

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

**Charity Trustees Board**

Minutes of the Meeting held on Thursday 15<sup>th</sup> February 2018 at  
9:30 a.m. in the Memorial Hall

Attended by:  
Trustees: Sue Denman, Leslie Robertson-Steel,  
Carol Ann Jones, Sandra Young, Fran Barker

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

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1. **Welcome and Introduction.**

2. **Apologies.** Mollie Roach, Josh Phillips, Jonathan Higgins, Web Administrator Maria Jones.

**Matters Arising**

3. **Agree minutes of the meeting held on 9<sup>th</sup> January 2018.** Trustees directed that items 7a & b were updated with additional membership; and Item 11e was amended to include background information explaining WG's decision re their grant v ICF funding. **Action Clerk.**

4. **Solva Care Manager Report.** Lena delivered the following report:

January volunteer hours: TBC

a. **Meetings**

- 26<sup>th</sup> Jan – meeting with Sue Hall PCC (see end report)
- 1<sup>st</sup> Feb – Meeting with Conwy Action Group with Sue and Fran (see end report)

b. **Events Attended – None**

c. **Forthcoming meetings**

- 15<sup>th</sup> Mar – Ageing Well in Wales, Aberystwyth with Solva Care talk/presentation

d. **Solva Care events** (Lena and Sandra)

- Friday Club: 9-12 people attend + 4 – 7 volunteers.  
Activities: C&W, Reminiscence, Ukulele, Peg on guitar, Yoga & Music quiz, games & storytelling, Gentle movement, Craft/drawing

- e. **Marketing**
  - Ageing Well in Wales
  - Localgiving
- f. **Training** – First Aid sessions planned for May (with Red Cross) as well as Mental First Aid course.

5. **Communications Report.**

- a. Website – Written report submitted (see end note):
- b. Twitter – Active
- c. Newsletter – March content was underway. Lena would distribute a draft to Trustees for approval.

6. **Chair Report.** Fran presented and reviewed events, activities and meetings in January and February with Trustees. Given the high degree of activity, Trustees agreed that an e-diary would be maintained and reviewed at each Board meeting. **Action Fran.**

7. **HR Sub-Committee Report.** The inaugural meeting convened on Wednesday 17<sup>th</sup> January, chaired by Josh. Draft policies applicable to Solva Care were scoped as well as new Job Descriptions for current and future employee posts. Terms of Reference for the HR Committee were to be drafted and presented to the Board for approval. **Action Josh.**

8. **Governance Sub-Committee Report.** The inaugural meeting also convened on Wednesday 17<sup>th</sup> January, chaired by Josh. Progresses against actions set out in Fran's Governance paper/s were reviewed (Papers at end of Minutes). Terms of Reference for the Governance Committee were to be drafted and presented to the Board for approval. **Action Josh.**

9. **PIP Project.** Trustees agreed to convene a stand-alone meeting for a newly formed committee responsible for the PIP project. The committee would ensure all actions were in place by 31 March 2018 to take the project forward as set out in the approved LEADER application.

Committee Members:

- Mollie (Chair)
- Carol Ann
- Fran
- Lesley
- Lena

**PIP Committee meeting date:** Monday 5<sup>th</sup> March 2018 at 2p.m. in the Memorial Hall.

10. **Toolkit development.** Sue reported that development work was underway. The e-Toolkit would consist of a web based solution and include a short film about Solva Care. Equipment to be procured by the Charity.

Action: Sue to obtain quotes for camera and editing software. Action Bruce; Items are to be purchased before 28<sup>th</sup> February 2018.

11. **Mosaic Project.** Sue informed members that PCC had agreed to use the projects preferred material and would start work shortly. The new railings would follow and installation would be coordinated by the Project's contractor and PCC. Unfortunately Penny was unable to attend the Brighton Arts conference to present on the Mosaic Project as she had other commitments. Due to illness, Sue had been unable to arrange project meetings with the artists and participants – she was now canvassing for dates. Launch remained on course for late March/April.

12. **Open Gardens event.** Fran reported good progress. The Daisy Bus Gardens had agreed to sponsor leaflet costs for the event planed over 16/17 June.

13. **Finance Report**

- a. Solva Care Bank Balance at end of January. The balance at 31<sup>st</sup> January 2018 was £46,908.30. Income & Expenditure (actual) for January was presented and agreed by Trustees.
- b. Available funds. These were reviewed. Trustees directed that expenditure against the Mosaic Project would be taken from the Allen Lane Foundation grant. The donation total to the Mosaic Project donation total would therefore increase and this was to be set against the cost and installation of the new hand rails.
- c. Financial Governance. All expenditure to date had been approved by signatories and signed as appropriate.

