

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

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

Attended by:

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

Solva Care Manager: Lena Dixon

Web Administrator: Maria Jones

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**

2. **Apologies.** None

Matters Arising

3. **Agree minutes of the meeting held on 21st November 2017.**
Agreed and signed – all actions were reviewed.

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

December volunteer hours: 90.59 + group 30.25 = 120.84 in total.

The number of Solve Care volunteers and service users were:

- Volunteers 21
- Service users 25

a. **Meetings**

- 4th December RME Group meeting
- 5th December Governance meeting
- 8th December Meeting with Helen Morris and Sandra Young to plan Friday Club for 2018
- 8th January RME meeting in Carmarthen (with Sue Denman and Fran Barker)

b. **Forthcoming meetings**

- 26th January meeting with Sue Hall PCC (Adult Care) re new home support project

c. **Events Attended**

- 30th November – Dementia conference at Withybush Hospital (Solva Care stand, with Sandra Young)
- c. **Forthcoming Events (external)**
- 26th February Rethinking Respite, Carmarthen – arranged by Older Peoples Commissioner for Wales
 - 15th March Ageing well in Wales – Aberystwyth (Solva Care talk/presentation).
- d. **Solva Care events**
- Friday Club: 6-12 people attend + volunteers. Activities: C&W, Reminiscence, Ukulele Pirates, Peg on guitar, Yoga & Music quiz, games & storytelling, St Davids Cathedral hand bells
- e. **Marketing**
- Interview by Sarah Moore BBC Wales (radio) – Robin Tyler and Mollie Roach also attended

5. **Communications Report.** Trustees reviewed quotes for the hosting of the Solva Care web site caused by the current provider ceasing business at the end of January 2018. All members agreed that new hosting arrangements would be awarded to Webzer Ltd at an annual cost of £300 plus VAT.

- a. **Web Site.** Maria delivered the following report:
- Met with Mollie Roach
 - Continued posting of news stories on website and Facebook, including BBC Radio Wales link.
 - Added a new page to 'Project' for the mosaic project and put changing news posts on the front page.
 - Ongoing moderating of comments on Website.
 - Increased Facebook page 'Likes' to 91; Bluetits swim post had 565 views.
 - Issued 3 press releases and had two articles in the Western Telegraph and one in the County Echo.
 - Obtained tenders for transferal of hosting.
 - 5 Solva businesses have agreed to become Friends of Solva Care.

Next Month's Planned Activities

- Transferal of hosting and meeting with new company (after which the website 'theme' will be updated and Google Analytics set up).
- New, regular posts with content provided by Lena & Susan (on website & Facebook).
- New page for business Friends of Solva Care and further canvassing of local businesses
- Further work on Search Engine Optimization
- Home page to be translated into Welsh

b. **Twitter.** Active

c. **Newsletter.** Trustees agreed the following for February's edition:

Food delivery: Gwyn in Bay View Stores in Solva is producing a home-cooked meal daily for £3.50/portion. Solva Care may be able to help with delivery for residents who are housebound and/or are not able to get to the shop. Contact Lena Dixon on 07805 717556 if you are interested.

BBC Good Morning Wales: On 19 December, Sarah Moore broadcast a piece about her return visit to Solva Care. Listen to Mollie, Lena, Betty, Bryony and Robin on Sarah's report, about 1 hour 11minutes in. <http://www.bbc.co.uk/programmes/b09j4j31> (also on Facebook and our website).

Old Nokia mobile phones: It came to our attention in December that sometimes people end up in hospital without any means of communication. They may not have a mobile phone or may have forgotten to bring it/charge it/top it up. We thought it would be a good idea to have a few very basic 'pay as you go' phones to lend to those who need one. So if you have an old Nokia phone that you don't need perhaps you could donate it?

Card & board games: It has been suggested that a regular meet up for card or board games may be a good idea, on either a Tuesday or Wednesday afternoon. Please contact Lena if this is something you may want to participate in.

A Big Thank You - To Solva Woollen Mill who raised £200.00 for Solva Care with donations for their mince pies and mulled wine at the annual Christmas Fayre. Also to Capel Uchaf for their donation of £96 from their Carol Service. Plus anyone else who have made donations to us!

Calling all budding film producers, directors and editors! Solva Care has been given a grant to share its good work with other communities. One idea is to make a film that will centre on village life. If you are interested in joining the team that will take this project forward please contact Sue 07817 410782 or Lena 07805 717556.

Open Garden - It is being planned to have an Open Garden event in June (possible over the weekend of 16/17 June) in support of Solva Care. More details to follow in further Newsletters.

