

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

**Charity Board of Trustees**

Minutes of the Meeting held on Tuesday 10<sup>th</sup> September 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, Wendy Wright, Sarah Burns,  
Jonathan Higgins, John Holland

Solva Care Manager: Lena Dixon

Clerk/Treasurer: Bruce Payne

---

1. **Welcome and Introduction.** Mollie welcomed Sarah and John to the meeting.
2. **Apologies.** None
3. **Declarations of Interest – Personal or Prejudicial.** None
4. **Agree minutes of the meeting held on 11<sup>th</sup> June 2019.**
  - a. Agreed and signed – all actions were reviewed.
    - i. Item 11c – 4<sup>th</sup> National Primary Care Conference. Barbara highlighted the need for detailed planning if Solva Care was to achieve an informative stand/display – John would also discuss with conference key-note speakers.
5. **Chair Report.** Report attached to Minutes. Mollie expanded the following points:
  - a. **EC Meetings.** Minutes to be circulated to ensure Trustees are aware of urgent matters arising between Board meetings and decisions taken. **Action Bruce**
    - i. The EC meeting on 6<sup>th</sup> August dealt with:
      - Meeting on 15<sup>th</sup> August with People and Places Knowledge and Learning Pilot team to agree input from Solva Care.
      - Solva Care strategic objectives and alignment with People and Places Pilot.
      - New posts – Solva Care Activities Assistant and agreement of Community Action Researcher Post revised job description.
      - Agree Contract of Employment for Activities Assistant.
      - New Trustees – Letters of Appointment for Sarah and John.
      - GDPR Compliance.
      - Agree 19/20 Activities Programme Budget.

- ii. EC items taken on 27<sup>th</sup> August at Finance meeting:
    - Agree Community Action Researcher Interview panel.
    - Agree Recruitment schedule/dates.
    - Trustee appointment to monitor employee holiday (Jonathan).
    - Trustee appointment to audit charity property (Jonathan).
  - b. **Solva Care Surgery Letter.** Discussions continued with the Surgery re distribution of the letter and Solva Care leaflet. **Action Mollie/Lena**
  - c. **Key Event Dates.** Trustees were invited to review dates and events circulated prior to the meeting and if available to attend give names to Fran – Mollie emphasised that Solva Care should be represented at such events. Events list to be re-circulated. **Action Fran**
  - d. **Frequency of Board Meetings.** Mollie raised the long gap between Board meetings and invited Trustees to consider meeting every 2 months. The item would be discussed and a way forward agreed at the December Board meeting. **Action All**
  - e. **Innovate To Save Direct Payments Project R&D Report.** The Report was commended to all Trustees and employees.
6. **Strategic Direction.** Sue reported that good progress was being achieved but Trustees should not be complacent. The following gaps needed to be addressed:
- a. Church and Chapel - 6.3.1 further build our partnership with our local Surgery, Hywel Dda Health Board, Pembrokeshire Council, our church and chapel, and our new funders.) **Action Enid**
  - b. 6.3.3 Participate in the Small and Beautiful Network of small charities to share information, collaborate on projects and 'be heard'. **Action RME**
  - c. Factors that will help and hinder our future sustainability; see Strategic Plan paragraph 11. Men and younger people are, however, underrepresented, and this needs to be addressed; and,
  - d. Strategic Plan 1.2.2 - Programmes, consisting of projects, which also focus on wellbeing; and which extend to all adults and where appropriate include children and young adults as participants or volunteers.  
**Action** – How we address these challenges (**c&d**) would to be raised at the October operational meeting and progress reported at Decembers Board meeting. **Action Fran**
  - e. Strategic benefits of the Trecadwgan Community Farm Project and the Solva Community Land Trust project were to be assessed. **Action Sue**
  - f. Meals on Wheels. Mollie raised the question if this should also be a strategic objective. **Action Sue**. Feasibility of service was to be explored by the Operational team and a way forward reported at Decembers Board meeting. **Action Fran**

7. **Reports from Sub Groups.**

- a. **Operational.** Fran's report was delivered against progress to achieve the agreed operational strategic objectives.
- i. Mosaic Classes 4.4.1 – Sue was disappointed this had been given a low priority (6) and was very concerned that Solva Care had previously given a commitment to the community that classes would go ahead. In failing to deliver, Solva Care's credibility would be questioned. Trustees agreed that Priorities should be reviewed and a clear way forward presented at the December Board – Rationale to include costs and staffing issues for planned prevention activities up to 31<sup>st</sup> March 2020. **Action Fran**
- b. **RME.** Minutes of the July meeting had been circulated to all Trustees. Sue also updated members on the Seminar planned for 24<sup>th</sup> October 2019. Solva Care would host the seminar in the Memorial Hall which would showcase the Solva Care Direct Payment Project Report. Attendees would include WG officers and Julie Morgan AM Deputy Minister for Health and Social Services.
- c. **Finance and Funding.** Minutes of the August meeting attached which Jonathan reviewed. The next Finance meeting was on Tuesday 8<sup>th</sup> October at 10a.m. in the Hall.

Financial position at 31 August 2019:

<b>CLOSING BANK BALANCE</b>	£26,311.16
<b>Funding Details</b>	
Big Lottery People & Places	£11,002.50
Donations	£11,056.41
Solva Care General Fund	£1,909.56
Nesta Grant	£2,342.69
<b>Total</b>	<b>£26,311.16</b>

- i. Sandra requested a copy of the Terms and Conditions for the Nesta grant. **Action Bruce**
- ii. Lena requested bank details for those who wish to donate through Gift Aid. **Action Bruce**

8. **AOB.**

- a. Solva Care Meeting Dates 2019/20. Meeting dates as follow – (RME dates tbc):

Srl	Group		Sep	Oct	Nov	Dec	Jan
1.	Solva Care Charity Board of Trustees <sup>1</sup>	Strategic	Tue 10 <sup>th</sup> Sep 19 at 10a.m			Tue 10 <sup>th</sup> Dec 19 at 10a.m.	
2.	Finance & Funding	Sub Groups	No meeting	Tue 8 <sup>th</sup> Oct 19 at 10a.m.	No meeting	Tue 3 <sup>rd</sup> Dec at 10a.m.	No meeting
3.	RME						
4.	Operational		Tue 3 <sup>rd</sup> Sep 19 at 10a.m.	Tue 1 <sup>st</sup> Oct 19 at 10a.m.	Tue 12 <sup>th</sup> Nov 19 at 10a.m.	Tue 3 <sup>rd</sup> Dec 19 at 10a.m.	Tue 7 <sup>th</sup> Jan 20 at 10a.m.

9. **DONM.**

a. Tuesday **10<sup>th</sup> December 2019** at 10a.m. Memorial Hall

Compiled by:

Bruce Payne (Clerk) 13<sup>th</sup> June 2019

Signed by: Mollie Roach (Chair)

---

<sup>1</sup> The Board will meet four times per year (Mar, Jun, Sep, Dec)