12. **Research & Evaluation Report.** Sue reported the The Wales School for Social Care Research conference on 14<sup>th</sup> February in Cardiff had gone well. 60 delegates chose the Solva Care workshop – feedback was good.

13. **Report from Members.** NTR

14. **AOB.** Nil

15. **Date of next meeting:** Tuesday 6<sup>th</sup> March 2018

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Compiled by:  
Bruce Payne (Clerk) 14<sup>th</sup> February 2018

Signed by: Fran Barker (Vice Chair)

## Item 4 Reports:

**26 January 2-18**

### **Meeting with Sue Hall, Commissioning Project Co-ordinator, Powys County Council**

Sue came to see me in the Surgery. She had been looking to find similar projects from which to learn and share experiences and best practice, particularly around core business and monitoring and evaluation, and was delighted to find out about Solva Care.

She has recently started working at Powys County Council within adult social care and is currently supporting the development of Home Support Services in three towns in Powys.

The purpose of the project is to pilot a home support/rapid response social care service to citizens who have additional needs that are not already met through existing services and/or need help to overcome short term crisis. The pilots are based on an existing model operating in Rhayader, called Rhayader Home Support. The service does/will include:

- Advice/Information/Signposting/Referring on
- Intervention/Assistance
  - Emergency Care/call outs (in and out of hours)
  - Advocacy
  - Temporary Support and Care
  - Proactive Support (proactive safe and well contact (visits)/calls e.g. in event of severe weather/regular newsletters/social groups/well-being opportunities)

The service is free and functions on a membership basis and the temporary support involves much of what we do at Solva Care and some more. The Council directly provides support within two areas and has commissioned a charity to pilot the service in the third.

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Sue has a background as social worker and within mental health. The project they are setting up comes under the County Council but is supposed to be separate. It's linked in with the 'care line alarms'(the ones you have around your neck for emergencies). The service is free of charge and the aim is to, by early intervention and prevention, prevent people from ending up in care. It includes personal care, they are registered with the CSSIW and their carers are paid, not voluntary. They had an evaluation done 5 years ago and I have asked to have a copy.

What was obvious is that they find it difficult 'to think outside the box'. There is the usual (over) concern about Health & Safety and what you can and can't do. Although they are supposed to be separate from the council, they have to conform to their reporting and form-filling. A good idea though and showing a pro-active county council.

## **1 February 2018 - Meeting with Conwy Action Group**

Fran, Sue and I met with a local action group from Conwy on 1 February 2018. They had come across Solva Care after reading "*Rural Wales – Time to Meet the Challenge 2025 Report*" by Eluned Morgan and also conversations with Bangor University both which quote us as good examples of community social care. They were very interested in hearing more about how we set up Solva Care, as tackling isolation, loneliness as well as Dementia Friendly projects is something their Local Action Group are keen to look into and explore potential projects they could run in Conwy.

There were five of them. Cllr Goronwy O Edwards, Ela Williams and Meira Woosnam who work for Conwy County Borough Council on LEADER funded projects in Rural Conwy. There was one representative from PLANED and one from their equivalent of PAVS.

We explained the background of how Solva Care came about, how we set it up and how it's working. We discussed funding and Sue explained about research we have done and future plans.. We then went down to the coffee morning and they got to meet and talk to volunteers and some of the people we help. The meeting was finished off with a walk (in the sun!) down to Harbour Inn via the quay and lunch (which they paid for).

Lena  
1 Feb 2018



**Item 5:**

**Website & Facebook Report – 15 February 2018**

This Month's Activities

- Confirmed appointment of Webzer for website hosting.
- Liaised with Pembrokeshire Online and Michel of Webzer on the website transfer. Ongoing resolution of issues – spam, plug-ins etc.
- Set up old and new email addresses, and continued monitoring of emails.
- Continued posting of news stories on website and Facebook.

Next Month's Planned Activities

- Meet with Michel to run through website.
- Work on mock-up of new design for website.
- Complete set-up of email addresses with Lena and Bruce.

Other Matters/Requests

- Josh and Sue to provide log-in details of Facebook and Twitter to Michel at Webzer (to allow the website to post simultaneously on social media).

**Maria Jones**

Web Administrator

## ITEM 8

### Solva Care Governance Meeting

5/12/2017

PRESENT: Mollie Roach, Sandra Young, Carol Ann Jones, Sue Denman, John Higgins, Lena Dixon, Lesley Robertson Steel, Fran Barker

Not Present: Bruce Payne, Josh Phillips

The purpose of the meeting was to discuss and take decisions on recommendations made in the Governance Review (2 Nov 2017) produced by Social Firms Wales (SFW), following a workshop on the Constitution of the Solva Care Charity.

General Decision: Solva Care Trustees will devise a new document laying out what actions we propose to make based on SFW recommendations.

