

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Tuesday 19th March 2019 at
10a.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Sue Denman, Enid Morgan, Barbara Bale,
Fran Barker, Jonathan Higgins

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**
2. **Apologies.** Sandra Young, Wendy Wright, Carol Ann Jones
3. **Declarations of Interest – Personal or Prejudicial.** None
4. **Agree minutes of the meeting held on 28th January 2019.**
 - a. Agreed and signed – all actions were reviewed.
5. **Strategic Plan.** *(Initially at item 7, Trustees requested the item was moved to the top of the agenda, given its importance.)* Sue thanked Barbara, Fran and Lena for their input to the draft plan (v5 14.3.19 SD) which would, once ratified, become a public document.
 - a. **Objectives.** Trustees were invited to review the Strategic Objectives for completeness. **Action all**
 - b. **Target Date.** The target date to agree the draft was 8th April 2019 in time for the AGM on 10th April 2019. **Action** – sufficient copies to be printed for AGM – Lena, Bruce
 - c. **Comments.** All comments were to be returned to Sue by email no later than 23rd March 2019. **Action all**
 - d. **Paragraph 9 Funding.** This was to be agreed with the Finance & Funding sub group. **Action Jonathan**
 - e. **Lottery Funding.** How the 5 years of Lottery funding was allocated would be displayed in the plan. **Action Bruce**
 - f. **Initial Comments.** Enid requested that churches and chapels, who provide an important but different type of help and support, were included at 2.1. Sue agreed adding that an additional strategic

objecting (6.4) would also be included to ensure closer links were forged with these important assets. **Action Sue**

6. **Chair Report.** Mollie informed members that St Davids city council had requested information about Solva Care. They were initially directed to the website and online toolkit. Further discussions were offered. Mollie and Sandra had also attended the 1st National Connect Wales Conference at Llandrindod Wells on 14th March 2019 - Mollie's report is attached to these minutes.

Solva Care still awaited dates to meet with:

- PCC Director of Social Services (Post meeting note: dates now received)
- PCC Enhancing Pembrokeshire team
- Big Lottery People and Places

a. **AGM.** Details were reviewed and agreed by Trustees. The amended agenda is attached to these minutes for reference.

b. **Reappointment of Charity Trustees.** The following Trustees were reappointed for a term of 2 years:

- i. Carol Ann Jones.
- ii. Sandra Young.
- iii. Jonathan Higgins.

Solva Care Trustees would be announced at the AGM. One trustee vacancy would also be announced.

c. **Appointment of Charity Board Chair.** Trustees agreed that one of their most important decisions was the appointment of the Board of Trustees Chair.

i. **Chair Term.** Trustees agreed the Chair term would be for 2 years and the appointment would be decided by the Board of Trustees.

ii. **Open Recruitment.** Trustees agreed there was no requirement to open the recruitment to external candidates, although if this was the case it would not prevent existing board members being considered as part of the process provided they met the selection criteria.

iii. **ToR & Chair Selection Criteria.** **Action** – Bruce to amend Board of Trustees ToR which were to include Chair Selection Criteria.

iv. **Chair Candidates.** Nominations were invited from trustees. Mollie was the only candidate and accepted the nomination.

v. **Proposal:** To appoint Mollie Roach as Board of Trustees Chair. All members agreed the proposal. The announcement would be made public at the AGM on 10th April 2019.

d. **Constitution:** Amendments to page 6 (Number of charity trustees and “other charity trustees”) were agreed by Trustees. Copy attached for reference.

e. **Volunteer Meeting Picton Castle 30th April 2019.** Lena reviewed the day’s programme. All details were agreed by Trustees.

f. **Volunteer Management Policy.** Draft policy to be circulated for comment. The Operational sub group would endorse the policy.

Action Lena & Fran.

7. **Reports from Sub Groups**

a. **Operational.** Fran’s report attached for reference (report to follow.)

b. **RME.** Sue’s report attached for reference.

c. **Finance and Funding.** A statement of the financial position was presented to Board members.

8. **AOB.**

a. **Executive Committee.** Mollie invited members to agree the formation of an Executive Committee. The Executive Committee (EC) will be a subcommittee of the Board of Trustees empowered to act for the Board on matters which have been delegated to the EC by the Board or Trustees.

The Executive Committee will meet only when required i.e. in the period between Board of Trustees meetings.

Members of the EC: Mollie, Sue, Fran, Jonathan, Bruce

Trustees agreed to the EC formation.

Draft ToR were to be prepared. **Action** Bruce.

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

Compiled by:
Bruce Payne (Clerk) 22nd March 2019

Signed by: Mollie Roach (Chair)