

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

**Charity Trustees Board**

Minutes of the Meeting held on Tuesday 9<sup>th</sup> October 2018 at  
10a.m. in the Memorial Hall

Attended by:

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

Solva Care Manager: Lena Dixon

P&IP Development Assistant) - Leslie Robertson-Steel

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** The Chair welcomed new trustees Barbara and James to the meeting.
2. **Apologies.** Mollie Roach (Trustee), Maria Jones (Web Administrator).
3. **Declarations of Interest – Personal or Prejudicial.** None

**OPERATIONAL MATTERS ARISING**

4. **Agree minutes of the meeting held on 7<sup>th</sup> September 2018.**
  - a. Agreed and signed – all actions were reviewed.

**Note<sup>1</sup>:** *The minutes of trustees' meetings must be made available to all charity trustees and where necessary, to appropriate professional advisers (e.g. auditors). Minutes of trustees' meetings are not open documents and do not have to be made available for public inspection, unless the charity's governing document requires this.*
5. **Chair Report.** NTR
6. **Solva Care Manager Report.** See Lena's report attached to these Minutes.
7. **Friday Club Report.** NTR
8. **PI&P Development Report.** See Lesley's report attached to these Minutes.
9. **Communications.**

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<sup>1</sup> Charity Commission – Charities and Meetings CC48 paragraph 69

- a. **Toolkit Report.** Sue reported chapter 8 on Finance and Funding was released on 8<sup>th</sup> October. It was retweeted by Age UK Wales – lots of people saw the tweet. The chapter on data is ready but our preference is for Research and Evaluation to go next so as not to signal that they come at the end of considerations for a project. Sue is meeting with the Wales Audit Office good practice team to look at dissemination of the toolkit.
- b. **Website.** See Maria's report attached.
- c. **Twitter.** Sue reported that Twitter continues to be a useful means of getting up to date notifications quickly but it is necessary to 'wade' through a lot of irrelevant information
- d. **Newsletter.** October content had been sent to the Editor.

10. **Memorial Hall Mosaic Project.** Carol Ann reported that following the success of the Great Mosaics Steps Community Project a new series of workshops would be held in Solva Football Club this autumn. Solva Memorial Hall would soon be celebrating its centenary and this project, supported by Solva Care, plans to enhance the trough/ planter and buttresses in time for this event.

Workshop dates are Thursday 18<sup>th</sup> October. - 22<sup>nd</sup> November. 6 weeks in total.

The times are afternoons 2 to 4pm and evenings 6.30 to 8.30.

Cost will be £5 per session to cover materials for personal pieces which can be taken away.

Leaders will be Maddie Janes and Penny Dafforn.

Members agree the payment of £385 to Maddie and Penny to cover project start-up costs. **Action Bruce.**

11. **Research Monitoring & Evaluation Report.** Sue reported the team was meeting on 11<sup>th</sup> October with Lena hosting.

- a. The Innovate to Save<sup>2</sup> Research and Development grant had been successful. Lesley and Maria were off to boot camp next week – the first briefing event organised by YLAB<sup>3</sup>. A meeting with the YLAB and project teams will be organised post boot camp. Maria and Lesley are the project officers with Lesley leading.
- b. The Care Messenger pilot R&D project had been given an extension to sort out the technical problems and improve the amount of data collected.
- c. The Holywell meeting on 26<sup>th</sup> September ('Small is Beautiful and Wise') about commissioning and evaluating community projects was excellent. The other three projects in addition to ours, selected by

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<sup>2</sup> Innovate to Save, in partnership with the Welsh Government, aims to tackle some of public services biggest challenges whilst generating cashable savings. The programme offers both financial and non-financial support to help organisations trial, test and implement new ideas.

<sup>3</sup> YLAB are a team of social scientists and innovation experts working together to support innovation in Welsh public services. Established in 2015, Y Lab (Welsh for "The Lab") is the Public Services Innovation Lab for Wales, a partnership between Cardiff University and Nesta. The scale of the social and economic challenges now facing public services means that they need to do things differently. YLAB work with organisations and public services staff across Wales to help them do this.

Social Care Wale, Welsh Government and The Wales School for Social Care Research were very much in agreement about the need for improvement in coproduction, opportunity and ease of tendering for contracts and realistic and proportionate requirement for monitoring. A report of the meeting will be produced. Monies will be made available for the 4 community projects to network. Solva Care has been invited to help organise a conference on evaluation next year.

d. The Future Generations Commissioners office had been in touch to involve Solva Care in their forthcoming strategy on Prevention.

e. Mollie and Sue had submitted an idea for a paper on the toolkit for the Rural Health conference on 13<sup>th</sup> November in Builth Wells.

## 12. Finance Report.

### a. Report of the Trustees and unaudited Financial Statements for the Period 4<sup>th</sup> May 2017 to 31<sup>st</sup> March 2018 for Solva Care.

Trustees approved the report.

i. All Trustees had received a PDF copy of accounts and trustees' annual report (external scrutiny was required as income is £25,001 to £250,000). These would be uploaded to the Charity Commission web site. **Action Bruce**

ii. Charitable incorporated organisations (CIOs) must complete an annual return regardless of their income.

b. Solva Care Bank Balance at end of September. The balance at 30<sup>th</sup> September 2018 was £38,994.42. Income & Expenditure (actual) for September was presented and agreed by Trustees.

c. Available funds. These were reviewed.

d. Grant Revenue. SDF & LEADER revenue was reviewed.

e. 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>4</sup>. Expenditure for the next month was reviewed.

a) **Memorial Hall Mosaic Project.** An advance of £385 was approved by Trustees – see item 10

b) **Friday Club.** 4 sessions were planned in October. The cost per session was approximately £100. Trustees agreed the expenditure.

## STRATEGIC MATTERS ARISING

13. **Governance Report.** Sue reviewed the new structure with Trustees. Implementation target remained 1<sup>st</sup> January 2019 – Trustees were reminded they should decide which sub group/s and Task & Finishing

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<sup>4</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.

groups they wish to serve on. Trustees were invited to present their decisions at the November meeting. **Action all Trustees.**

- a. The following papers are attached to these Minutes:
  - i. Governance cover paper
  - ii. TOR v2
  - iii. Governance diagram

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

- a. Innovate to Save.
- b. Enhancing Pembrokeshire.
- c. Big Lottery People and Places.
- d. Tudor Trust.
- e. Healthy and Active Fund.
- f. Prince's Countryside Fund.

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

16. **AOB.**

- a. **Wendy** reminded everyone about the Senior Citizen's Christmas Lunch held on Saturday 1<sup>st</sup> December in the Memorial Hall (sponsored by Solva Community Council).
- b. **Carol Ann** spoke about the 50 for free Landmark Trust initiative asking Trustees to look at the following website to assess 2019 opportunities for Solva Care:

<https://www.landmarktrust.org.uk/news-and-events/50-for-free-20172/>

- c. **Jonathan** informed Trustees about Amazon Smiles. Amazon donates 0.5% of the net purchase price (excluding VAT, returns and shipping fees) of eligible purchases to the charitable organisation of their choice. Anyone with an Amazon account can enrol at the following link:

<https://org.amazon.co.uk/>

**Action Maria** re online donations.

17. **Date of Next Meeting.**

- a. Tuesday 6<sup>th</sup> November 2018, 10a.m. Hall

Compiled by:  
Bruce Payne (Clerk) 11<sup>th</sup> October 2018

Signed by: Fran Barker (Chair)