

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Tuesday 26th June 2018 at
1:30p.m. in the Memorial Hall

Attended by:
Trustees: Mollie Roach (Chair), Sue Denman, Fran Barker, Sandra Young,
Wendy Wright

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.** Carol Ann Jones (Trustee), Jonathan Higgins (Trustee) Maria Jones (Web Administrator).

Matters Arising

3. **Agree minutes of the meeting held on 22nd May 2018.** Agreed and signed – all actions were reviewed.
4. **Solva Care Manager Report.** Lena delivered the following report:
 - a. Volunteer hours: Apr: 110.5 + group 31.25 = 141.75 hours (not including admin). 26 service users, 23 volunteers.
 - b. Meetings
 - 6 June: Solva Community Council Meeting. Offered to consult with local residents to establish what disabled access & routes they would like to see in the village
 - 8 June: Attended surgery with Tanya Horwood in Dinas. They have had some Leader funding and Tanya is working with Dinas Community Council to set up some services in line with the Local Wellbeing Plan.
 - 25 June: A new volunteer Margaret Hughes (with Lesley).
 - c. Forthcoming meetings
 - 27 June: Review with Mollie.
 - d. Events attended
 - 22 May: Dementia friendly cinema Theatr Gwaun – Singing in the Rain. Supported by Alzheimer's Society. Lesley & Lena took 5 people (service users)

- 5 June: Angle outing with the VC Gallery (arranged by Sandra)
- 16-17 June Open gardens Solva (Organised by Fran)
- e. Forthcoming events (external)
 - 4 July YSADS dress rehearsal
- f. Events arranged by Solva Care (Sandra)
 - Friday Club 4 sessions: 9-13 attending each event + 2-5 volunteers. Activities: Scrapbook memories/Gentle movement, Country & Western, Storytelling/St Davids Cathedral Bells.
 - 3 July Daisybus gardens outing
- g. Marketing/Publicity
 - 20 June: BBC Wales (TV) interviewed Lena and Maureen (in Welsh), filmed Jonathan picking up Jim and also filmed and talked to people at the Coffee morning. It was all to do with NHS 70 years and what will the next 30 bring. Will be aired in about 10 days.
- h. Training
 - 11 July PAVS: Mental Health Awareness training. Solva Care has 4 places (Sandra, Carol Ann, Lesley. (Lena unable to attend TBC)
- i. 5 DBS checks of volunteers via Powys County Council are complete.

5. **Friday Club Report.** Sandra prepares and distributes a report on all Friday Club events. The report for the 22nd June Friday Club is at the end of these Minutes. Such reporting provides good “People Led” evidence as it clearly demonstrates how the community have been integral in informing and shaping the project. Reports will support our Big Lottery bid.

6. **PIP Development Report.** We are at a very early stage but it is already clear that the PIP project, as an extension and development of the Solva Care Initiative, brings the work already in operation into sharper focus. The early work Lesley has done on the Direct Payments aspect of the project builds on research in the early stages of Solva Care.

Lesley delivered the following report:

- a. Meetings Held
 - 14/5/2018 Meeting with Colette Dyer Care Manager
 - 14/5/2018 Meeting with Mollie and Lena project Induction and Discussion for New PIP Role
 - 15/5/2018 British Red Cross Training, Solva Memorial Hall
 - 16/5/2018 Handover meeting with Lena (covering Lena’s role whilst Lena was away)
 - 18/5/2018 Covering Solva Surgery
 - 18/5/2018 Visited Potential New Volunteer Margaret Hughes
 - 4/6/2018 Research Meeting with Lesley, Lena, Sue, Fran, Maria

- 6/6/2018 Luncheon Club discussion with Members re PIP Post
 - 6/6/2018 Innovate to Save discussion – Meeting with Sue
 - 11/6/2018 Meeting with Lena re PIP Action Plan
 - 18/6/2018 Meeting with Lesley, Lena, Carol Ann to discuss and establish work to date around contacting potential Carers and to discuss the development of the volunteer section for the Toolbox
 - 19/6/201 Meeting with Mollie and Lena to discuss revised Milestones and PIP action plan
 - 21/6/2018 Meeting with Sue Mollie and the members of the Research Collaborative to discuss the different projects that we might apply for e.g. Innovate to Save, Toolkit.
 - 26/06/2018 Emailed members of Solva Care Charity Board key Milestones and Action Plan for delivery of the PIP Project, as agreed with Chair Mollie Roach and Lena Dixon, Solva Care Co-ordinator
- b. Forthcoming meetings
- 28th June 2018 Meeting with Solva Care Research Collaborative and Y Lab Team to discuss Innovate Project.
 - 3rd July SCC meeting to discuss Intergenerational Exercise and Pathways in Solva
- c. Events attended
- Tuesday 22nd May Dementia Friendly Theatre afternoon with Solva Care Users an outing to see the film Singing In The Rain in Fishguard
- d. Forthcoming events (external)
- Please Refer to PIP Action Plan & Key Milestones as circulated.
- e. Marketing/Publicity
- Solva Newsletter- Saint David's Luncheon Club to advertise for new members.

