

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Monday 28th January 2019 at
10a.m. in the Memorial Hall

Attended by:

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

Solva Care Manager: Lena Dixon
P&IP Development Assistant: Lesley Robertson-Steel
Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**
2. **Apologies.** Wendy Wright, Fran Barker, James Pollock
3. **Declarations of Interest – Personal or Prejudicial.** None
4. **Agree minutes of the meeting held on 11th December 2018.**
 - a. Agreed and signed – all actions were reviewed.
5. **Terms of Reference.** These were endorsed by trustees and are attached for reference.
6. **Chair Report.**
 - a. **Resignation.** Mollie announced that James had taken the decision to step down as a trustee and thanked him for his contribution. The HR sub group would now take appropriate action to recruit a new trustee. **Action HR Task & Finishing¹**
 - b. **Management of Board Meetings.** Members were encouraged to comply with paragraph 8.3 of the attached Terms of Reference.
 - c. **Process for attendance at conferences etc.** Attending meetings/conferences etc. takes a high percentage of the working life of the board. We want to ensure the right people attend and this takes a little planning, but if properly thought out, we can ensure that board members are only at relevant meetings/conferences etc. to which they can contribute meaningfully. Mollie informed everyone that she and Fran would coordinate all future attendance.
 - d. **Newsletter.** Mollie confirmed to members that Lena would coordinate all future input to the Solva newsletter. Sandra had asked if the number of A4 copies could be increased and this would be taken forward by the Operational sub group chair. **Action Fran**

¹ Sandra, Carol Ann and Enid

e. **WG Loneliness Consultation.** The draft paper had been reviewed by Sue and Mollie. Enid would also contribute to the paper and this would be recirculated for comment prior to submission to WG. **Action Mollie and Enid.**

7. **Reports from Sub Groups**

- a. **Operational.** Minutes of the meeting held on Monday 8th January 2019 had been circulated together with draft Terms of Reference which the Board endorsed.
- b. **RME.** Minutes of the meeting held on Monday 14th January 2019 had been circulated together with draft Terms of Reference which the Board endorsed.
- c. **Finance and Funding.** The sub group met on Tuesday 15th January 2019. A statement of the financial position was presented to Board members.

8. **AGM.** Mollie requested the Operational sub group lead on the 2019 AGM which would be convened on either Wednesday 10th April or Thursday 11th April – Trustees would be invited to confirm their availability for each date. The AGM would commence at 5p.m. and include an open meeting for volunteers and members of the local community. **Action Bruce and Fran**

9. **Strategic Planning.** Mollie and Sue invited members to provide comments on:

- a. What did we set out to achieve.
- b. What are we about now (vision & mission statement).
- c. Aims & priorities.
- d. How do we achieve our aims.
- e. Maximize success, minimize failure.
- f. Evaluating, measuring and assessing progress.
- g. Weaknesses & threats.
- h. Strengths & opportunities.

Input from members would be consolidated into a draft strategic plan and circulated for comment. **Action Mollie**

10. **AOB.**

11. **DONM.** Tuesday 19th March 2019 at 10a.m. Memorial Hall.

Compiled by:
Bruce Payne (Clerk) 20th February 2019

Signed by: Mollie Roach (Chair)