

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Tuesday 22nd May 2018 at
1p.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach, Sue Denman, Jonathan Higgins,
Carol Ann Jones, Fran Barker

Solva Care Manager: Lena Dixon

PIP Development Assistant: Leslie Robertson-Steel

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** Mollie welcomed Leslie Robertson-Steel and Colin Reynolds to the meeting. Leslie in her new post as the PIP Development Assistant and Colin as a trustee candidate.

2. **Apologies.** Sandra Young, Maria Jones (Web Administrator).

Matters Arising

3. **Agree minutes of the meeting held on 24th April 2018.** Agreed and signed – all actions were reviewed.

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

- a. Volunteer hours: Not yet available
- b. Number of service users: Not yet available

Meetings:

- a. 12 April – Meeting with Steve Probert re new email address
- b. 14 April - Lesley and Mollie – initial ‘induction’ meeting
- c. 14 April - Colette, Researcher – set up 1st Care Messenger

Forthcoming events

- a. 22 May - Dementia friendly cinema Theatr Gwaun – Singing in the Rain. Supported by Alzheimer’s Society. Lesley & Lena took 4-5 people from Solva.
- b. 5 June - Angle outing with the VC Gallery (arranged by Sandra)
- c. 10 June - Daisybus gardens open day – CANCELLED
- d. 16-17 June - Open gardens Solva

Friday Club

- a. 4 sessions in May with 6-13 attending, plus 2-7 volunteers.
- b. Activities: Ukulele Pirates x 2, Gentle movement/exercise, Country & Western, Reminiscence.

Training

- a. 15 May -1st aid training 10.30–12.30

5. **PIP Development Report.** Trustees and Lesley would agree objectives to report against at monthly meetings. These would meet the Total Model of Care principles as set out in the approved LEADER application; i.e. (Action Lesley & Mollie)

- a. Co-ordinate paid carer and volunteer activities.
- b. Negotiate protocols and joint working procedures with paid domiciliary Care Firms and with private, paid carers.
- c. Facilitate joint working arrangements between the volunteer team and the paid Domiciliary Carers.
- d. Work to support local private carers in getting training and in establishing micro enterprise businesses to deliver care.
- e. Work in partnership with local surgery, LHB and Social services to build a preventative health care programme in order to delay or eliminate early decline into ill health, isolation and dependency.
- f. Support the use of Direct payments option and work with Diverse Cymru to establish a direct payments support group
- g. Work with Third sector groups, statutory services, local surgery, school, local clubs and groups (Boat owners, Business Group. Sailing and Water sports club etc.) to build up a programme of activities to support the program of preventative health and social care measures.
- h. Share good practice and benefit from learning to come out of the project by developing a programme/toolkit aimed at supporting and encouraging other small rural communities seeking to set up their own community based care delivery system.

6. **Chair Report.** The mission to find a viable option to resolve the long term financial sustainability of Solva Care continued. Recent discussions with Bernardine Rees OBE (Hywel Dda Chair) suggested that recent funding for community based schemes (such as Solva Care) could benefit our charity. Further discussions with Bernardine were planned and Mollie would keep everyone updated. Action Mollie.

The Events Diary was a very helpful document highlighting the ever growing number that requires attendance by one or more persons (trustees or employees). To aid coordination, the diary should also indicate who would represent Solva Care – representatives to be agreed by Chair. Action Fran/Mollie.

Mollie also spoke about the benefits of Social Prescribing, sometimes referred to as community referral, and was a means to enable GPs, nurses

and other primary care professionals to refer people to a range of local, non-clinical services such as Solva Care. **Action Lena & Lesley to discuss with Practice Manager.**

- a. **Solva Care name change. Trustees agreed to defer discussions to a later date.**
- b. **Community Hubs.** The Hywel Dda Our big NHS change document (p38) set out details of what a community hub was and the care and support you could receive from it. Trustees acknowledged that creation of a community wide hub would support everything that Solva Care was interested in. Future development would be monitored by Trustees.
- c. **AGM.** Trustees agreed the AGM would be convened in late September – date TBC.

7. **Communications Report.**

- a. Website – Written report submitted (see end note):
- b. Twitter – Followers are increasing. Tweeting on good news stories and this had generated many comments and debates. In discussion with Maria about linking everything on Social Media.
- c. Newsletter – June content was underway.

8. **Research & Evaluation Report.** Sue informed everyone that Fiona Verity, Gideon Calder and herself had submitted the R&D EOI to Dunhill Medical. Sue attended an Innovate to Save¹ meeting at County Hall with representatives from PCC, HDUHB and PAVS. She also attended a similar meeting in Carmarthen on 17th May. Advice on making an application will follow (see note 1).

9. **Toolkit.** The initial chapter for the report had been drafted and deadlines were needed for all contributions. This was urgent as Innovate to Save application (see note 1) would centre on the Toolkit and pilot rollout. One response/application had been received for the graphics; RME would consider.

