

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Tuesday 6th March 2018 at
9:30 a.m. in the Memorial Hall

Attended by:

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

Web Administrator: Maria Jones

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**

2. **Apologies.** Josh Phillips

Matters Arising

3. **Agree minutes of the meeting held on 15th February 2018.**

4. **Chair Report.** Mollie spoke about discussions with Jonathan Weaver (PCC Quality Assurance Officer) who had confirmed the recent domiciliary care tender had broken the county into 4 lots with Solva present in lot 1. Within this lot, 4 providers deliver service: Allied Healthcare, Pembrokeshire Care, Croeso Care and Cymer Ofal. However underneath this was a county wide lot, known as lot 5 which contained 8 additional care providers who were also able to deliver service across the county, where geographical lot providers were not able to meet need. These were: Safe Haven, Elliots Hill Care, Harbour Care, The Human Support Group, County Key Care, Associated Healthcare, Western Welsh and Care In Hand. Many of these providers, however, deliver services in certain geographic locations and as such may not have the ability to extend services to Solva when approached. This was an issue that Jonathan was working with providers on, to continue to improve the availability of service moving forwards.

Mollie, supported by Trustees, requested the following FOI questions were submitted to PCC: **Action Clerk** (Post Meeting Note: sent to PCC on 7th March 2018 – PCC acknowledged receipt on 15th March, response issued no later than 6th April 2018)

- a. 2016/2017 – Please can you tell me how many adults requiring care aged over 60 received a Direct Payment from your authority for the costs of all or part of their care between April 2016 and March 2017?
- b. 2016/2017 – Please can you tell me how many adults living in the ward of Solva requiring care aged over 60 received a Direct Payment from your authority for the costs of all or part of their care between April 2016 and March 2017?
- c. 2015/2016– Please can you tell me how many adults requiring care aged over 60 received a Direct Payment from your authority for the costs of all or part of their care between April 2015 and March 2016?
- d. 2015/2016 – Please can you tell me how many adults living in the ward of Solva requiring care aged over 60 received a Direct Payment from your authority for the costs of all or part of their care between April 2015 and March 2016?

5. **Communications Report.**

- a. Web Site. Report attached.
- b. Twitter. Sue reported followers continued to rise and Solva Care had just announced their youngest volunteer. Chapters of the Toolkit would also be announced on Twitter.
- c. Newsletter. Monthly information continued to be published.
- d. Events Diary. See attached

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

January volunteer hours: 113 + group 39 = 152 (23 volunteers and 22 service users).

During the cold weather and snow Lena spoke to all service users to ensure they were OK, warm and had sufficient food – no problems reported.

a. **Meetings**

- 5th March – met with Jasmine (new young volunteer) Note: Lena drafting “Safeguarding Policy” for young people.

b. **Events Attended – None**

c. **Forthcoming meetings**

- 15th March – Ageing Well in Wales, Aberystwth (Solva Care to present)

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

- Friday Club 4 sessions: 9-12 people attend + 2 – 6 volunteers. Activities: C&W, Reminiscence, Ukulele, Peg on guitar, Yoga & Music quiz, games & storytelling, Gentle movement, Craft/drawing

- f. **Training** – First Aid sessions planned for May (with Red Cross) as well as Mental First Aid course.
7. **Research & Evaluation Report.** Sue delivered the following report:
- The technology bid with WSSCR and Stirling University is to be resubmitted by Judith Phillips
 - Fiona Verity will be submitting the Sustainable Project to Dunhill Medical
 - Maria is attending training in research methods. The Cardiff course by Health Care Research Wales was cancelled but will be rescheduled. The course was to be an introduction to research but in the meantime Maria will be attending a three day course on “ Story Telling” in research
 - Sue is exploring a joint application to “Innovate to Save” with HDUHB, PCC and WCVA. This will be a research and development project with an emphasis on development. The award is £15k in the first instance. Hopefully it will encourage key agencies to engage in strategic discussions with Solva Care
8. **Toolkit Report.** Sue informed Trustees the filming equipment had been ordered (and arrived). The work on the web resource has commenced with Maria having a key role with RME. 1ST steps – Sue to finish paper on the model; Mollie to do an interview style piece on the drive behind the charity; Lena on development.
9. **Mosaic Project.** Sue reported bad weather had clearly stalled the renovations promised by PCC. Mosaic students to meet on 21st March to look at future projects.
10. **HR Sub-Committee Report.** NTR
11. **Governance Sub-Committee Report.** Trustees agreed that draft job descriptions would be drafted for new trustee posts. Once agreed these would be advertised (web, FB, Newsletter etc.) Mollie and Fran were the agreed Points of Contact for interested candidates and this would be included in the advert. **Action Mollie, Fran and Maria**
12. **PIP Project.** Mollie reported the job description for the Solva Care Development Assistant PIP Project had been drafted together with the advert for the new post. Target dates were:
- a. 26th March – adverts posted.
 - b. 14th April, 5p.m. – Deadline for applications.
 - c. 21st April – Shortlist agreed, and candidates notified (all trustees to be informed).
 - d. 23rd April (W.B.) – Interviews (see below).
 - e. 30th April – References taken up and appointment confirmed.

Selection Panel agreed by trustees:

- Mollie Roach
- Sue Denman
- Lena Dixon
- Jonathan Higgins

13. **Open Gardens event.** Fran reported good progress continued to meet the event over 16/17 June.

An Appeal for donations will be run on Localgiving from 16th April to 31st May.

14. **Finance Report**

- a. Solva Care Bank Balance at end of February. The balance at 28th February 2018 was £69,991.81. Income & Expenditure (actual) for February was presented and agreed by Trustees.
- b. Available funds. These were reviewed.
- c. Financial Governance. All expenditure to date had been approved by signatories and signed as appropriate.

15. **Finance Committee Report.** Mollie report the draft Big Lottery application was complete. Fran would collate comments from trustees.

16. **The General Data Protection Regulation.** Trustees were made aware of the new law that will take effect in the UK from 25th May 2018.

17. **Report from Members.** Sandra and Carol Ann attended the Rethinking Respite event held at St Clears on 26th February. It was organised by the Older People's Commissioner for Wales and aimed at people living with dementia and their carers. The main speaker was Suzy Webster from My Home Life Cymru (based at Swansea University) whose Mother was diagnosed with early onset dementia in her 50s. (Reminiscent of the film Still Alice). Suzy looked at the wide implications of respite and regretted the fact that there is not a 'single' point of contact for those who have a diagnosis of dementia.

The aim of these events which are taking place all over Wales is to identify good practice and what it is that can promote more positive experiences for people living with dementia and their carers. The main question was 'What would a good break look like?' The results will be published in Spring 2018 and will be sent to us.

There was an interesting reference to Direct Payments which may have an impact on our Phase 2 procedures. It was identified by one speaker as the Best Kept Secret in Wales.

18. **AOB.** Nil

19. **Date of next meeting:** Tuesday 24th April 2018

Compiled by:
Bruce Payne (Clerk) 16th March 2018

Signed by: Mollie Roach (Chair)