6. **Chair Report.** Mollie spoke about the upcoming meet with Jason Bennett of PCC, together with Linda Jones (Services Department, with responsibility for Direct Payments project) and Chris Davies newly appointed as Intermediate Care Project Manager – the meeting would take place after this meeting. The Solva Care LEADER application had been successful and the funding would allow us to start work in April in four areas:- working with our local surgery on a preventative care programme; working with service users to support the formation of Direct Payments Groups, to give those needing care more autonomy with regard to meeting their needs; working with Paid agency Carers and with local privately

employed carers to agree protocols and procedures to facilitate a more integrated service delivery, and working with our Research Group on a toolkit to support and encourage other communities seeking to replicate our project. All this is a natural development of our Pilot project which continues to deliver social care directly and immediately in response to individual need. We are still very much in line with current thinking about the delivery of care, especially in a rural setting and in circumstances when the pressure is on to find innovative ways of delivering services - not just because they often deliver better outcomes, but also in response to the need to find more cost effective ways of providing any service at all. We continue to discuss the possibility of arranging a joint meeting, involving PCC the LHB and Solva Care, to examine the issues around sustainability, the funding and delivery of the Project for the future.

7. Revised Governance Structure. Members agreed to recruit 2 additional trustees. Target Date April 2018. Job Descriptions were to be prepared. **Action; lead to be agreed at February meeting.**

Work to review the current governance structure was underway and trustees aimed to implement endorsed changes by mid-2018. Any changes would be agreed with the Charity Commission – **Action Sue Denman.**

Trustees also agreed to establish two new sub-committees:

- a. Governance:
 - Josh Phillips (Chair)
 - Sue Denman
 - Fran Barker
 - Lesley Robertson- Steel
 - Jonathan Higgins
- b. HR
 - Josh Phillips (Chair)
 - Mollie Roach
 - Carol Ann Jones
 - Sandra Young
 - Leslie Robertson-Steel

Sub-committees would meet independently. Chair's would provide a report at each Charity Trustee Board – Terms of Reference were to be drafted; **Action leads to be agreed** at February meeting.

8. Mosaic Project. Sue informed members the project was on track for a spring community launch party and congratulated everyone who was involved. Fund raising for the new hand rails continued and PCC's help to renovate the steps had been very positive. A local media article on 6th December 2017 reported that a Bluetits' Solva Harbour swim had raised £800 for the Pwll Melyn steps project.

9. **Open Gardens event.** See Newsletter report item 5c.

10. **Solva Care Facilities.** Members highlighted the requirement for a permanent Solva Care space. Although the Hall provided space for the Friday Club and other activities the development of the AFC would be of benefit. Office space for Solva Care was included in future AFC plans as well as floor space for prevention activities, both inside and out. The ability to park outside of the AFC would be a significant benefit to many. **Action - Mollie to request a progress report at the next SCC meeting.**

11. **Finance Report**

a. Solva Care Bank Balance at end of December. The balance at 31st December 2017 was £49,827.51. Income & Expenditure (actual) for December was presented and agreed by Trustees.

b. Available funds. These were reviewed.

c. Draft Budget 2018/19. The draft budget was presented and agreed by Trustees, complete with spend profiles, New fixed salaries were also presented and agree by Trustees for employees and contractors. Effective from 1st April 2018:

- Coordinator £15 per hour – fixed at 96 hours per month
- Treasurer & Clerk £16.26 per hour – fixed at 50 hours per month
- Web Administrator £12 per hour – maximum of 10 hours per month

d. Financial Governance. All expenditure to date had been approved by signatories and signed as appropriate.

e. Integrated Care Fund (ICF). Replacement of Welsh Government funding would be achieved with ring fenced ICF funds. This position was agreed on 7th December 2017 with Kim Neyland, Regional Programme and Business Manager, West Wales Care Partnership. The initial ICF invoice for Solva Care expenditure covering the period April to November 2017 was submitted on 13th December 2017.

Background: Solva Care met with officials on 11th January 2017 in Cardiff to discuss the grant provided by Welsh Government and the future of the project. This meeting established WG would ensure alternative funding was identified and paid to Solva Care before the original grant was repaid. It was also agreed Solva Care would register as a charity to overcome legal constraints of Community Councils not having the Power to Trade. These actions would address the WG oversight of granting funds to a Community Council with no Statutory Power to spend it. Follow-on meetings with the West Wales Care Partnership based in Carmarthen would be scheduled to agree the ICF process. WG acknowledged that all funding arrangements would to be in place by the end of FY 2017/18.

12. **Research & Evaluation Report.** Sue delivered the following report: The RME meeting in December went well. Evaluation tool for the Mosaic Project was finished. The Solva Care Toolkit was also discussed and a dedicated meeting would be scheduled later in January – toolkit

development would proceed with current ring fenced funds. Maria would support this development phase.

Trustees also agreed the proposal to involve Maria in wider research and agreed to send her on available courses. There was a free one day course on research methods, run by the Government Research Support Centre in Cardiff on 15th February. Unfortunately the course was full with a large waiting list; Maria was, however, available to attend and the Research Centre had moved her to the top of their waiting list. Solva Care would cover her travel cost and expenses.

13. **Configuration Librarian Report.** NTR

14. **Report from Members.** NTR

15. **AOB.** Nil

16. **Date of next meeting**

a. Thursday 15th February 2018

b. Tuesday 6th March 2018

Compiled by:

Bruce Payne (Clerk) 14th February 2018

Signed by: Mollie Roach (Chair)