#### 1. Appointment of Trustees.

It was agreed that it would be desirable to have on the board of Trustees

- People who represent the longer established families in the community and people involved in education (staff and older pupils)
- People to fill gaps in the skills required by the Trustee Board
- People with influence (of the right sort) in the wider community

We need to devise our own process for appointment of Trustees. It was noted that the paid staff of Solva Care, Co-ordinator and Treasurer/Secretary) have been appointed by recognised means under the Community Council or Solva Care Board.

#### 2. Number of Trustees.

We need to reconsider the maximum number of Trustees given in the Constitution in the light of the Board/Committee structure we adopt.

#### 3. Appointment of Officers.

A process is needed for appointment of Officers (Chair, Vice-Chair, Secretary and Treasurer (assuming the latter two are Trustees). It was considered that the usual procedure of nomination for posts and voting by Trustees at the AGM would be a suitable procedure for our size of operation.

Questions were raised over the length of term of Trustees and questions of dismissal and reinstatement. The present terms in the Constitution need to be revisited.

#### 4. Conflict of Interest.

We will have a "Conflict of Interest" book which will also include procedures for preventing and resolving conflicts of interest.

#### 5. Supervision.

It was agreed that the Co-ordinator should be the overseer of paid employees, and answerable to the Chair of the Trustee Board.

It was also felt desirable to formalize in some way the Co-ordinators interaction with Volunteers. There should be at least 1 Volunteer meeting per year and regular reporting on volunteer activity (as at present in the Quarterly reports to Sustainable Development Fund (SDF)).

There should also be consideration of need for training of Trustees and paid employees as well as that of volunteers.

#### 6. Large expenditure.



We need a procedure for agreeing and recording this. What is considered "large expenditure". How and to whom is the request made? By whom is it agreed?

7-10 Structure & role of trustees.

It was agreed that Trustees may be involved in both Administrative and volunteering roles, but should recognise that these need to be kept separate in their minds when strategic matters are being discussed.

The structure set out in recommendation 10 of the Review was generally accepted with the amendments/observations:

- a) Finance sub-committee be renamed as Funding sub-committee. It will deal with funding applications and matters relating to funding. The general financial aspects will be dealt with under general administration.
- b) the Research sub-committee will continue as is involving both internal and external groups.
- c) In the diagram the sub-committees should have links with both the Strategic and Operational boards.
- d) Sub-committees may buy in extra expertise as required. The example was given of application for large grants. A proviso was raised here that some grant applications do not allow use of external staff.
- e) Functions of the Strategic and Operational Boards need to be identified. These will need separate Chair persons.
- f) The Operational Objectives listed under recommendation 7, should be studied by Trustees who then need to decide which parts they wish to be involved with and therefore which Board(s) and Sub-committees they should belong to.
- g) The Operational Board and sub-groups do not need to be totally made up of Trustees. Trustees, paid employees and anyone with relevant input to the agenda may attend. On the Strategic Board, only Trustees can vote.
- h) A short term Task Force is needed to set up new procedures, identify amendments needed to the constitution. Once these are in place the Task Force can be disbanded.

Forward Plan

1. Write up resolutions for the meeting (FHB) and communicate to Sue Denman and Lesley Robertson-Steel.
2. Identify where the Constitution needs amending (Nb. Including change of name to Solva Cares) and new procedures required.
3. Present report to the Board meeting on Jan 9 2018 (following Research Group meeting on 8th Jan 2018)
4. Set up Task Force and give deadline for amendments to Constitution and new procedures.

### **Actions on Governance (towards new Structure in place by AGM May 2018)**

FHB 4/1/2018

#### **Agree..... (Board Meeting 9 Jan 2018)**

1. Number of Trustees (in light of structure adopted)
2. Length of term of trustees, dismissal & re-instatement
3. Procedure for Appointment of Officers and trustees .

**Implementation (Deadline 22nd Jan 2018) Lead Mollie.**

1. Chair of operations committee to be appointed (Chair of strategic committee continues till AGM)
2. Task and Finish group to be set up

**Procedures needed (Task & Finish group to action) (Deadline AGM)**

3. Conflict of interest (formal procedure for preventing and resolving needed, plus record book )
4. Procedure for authorising large expenditure ( What is “ large”. To whom is request made, B y whom is it agreed?)
5. Complaints procedure

**Checks needed. (Task & Finish Group to action) (Deadline AGM)**

6. Review and document processes for appointment of Officers (Chair , Deputy Chair, Secretary, Treasurer), paid officers and other paid employees.
7. Ensure contracts are in place (if appropriate) for paid employees.
8. Ensure support and accountability is clear and documented.

**Longer term**

1. Consult Charities Commission guidelines for small charities to see if our constitution complies. Report any advisable additions or alterations (Lesley?)
2. Amend Constitution and liaise with Charity Commission on changes (Bruce)