

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

**Charity Trustees Board**

Minutes of the Meeting held on Tuesday 31<sup>st</sup> July 2018 at  
1:30p.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Sue Denman, Fran Barker, Sandra Young,  
Carol Ann Jones, Jonathan Higgins.

Solva Care Manager: Lena Dixon

PIP Development Assistant: Leslie Robertson-Steel

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** Mollie welcomed Wendy Wright (Trustee candidate) to the meeting.
2. **Apologies.** Wendy Wright (Trustee), Maria Jones (Web Administrator).
3. **Declarations of Interest – Personal or Prejudicial.** Sue Denman declared a Personal Interest with Research. Sue had retained an academic position at Cardiff University. This means she would continue to be committed to excellence and ethically approved research. Whilst this does not mean she stands to gain financially from any research undertaken by, or for, Solva Care, it may have implications for research design and costings.

**Matters Arising**

4. **Agree minutes of the meeting held on 26<sup>th</sup> June 2018.** Agreed and signed – all actions were reviewed.
5. **Chair Report.** Mollie and Sue presented at the Bevan Commission International Conference 2018 on 3<sup>rd</sup> and 4<sup>th</sup> July. The conference explored the role of community members in shaping the future of health and care. The Solva Care presentation went well and lots of questions were asked. We made many good contacts and follow-up visits to Solva were discussed.
  - a. **PIP Development Assistant.** The Chair noted that Lesley had completed her probationary period of 3 months. Trustees unanimously agreed this was successful and invited Lesley to complete the full period as set out in her Written Statement of Employment Particulars.

6. **Solva Care Manager Report.** See Lena's report attached to these Minutes.
7. **Friday Club Report.** See Sandra's 20th July report (end of Minutes).
8. **PIP Development Report.** See Lesley's report attached to these Minutes.
9. **Toolkit Report.** Sue informed Trustees the first installment would be on the website on Friday 3<sup>rd</sup> August. Sue requested that members get on with their contributions asap as the other chapters would be released on a 2 weekly rolling programme. In late October/November an edited version would also be available as a downloadable booklet.
10. **Communications Report.**
  - a. **Website.** NTR
  - b. **Twitter.** Sue reported that followers were increasing steadily. Bevan Commission recently tweeted that we were one of 3 examples of good practice, which had helped greatly.
  - c. **Newsletter** – August content had been sent to the Editor.
11. **Research & Evaluation Report.** R&E Sub-Group would meet in August. Innovate to Save application had been submitted as well as a full application to Dunhill Medical for a research grant. The Bevan exemplar application had been delayed. Sue informed members she was preparing the protocol for Solva Care 'roll out' and was also going to Aberystwyth for a meeting with project HAHAV who were a newly-registered charity providing a Hospice at Home Volunteer service to the local community of North Ceredigion (Aberystwyth, Tregaron, Lampeter and Aberaeron).
12. **Governance Report.** Sue had made a start on the paper on structure and should have it ready for the next meeting in September.
13. **HR Committee Report.** Job descriptions, Written Statement of Employment Particulars, a Freelancer Agreement and a One-way Non-Disclosure Agreement would be prepared for: (**Action Bruce**)
  - a. Coordinator/Manager.
  - b. PIP Development Assistant.
  - c. Finance Officer.
  - d. Community Action Researcher.
  - e. Contractors.
14. **Finance Report**
  - a. Solva Care Bank Balance at end of June. The balance at 30<sup>th</sup> June 2018 was £38,041.73. Income & Expenditure (actual) for June was presented and agreed by Trustees.
  - b. Available funds. These were reviewed.

- c. Grant Revenue. SDF & LEADER revenue was reviewed
- d. Financial Governance & Budgetary Control.
  - i. Approval of Expenditure to date. All expenditure to date had been approved by signatories and signed as appropriate.
  - ii. Upcoming Charitable Expenditure<sup>1</sup>. Expenditure for August was reviewed.

15. **Finance Committee Report.** The next meeting of the Finance and Funding Sub-Group was on Thursday 9<sup>th</sup> August.

a. **Tudor Trust.** Mollie had prepared a draft Tudor Trust funding application together with an introductory letter which was required to accompany the application. The application must be supported with our audited annual accounts and a copy of our Annual Report.

b. **Annual Accounts.** The accounts for 2017/18 and all supporting financial records had been submitted to our independent examiner, LM Griffiths & Co (Chartered Certified Accountants and Registered Auditors). When the examination/audit was concluded in September the following documents would be submitted to the Charity Commission: (Action Bruce)

- i. Trustees' annual report (set format).
- ii. Complete set of accounts.
- iii. The annual return.