7. **Chair Report.** Carers Week (11th to 17th June) was an annual campaign to raise awareness of caring, highlight the challenges carers face and recognise the contribution they make to families and communities throughout the UK.

Mollie requested that Fran's Diary captured annual events e.g. Macmillan Tea party, Volunteers week, etc. and then built into our calendar (some had been missed this year as we didn't know about them until it was too late.

Action Fran. Mollie attended the SCC meeting on 6th June and updated Trustees on the funding opportunity from Pembrokeshire Enhancing Grants. Solva Care had been registered as an eligible project and would submit an EOI for an option 2 grant. **Action Finance Committee.**

8. **Communications Report.**

- a. **Website** – Written report submitted (see end note).

Maria had requested that Trustees confirm they were happy to accept @solvacarewales for all our future social media. A Dutch medical company had previously taken @solvacare.

All Trustees agreed the proposal to use @solvacarewales. **Action Maria**

b. **Twitter** – Followers numbered 250. We continue to make excellent contacts and gain from the information. Sue continues to cascade all information to Trustees.

c. **Newsletter** – July content was underway.

9. **Research & Evaluation Report.**

a. Sue met with the Innovate to Care team on 29th May in Cardiff and then on 21st June in the Memorial Hall. The focus was a grant application with a deadline of 16th July. There will be a further meeting with the Innovate to Save team on 28th June in Solva to review the application. Reps from PCC, HDUHB and PAVS will also attend.

b. The Churchill Medical EOI was successful but was submitted under-costed by Swansea University. The funder will only accept a 10% increase on estimates. We are waiting to hear if Swansea University will agree to the more detailed costings. Sue has yet to receive information.

c. Sue and Mollie will present on Solva Care at the Bevan Commission's conference on 4th July 2018. We will use our experiences to push the strategic agenda around communities.

10. **Toolkit.** A revised roll out timeline has been agreed with partners. 1st instalment by Sue will go out in 2 weeks. The rest to roll out fortnightly in any order. Only one application received for graphics/cartoons and drawings will be based on 'Long John Solva'.

11. **Governance Report.**

a. **Large Expenditure.** Fran informed Trustees that a 'Large Expenditure' procedure was required to strengthen current financial Governance. **Action – Jonathan** would draft and present for review by the July meeting.

b. **New Governance Structure.** Trustees had previously embraced a new governance structure focussed on Operational and Strategic matters. Sue to draft a paper on what the new governance structure would mean for Trustees, and a time line for implementation. **Action Sue**

12. **HR Committee Report.** Recruiting new trustees. Mollie had prepared the advert and this would be published in the next Newsletter. Maria had also been tasked to prepare posters for display locally. Candidates can contact Mollie or Bruce for further details. Information sheets will be available for anyone expressing an interest who will be invited to write a brief letter detailing experience and skills and responding

to the information sheet. Informal interviews can then be arranged with the sub group. We hope to get the new Trustees in place by September 2018.

- a. **Contracts of Employment.** Mollie had completed Lena's contract less figures. Contracts for Lesley and Bruce remained outstanding.

13. Finance Report

- a. Solva Care Bank Balance at end of May. The balance at 31st May 2018 was £38,754.35. Income & Expenditure (actual) for May was presented and agreed by Trustees.
- b. Available funds. These were reviewed.
- c. 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 Expenditure¹.
 - a) Localgiving Membership for 2018/19 £96. Trustees requested a breakdown of donations received in 2017/18 prior to a decision to renew. **Action Clerk**
Post Meeting Note: Breakdown distributed. Trustees supported renewal of membership.
 - b) The estimated Friday Club cost for July was £200.
 - c) Big Lottery bid. Trustees acknowledged an approximate cost of £380 to prepare the Stage 2 bid.
 - d) Daisybus Gardens trip on 3rd July. The anticipated cost was £75 (£5 per head). Trustees supported the expenditure.

14. Finance Committee Report.

- a. **Strategic Funding.**
 - i. Update on developing discussions with Bernardine Rees OBE (Hywel Dda Chair) about funding for community based schemes.
 - ii. Big Lottery People & Places. Mollie and Bruce met with Sarah on 26th June to go through the Big Lottery stage 2 requirements of a full application for £275,000 over 5 years. Timeline to submission:
 - 18 July at 10a.m. (Hall) - Second face to face meeting with Sarah
 - 7 September - Draft application complete and ready for review by Trustees
 - 14 September - All Trustee comments received
 - 4 October - Stage 2 application submission by this date

¹ 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.

