

Solva Care
Registered Charity Number 1172878

Charity Trustees Board

Minutes of the Meeting held on Friday 7th September 2018 at
1:30p.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Sue Denman, Fran Barker, Wendy Wright,
Carol Ann Jones, Jonathan Higgins.

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** Mollie welcomed Enid Morgan (New Trustee) to the meeting.
2. **Apologies.** Sandra Young (Trustee), Maria Jones (Web Administrator), Lesley Robertson-Steel (PI&P Development Assistant), Barbara Bale and James Pollock (New Trustees).
3. **Declarations of Interest – Personal or Prejudicial.** None

OPERATIONAL MATTERS ARISING

4. **Agree minutes of the meeting held on 31st July 2018.** Agreed and signed – all actions were reviewed.
5. **Chair Report.** Mollie updated members about the forthcoming change in Pembrokeshire County Council's approach to tackle littering, dog fouling and other anti-social behaviour. Solva Community Council had concerns with how District Enforcement (PCC's new partner) would administer such enforcement within Pembrokeshire from 10th September 2018. A number of questions had been raised including if Enforcement Officers would be allowed to approach minors under 18 or vulnerable adults, and what legal powers officers will have.
 - a. **PLANED event 25th September.** Fran would attend and report at the October meeting.
 - b. **Rural Health and Care Conference 2018.** Mollie and Sue would attend on 13th November at the Royal Showground, Builth Wells, Powys LD2 3SY. The call for paper and poster presentations closes on the 28th September 2018 – **Action Sue/Mollie**
<https://ruralhealthandcare.wales/events/2018/11/rural-health-care-conference-2018/>

c. **Performance Reporting.** Mollie reminded Trustees that performance reporting was vital and must be routinely produced. We are financed by public money and are required to show the money is spent efficiently. Trustees must therefore agree defined performance indicators (both operational and strategic) to report against. This will ensure the Board is receiving all the key information to enable them to probe and question and identify appropriate management actions where there are positive or negative variances from projected performance. The right performance reporting will also create sustainable value to our funders and our community.

Draft indicators were to be agreed before the October meeting. **Action Chair**

d. **New Trustees Induction.** New Trustees, before the October meeting, would receive briefings from:

- i. Coordinator – **Action Lena**
- ii. PI&P Development – **Action Lesley**
- iii. Finance & Funding – **Jonathan**
- iv. Research Monitoring & Evaluation - **Sue**

6. **Solva Care Manager Report.** See Lena's report attached to these Minutes.

7. **Friday Club Report.** See Sandra's report (end of Minutes).

8. **PI&P Development Report.** See Lesley's report attached to these Minutes.

9. **Communications.**

a. **Toolkit Report.** Sue informed Trustees that chapter 5 (A Communications Guide - Part 1) went live on Monday 3rd September. Next on the list were Communication Part 2, Volunteering, Finance, RME, Governance and Leadership. Following the web release we aim to produce an edited booklet version that may generate income for Solva Care.

b. **Website.** See Maria's report attached.

c. **Twitter.** Sue reported we have over 300 followers. Cartoons had helped boost engagement with the Toolkit. Sue had continued to pick up on conferences and other events and relevant projects. Retweets of our tweets were unpredictable – key partners would be reminded about Toolkit announcements.

d. **Newsletter.** September content had been sent to the Editor.

10. **Finance Report.**

- a. Solva Care Bank Balance at end of August. The balance at 31st August 2018 was £38,075.32. Income & Expenditure (actual) for August 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) Trustees approved expenditure for the Volunteer breakfast on 17th September at Café 35 in Solva.
 - b) Mosaic costs (2nd Phase) were expected in September. To include mosaics on plant troughs and wall at front of the Memorial Hall. Costs to be approved by Trustees at October meeting.
 - c) Hall hire for Solva Care events previously paid for by the Reach Project had ceased. Future hire cost to be borne by Solva Care.

