

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Tuesday 11th June 2019 at
10a.m. in the Memorial Hall

Attended by:

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

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** Mollie welcomed Steve Probert to the meeting to speak at agenda item 5.
2. **Apologies.** Wendy Wright, Jonathan Higgins
3. **Declarations of Interest – Personal or Prejudicial.** None
4. **Agree minutes of the meeting held on 19th March 2019.**
 - a. Agreed and signed – all actions were reviewed.
5. **Webzer Woffice proposal.** The proposal was planned to be presented at the Operational subcommittee meeting on 4th June 2018 but was postponed by members who requested it delivered at this Board of Trustees. The requirement was to scope an alternative to Dropbox, was GDPR compliant, provided members with a user friendly secure solution and accessible from the Solva Care website.
 - a. **Proposal.** The proposal had been distributed to members. Steve confirmed that Woffice was GDPR compliant, could also be used by Solva Care volunteers and other internal Solva Care groups. Woffice could also provide an updateable events diary and a platform for sharing documents. Weekly and monthly backups were included in the proposal as well as virus protection.
 - b. **Discussion.** Members discussed the proposal and raised the following:
 - i. Compliance was the biggest issue.
 - ii. Was this over the top?
 - iii. Do we need to look at other solutions?
 - iv. A second tender would be needed.
 - v. Was there a smaller solution?
 - vi. Could Trustees justify the expenditure?
 - vii. Will it help Solva Care achieve its Aim?
 - viii. Have we articulated what our needs are?

- ix. A demonstration of Woffice was essential.
- c. **Affordability.** An affordability spreadsheet was presented and discussed by members.
- d. **Way Forward.** Trustees agreed that a Needs Assessment would be prepared by Monday 1st July 2019. **Action Fran**
 - i. The assessment would take account of the Key Features set out in the Woffice presentation. Members were invited to submit their input by Friday 21st June to Fran. **Action all**
 - ii. Once the needs assessment was complete, Steve would be invited to deliver a practical demonstration of Woffice. **Action Bruce to scope date/s**
- e. **Informed Decision.** Members agreed this would be delayed until after the practical demonstration.

6. **Chair Report.**

- a. Mollie and Fran attended a meeting at County Hall on 7th May 2019 with Jonathan Griffiths Director of Social Services, Jason Bennet Head of Adult Services and Christine Harrison Head of Joint Strategic Commissioning – notes of the meeting had been circulated to Trustees.
- b. Mollie informed trustees of the PLANED General Meeting and Conference on 9th July at the Merlin Theatre in Haverfordwest. Solva Care should attend. **Action Fran to find volunteer Trustee**
- c. Peter had offered Solva Care use of the upstairs store room. **Action Bruce to purchase a 4 drawer filing cabinet.**
- d. Maria had also offered Solva Care a room – use and cost to be determined. **Action Sue.**
- e. Solva Care would draft a letter requesting support from the Welsh Government Transformation Fund 2018-20. The Transformation Fund will be targeted to priority projects and to new models of health and social care. **Action Mollie**

7. **Strategic Plan.** Trustees endorsed the plan requesting that each subcommittee take responsibility for delivery. Henceforth, each subgroup would include an appropriate standing agenda item. **Action Fran, Sue and Jonathan**

8. **Solva Care Surgery Letter.** Members endorsed the draft letter requesting the penultimate sentence (re: Our main purpose) was moved to the beginning. **Action Lena**

9. **New Posts/Trustees.**

a. **Solva Care Activities Assistant.** Closing date for applications was Friday 14th June 2019. Interviews were on Wednesday 19th June and Thursday 20th June in the Memorial Hall. The successful candidate would commence in post on Monday 1st July 2019. **Action Bruce – Book Hall and distribute applications to panel.**

b. **Interview Panel.** The interview panel would consist of Fran, Lena, Sandra and Sue. Fran would chair the panel.

c. **New Trustees.** To date, one person had expressed an interest in a Trustee position.

10. **Reports from Sub Groups.**

a. **Operational.** Delivered.

b. **RME.** Delivered.

c. **Finance and Funding.** Delivered together with a statement of the financial position.

11. **AOB.**

a. **Expenses.** Sandra requested clarity on what Trustees could claim. **Action Bruce** to circulate Charity Commission guidance CC11 Trustee expenses and payments.

b. **Carers Week.** Details of how Solva Care would support Carers Week would be agreed at the next Operational meeting in July. Enid also had 2 names of carers in Whitchurch.

c. **4th National Primary Care Conference.** This was scheduled on 7th November 2019 in Cardiff. Solva Care would receive an invitation to attend. Details to follow. **Action Barbara.**

12. **DONM.**

a. Tuesday **10th September 2019** at 10a.m. Memorial Hall.

b. Tuesday **10th December 2019** at 10a.m. Memorial Hall

Compiled by:

Bruce Payne (Clerk) 13th June 2019

Signed by: Mollie Roach (Chair)