16. **Report from Members.**

17. **AOB.** Fran asked Trustees if Solva Care should sign-up to the The West Wales Nature-based Health Service Network. Sandra informed Trustees that Solva Care had already become members.

**Action Sandra/Fran** would provide Trustees with details of future Network activity.

a. The West Wales Nature-based Health Service Network was established in 2015. The Network is based on the understanding that experiences in nature have beneficial impacts on human health and wellbeing. The extensive membership of the Network demonstrates that this type of work is not only an emerging area of practice but also delivers a well-informed ethos and approach to many practitioners, projects and services. The Network is coordinated by Pembrokeshire Coast National Park Authority and West Wales Action for Mental Health and brings together over 50 members from health and environmental sectors. It is a mutually supportive network for practitioners, but it welcomes academics, researchers and lay people interested in advancing the principles of nature based health as well

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<sup>1</sup> Charitable expenditure is expenditure that the charity has incurred for charitable purposes only. It includes such items as charitable grants and expenditure incurred on the administration of the charity.

as clinicians and managers from health and social care sectors. The Network offers peer support and guidance and is a platform to share and learn for all. The Network is also committed to making change and will actively support the development of projects on the ground.

**18. Date of Next Meeting**

- a. Friday 7<sup>th</sup> September 2018 at 1:30p.m. in the Memorial Hall.

Compiled by:  
Bruce Payne (Clerk) 3<sup>rd</sup> August 2018

Signed by: Mollie Roach (Chair)

## Item 7

### Feedback from Friday Club participants 20 July 2018

12 people took part and answered the following four questions:

#### **What do you like about Friday Club?**

I enjoy coming. It's good and I like the music: ukulele band and Country & Western

Meeting other people. It keeps me in touch with what is going on.

I like being able to attend or not as I feel on the day.

Everything. (Two people said that).

Music. We've got a terrific set up with music, Tony (C&W) and Ukulele band.

Meeting everyone & seeing people. The hours suit me too.

Like some things, not everything suits. Nice to meet up.

(The following was the result of a discussion between four people):

*Solva Care rescued me from Isolation. Gets you out to meet others.*

Sound/music – ability to dance to the music. Company, talk.

Music – would dance if I could. Enjoy watching people laughing, warm feeling.

Love my Fridays. Like Beetle game.

Chatting to people, meeting people – everyone friendly. Sociable afternoon.

Love it - fun. People singing enjoyable. Wouldn't miss it.

Socializing. Enjoy the bands. Like helpers who fetch me.

#### **Is there anything you don't like?**

Nine people said no/not really/nothing/no complaints.

I don't think so – everything seems good.

I can't do craft work because of my poor eyesight.

I think we should pay a little.

#### **Is there any activity or occasion that sticks in your mind? Why?**

Like the music & dancing. Makes you feel good moving around.

I've enjoyed every activity.

I like watching the dancing.

Everything.

Multiple.

Beetle drive – it's a good laugh. Exercises are good for you.

The Music – my father had a band. Father guitar, mother piano. Card making.

I like the exercises we do.

(The following was the result of a discussion between four people):

Trips – Angle, good food. Four lovely fellows looked after us (*VC Gallery – my note*), Whitesands. Charity shop shopping. Daisybus Gardens – bought plants. Cinema outing. Ukulele.

#### **Have you got any suggestions of new activities you would like?**

Can't really think of anything. Like head and shoulder massage.

One person left it blank and one said 'no'.

Maybe the RNIB (?) have some suggestions that all could enjoy.

We have a very wide variety now.

It's all good.

You can never have too much music.

Like watching dancing.

*(The following was the result of a discussion between four people):*

Indoor bowling – soft ball. Art club. Soft ball activities. More dancing. Board games.

*Conclusions/comments:*

*The feedback session seemed to work best when people did it together in a group (well done Carol Ann!).*

*One person fed back that they should pay a little. Maybe we should put the collection box out?*

*One fed back that 'couldn't do craft work due to poor eyesight. Maybe we could have an alternative activity at those sessions? Head and shoulder massage? Board games? (Both were suggested as new activities). One person mentioned 'like watch dancing' – maybe find one or more person to come and dance.*

*Other suggestions: indoor bowling & other activities with a soft ball.*