STRATEGIC MATTERS ARISING

11. **Governance Report.** Sue and Mollie presented and invited Trustees to agree:

- a. **Structure.** Diagram (attached) agreed by all Trustees.
- b. **Terms of reference of the Board of Trustees.** ToR were reviewed line by line. Amendments were noted by the Chair and the updated ToR were re-distributed to Trustees for comment on 9th September. Target date for Board approval was the October meeting.
Action – all Trustees
- c. **Timescale** for implementing the new structure. Trustees agreed the new structure would operate from 1st January 2019. Trustees were invited to consider all decisions required, as set out in the Governance Cover Paper (attached), and inform Mollie and Sue of their choices prior to the October meeting. **Action – all Trustees.**

12. **Research Monitoring & Evaluation Report.**

- a. The Innovate to Save Research and Development grant application interview in Cardiff on 31st August went well. We will hear the decision after 11th September as to whether we were successful. (Attending the interview were Sue, Mollie and Lesley).
- b. **Knowledge Economy Skills Scholarships (KESS 2).** The KESS project is back on track and Sue and Lena attended a meeting in Aberystwyth on 14th August.

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.

c. **Small is Beautiful.** Sue would attend the Small community-based projects meeting organised by Social Care Wales & Swansea University, in Holywell on 26th September 2018.

13. **Finance & Funding Report.** Mollie update Trustees on the following grant applications:

- a. Enhancing Pembrokeshire Grant – Submission date 14th September 2018.
- b. Tudor Trust – Submission target 28th September 2018.
- c. Big Lottery – Submission date 4th October 2018

14. **Diary Review.** Fran reviewed all dates and events with Members.

15. **AOB.** None

16. **Date of Next Meeting.** The Chair invited members to consider meeting dates for the remainder of 2018: Dates to consider are:

- a. Friday 5th **October** at 1:30p.m. or;
- b. Tuesday 9th **October** at 10a.m.

- c. Tuesday 6th **November** at 10a.m. or;
- d. Monday 12th **November** 2018 at 1:30p.m. or;

- e. Tuesday 4th **December** 2018 at 10a.m. or;
- f. Tuesday 11th **December** 2018 at 10a.m.

Action all: Members are requested to let Bruce know by 21st September if they are available for none, one or both dates in each month.

Compiled by:
Bruce Payne (Clerk) 8th September 2018

Signed by: Mollie Roach (Chair)

Item 7

Friday Club Report

The Friday Club is due to resume on 14th September and will run through until 14th December.

We will be celebrating a fundraising event that connects local organisations, thus establishing greater contact and support within the larger community.

This will take place on **5th October** for an **evening performance**. It will feature Solva Care members' reading and singing for fun teacher, Anne Hughes. An act all on her own, singing along with Solva and other local choirs. Yet again, widening the social cohesion net further.

On **November 9th**, Solva Care is teaming up with SADS and Mamgu's Welsh Cakes who are helping us with baking and reminiscence for WW1 celebrations.

On 14th December we are celebrating Santa Lucia, a famous Swedish celebration where children and adults parade around villagers in their Swedish Costumes celebrating this festivity. Lena will be showing a video of this. The Cathedral Bells will be supporting.

Along with familiar acts such as Country and Western, Ukulele pirates, local craft expertise, reminiscence, games, Health and exercise sessions, we try and cater for everyone. The evaluation seemed to preference musical activities.

During the last term Friday Club attended the cinema, several times, Performances by SADS and Solva School, gardens, fish and chip supper.

We would like to continue with these activities and programme on a Tuesday, the only free day in the week.

Last term we were taken out for trips by the VC Gallery to West Angle Bay (art and talk) and Whitesands/ Orel y Parc visit. These visits widened our Friday Club appeal to members not previously having attended Friday Club as such.

Forthcoming events include the attached but also attempt to invite a wider audience similar to the VC Art Courses held last October - December last year.

On 16th October, VC Gallery want to come to Solva, once again to share their expertise with us for Art and Talk activity - the first of two.

Solva Care, once again is networking with other local community groups, providing opportunities for the people we help.