In addition, section 8 on page 6 of the application asks to hear about a number of things - one of which is the background and experience each of the Trustees bring to the charity - **Action:** Trustees invited to prepare a personal pen picture setting this out.

b. **Operational Funding.**

- i. Allen Lane Grant 2018/19 – Lead Sue
- ii. Dunhill Medical Trust R&D EOI – Lead Sue
- iii. Innovate to Save programme – Lead Sue
- iv. PCC Enhancing Pembrokeshire Grant – Lead Mollie
- v. Localgiving Magic Little Grants – Lead Sandra

15. **Report from Members.**

16. **AOB.**

a. **Personal Interests.** Mollie and Fran requested a new standing agenda item from July onwards; Declarations of interest - Personal or Prejudicial.

If you declare a **personal interest** you can remain in the meeting, speak and vote on the matter, unless your personal interest is also a prejudicial interest.

Your personal interest will also be a **prejudicial interest** in a matter if a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest. (If prejudicial, you must leave the meeting for that item)

b. **Open Gardens Event.** The event held on 16 & 17 June was extremely enjoyable for both the gardeners and the visitors alike, in spite of the very mixed weather. Saturday afternoon sun was most welcome. Thanks are due to many people: The Gardeners (8) for all their hard work, Helpers (10) for support, catering and transport, provision of cakes & scones (2). Maria took photos and videos of the gardens so we will have a good record of the event. £280 was raised for Solva Care from entrance fees, sale of refreshments and poetry books, and donations.

Gardens Brochure. Fran had received a £42 invoice from Cleddau Press for the production of the Open Gardens Brochure. Fran paid the invoice in full. Sarah Wint of Daisybus Gardens had sponsored the brochure to the tune of £40 and repaid Fran in cash.

17. **Date of Next Meeting**

- a. Tuesday 31st July 2018 at 1:30p.m. in the Memorial Hall.

Compiled by:
Bruce Payne (Clerk) 5th July 2018

Signed by: Mollie Roach (Chair)

Item 5:
Friday Club Report - 22nd June 2018

Activities: Scrapbook memories with Helen
Gentle movement with Helen

Pre-meeting: put out chairs, cups, refreshment bag.

Transport: Helen transported Jim, Sandra, Thelma, Tom, Margaret.

Present: Elaine, Tony, Tom, Thelma, Yvonne, Jim, Nona, Helen H, Helen M, Sandra

Scrapbook memories:

Several members brought in photos. Helen introduced some stickers and little cards and the group sat around one table discussing cards and other personal data that helped to cement cohesiveness and the well-being of everyone in the group. Helen, a new helper joined us and was introduced and also contributed telling us about her round the world voyage and the different cultural experiences. Jim revealed some enlightening experiences of his past whilst others joined in the opportunity for social interaction.

The way forward:

It is always quite a challenge trying to encourage the group to bring in their photos. Helen used this opportunity to help the group talk about the photos that circulated but also put it place a plan B (card making) that encouraged creativity, concentration etc. It also served the purpose of creating a card for Tom and singing happy birthday to him. This was a relaxed session that was well worthwhile for group solidity.

Gentle movement

After tea had been served, Helen introduced her yoga and gentle movement session explaining the unique properties of the sense of smell and its important link and proximity to vital brain functions. This provoked more questions and interest that she would explore at future sessions.

Helen surveyed the dynamics of the group by introducing some innovative techniques for exercising breathing, helping combat left and right confusion, building positive posture and using feet, arms, head, neck to increase flexibility. The session evoked feelings of calm and relaxation that everyone benefited from.

The Way forward:

Helen, thinking on her feet, cleverly planned for a 'Plan B' and was not phased by the diversion. Helen's expertise, excellent rapport with the group once again made for an enjoyable session. Clearly these session raise awareness, develop all-embracing well-being, utilising creativity, social relations and communication.

Sandra Young

Item 8a

Website & Facebook Report

This Month's Activities

- Continued posting of news stories and forthcoming events on website and Facebook.
- Assisted Lena with email address set up.
- Monitored incoming emails until Bruce and Lena have full access.
- Did sketch design of the updated website.

Next Month's Planned Activities

- Work on mock-up of new design for website.
- Complete set-up of email addresses with Lena and Bruce.
- Start coding the new website design.

Other Matters/Requests

- Is a press release required on LEADER funding or start of the mosaic installation?

Maria Jones

Web Administrator