthcoming events on website and Facebook.
- Designed poster and wrote press release for LEADER funding and the PIP post (press release appeared in the County Echo).
- Largest ever number of views on a FB post – 983 – for the 'We're Hiring' post.
- Monitored incoming emails in Lena's absence.
- Liaised with PCC press officer to arrange cabinet member visit to the steps opening.
- Attended Pembrokeshire Tourism blogging course on 23 April.
- Liaised with Webzer after one of their email servers was compromised which affected Solva Care's email address (but not the website). They resolved the problem over the weekend.

Next Month's Planned Activities

- Complete set-up of email addresses with Lena and Bruce (before European General Data Protection Regulation (GDPR) comes into effect on 25 May).
- Check compliance of website and FB with GDPR and report to Bruce.
- Start posting Toolkit content on website.
- Attending Pembrokeshire Tourism 'Driving Traffic to Your Website' on 2 May and 2 social media courses on 11 May.
- Publicise steps opening – Cllr Phil Baker, Rob Evans and PCC photographer Martin attending at 10.30am on Thursday 24 May, followed by tea at the Memorial Hall.

Other Matters/Requests

- Do we know where the PIP applicants heard about the job?