

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Tuesday 9th November 2018 at
10a.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Fran Barker, Sue Denman, Wendy Wright,
Carol Ann Jones, Sandra Young, Enid Morgan, Barbara Bale,
Jonathan Higgins.

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**
2. **Apologies.** Lesley Robertson-Steele (P&IP Development Assistant), Maria Jones (Web Administrator), James Pollock (Trustee).
3. **Declarations of Interest – Personal or Prejudicial.** None

OPERATIONAL MATTERS ARISING

4. **Agree minutes of the meeting held on 9th October 2018.**
 - a. Agreed and signed – all actions were reviewed.
5. **Chair Report.** The Chair invited trustees to consider if minutes of meetings should be made available for public inspection. Mollie asked trustees to note that in accordance with Charity Commission guidelines minutes were not open documents and only had to be made available to trustees and where necessary, to appropriate professional advisers (e.g. auditors).

Trustees voted 7 to 2 to publish Minutes on the Solva Care website making them available for public inspection.

- a. **Solva Care Community Event 27th Nov 2018.** All preparations were in place. Programme attached for reference.
- b. **Pride in Pembrokeshire Awards.** Mollie spoke about the awards. Trustee's noted funding opportunities for the Friday Club. Overview attached to these minutes. **Action - Finance sub group would apply in the NY.**

6. **Solva Care Manager Report.** See Lena's report attached to these Minutes.
Lena had also been invited to publish a short article (on the Dementia Friendly website as part of Solva Care working towards becoming a Dementia Friendly Community. The article is attached to these minutes for reference.
7. **Friday Club Report.** See reports from Sandra attached to these Minutes.
8. **PI&P Development Report.** See Lesley's report attached to these Minutes.
9. **Communications.**
 - a. **Toolkit Report.** Sue reported chapter 10 (Governance) had been published on the website. Sue was now writing the RME chapter.
 - b. **Website.** See
 - c. **Twitter.** Sue reported 350 followers. Bevan Commission encouraging links to WI. Meeting with Wales Audit Office, secured via Twitter, took place on 16th October.
 - d. **Newsletter.** November content had been sent to the Editor.
10. **Memorial Hall Mosaic Project.** Carol Ann reported the mosaic master classes were going well. Red poppies would be the center piece on the flower trough. Work on the questionnaire/evaluation sheets was underway and once complete would be issued to those attending the classes. **Action Fran and Sue**
 - a. Project costs may increase due to extra interest plus additional tutorial hours. **Action Carol Ann to establish cost.**
11. **Research Monitoring & Evaluation Report.** Sue reported the RME Sub Group met on 11th October 2018 – RME Minutes attached for reference. Work on 'indicators' continued - Trustees would be invited to approve RME decisions in the NY as part of wider discussions on Evaluation.
12. **Finance Report.**
 - a. Solva Care Bank Balance at end of October. The balance at 31st October 2018 was £33,411.59. Income & Expenditure (actual) for October 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 Expenditure¹. Expenditure for the next month was reviewed.
 - a) **Solva Care Community Event 27th Nov.** Members agreed projected costs of £350.
 - b) **Memorial Hall.** Members approved a donation of £100 to support the cost of a survey for the installation of a hearing loop in the Hall. **Action Bruce**
 - c) **Friday Club.** 4 sessions were planned for November. The cost per session was approximately £100. Trustees agreed the expenditure.

STRATEGIC MATTERS ARISING

13. **Governance Report.** Trustees and members were invited to confirm the group and sub groups they wished to serve on from January 2019. Compilation of all meeting dates for the first 6 months of 2019 was underway. Date options would be circulated in due course. **Action Bruce**

14. **Finance & Funding Report.** Bruce and Jonathan updated Trustees on the following grant applications:

- a. Innovate to Save.
- b. Enhancing Pembrokeshire.
- c. Big Lottery People and Places.
- d. Tudor Trust.

15. **Diary Review.** Fran reviewed all dates and events with Members. Events diary attached to these minutes.

16. **AOB.** None

17. **Date of Next Meeting.**

- a. Tuesday 11^h December 2018, 10a.m. Hall

Compiled by:
Bruce Payne (Clerk) 26th November 2018

Signed by: Mollie Roach (Chair)

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.