10. **Mosaics.** The evaluation report was complete as was the Project report. Sue was now waiting for the Annual and Quarterly reports. All preparations for the launch on 24th May were in place. Sue proposed to hand over the future of any further mosaic projects to another trustee. All agreed that the classes would continue; these would be self-funded by

¹ Innovate to Save will support new ideas that have the potential to generate cashable savings for Welsh public services and improve the quality and impact of service delivery. The £5million Innovate to Save programme will, through grant funding, non-financial support and repayable loans, support public and third sector organisations to prototype, trial, scale and evaluate innovative projects. It is open to all Welsh public and third sector organisations, including local authorities, health boards, charities and social enterprises, and enquiries to undertake new research and development projects can be made from 20 February 2018.

those attending. Solva Care would also lead on a mosaic Poppy Project to decorate the flower troughs at the front of the Hall. The project would support the WW1 Commemorative events in Solva; Carol Ann would investigate overall costs and report at the July meeting. **Action Carol Ann.**

11. **Governance Report.**

a. **New Trustees.** Recruitment of 3 new trustees would proceed. A temporary sub committee would be formed to access applicants. Members were agreed as:

- Mollie Roach
- Fran Barker
- Sandra Young
- Jonathan Higgins

The Solva Care Constitution would be amended to show details of 10 trustees. **Action Bruce**

12. **HR Committee Report.**

a. **Contracts of Employment.** Draft contracts were underway for Lena, Lesley and Bruce.

13. **Open Gardens event.** Saturday 16 & Sunday 17 June - In support of Solva Care. Eight small gardens will be open for viewing from 10.30 am to 4.00 pm on both days. The gardens are quite close together between Glan Hafen and Bryn Seion. Three are accessible to wheelchairs; most of the others have steps. Please start at any garden and pay £3 per person. Refreshments available at some locations. Brochures, which are being sponsored by Daisybus Garden, are available from Bay View Stores and can be viewed on the web at www.solvacare.co.uk.

14. **Finance Report**

- a. Solva Care Bank Balance at end of April. The balance at 30th April 2018 was £74,386.92. Income & Expenditure (actual) for April 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.**

- a. **The Allen Lane** grant for 2018/19 was circa £6,236 – to date, this had not been received. Action. Sue to make enquiries.
- b. **People and Places.** EOI submitted. Application decision expected by 3rd June 2018 re Phase 2.

c. **Tudor Trust**². Sue was liaising with Christopher Davies (PCC Intermediate Care Project Manager) re grant application.

16. **Report from Members.** Carol Ann informed members of the RNLI (St Davids) Fish and Chip supper on Friday 8th June 2018.m. Trustees agreed to support the event by giving 8 elderly residents the opportunity to attend at a cost not to exceed £62.65. Volunteers would provide transport. Trustees agreed the expenditure.

17. **AOB. Nil**

18. **Date of Next Meeting**

a. Tuesday 26th June 2018 at 1:30p.m. in the Memorial Hall.

Compiled by:
Bruce Payne (Clerk) 11th June 2018

Signed by: Mollie Roach (Chair)

² The Tudor Trust wants to support smaller groups, embedded in their communities, which work directly with people who are on the edges of mainstream society in ways which encourage inclusion, integration and independence. We are particularly interested in supporting work that develops and promotes the social connections and relationships which make such an important contribution to the well-being and quality of life of individuals, and which strengthens communities.



Website & Facebook Report – 22 May 2018

This Month's Activities

- Continued posting of news stories and forthcoming events on website and Facebook, including Friday Club and steps opening on 24 May.
- Attended Pembrokeshire Tourism 'Driving Traffic to Your Website' on 2 May and 2 social media courses on 11 May (this will feed into the communications element of the Toolkit and I will share any Twitter insights with Sue separately).
- Reviewed website and Facebook for potential copyright infringement (following warnings on social media courses).
- Designed poster for illustrator to work on Toolkit graphics.
- Liaised with PCC press officer to arrange the cabinet member visit to the steps opening.
- Engaged Webzer to check GDPR compliance of current website and add translation plug-in to ensure that website is accessible to non-English speakers (in response to the recommendations of the Auditor General for Wales' 'Speak My Language' report and the assist with future compliance of Welsh Language legislation).
- Posted first part of Toolkit on website.
- Met with Bruce to discuss implications of GDPR on Solva Care's operations.

Next Month's Planned Activities

- Give Solva Care's 'projects' such as Friday Club and Luncheon Club a presence on the website.
- 'Lock down' Solva Care's handles* on all social media platforms in order to future proof Solva Care's communication strategies.
- Press release on Lesley joining the team – preferably with a photo with Mollie and Lena (on Thursday if all attending?).

* A handle is the shorthand for social media accounts such as Twitter e.g. @solvacarewales

Maria Jones
Web Administrator