

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

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

Attended by:

Trustees: Mollie Roach (Chair), Sue Denman, Fran Barker, Carol Ann Jones,
Sandra Young.

Community Action Researcher & Web Administrator: Maria Wright

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** The Chair confirmed that a quorum was present in accordance with paragraph 15(3)¹ of the Constitution.
2. **Apologies.** Barbara Bale, Jonathan Higgins, John Holland, Sarah Burns, Enid Morgan, Lena Dixon, Wendy Wright
3. **Declarations of Interest – Personal or Prejudicial.** None
4. **Agree minutes of the meetings held on:**
 - a. 10th September 2019 Board of Trustees. Agreed and signed – all actions were reviewed.
 - b. 13th November 2019 Extra Ordinary Meeting (EOM). Agreed and signed (see item 5ai – EOM Recommendations).
5. **Reports.**
 - a. **Chair.** Report attached to Minutes. The following items were expanded and discussed.
(**Chair report item 6** - Survey): Mollie attended a recent RME meeting to discuss a community survey to establish people's opinions about Solva Care. Initial RME thoughts were that a survey would be work intensive and expensive. However, Sue spoke about the recently formed Solva Community Land Trust who would also be undertaking a community survey. Sue suggested this could be linked or combined with the Solva Care survey to improve relevance to and with the village. **Action:** Mollie, Sue and Maria would discuss the feasibility and design of any such survey.
Carol Ann emphasised that we must be able to prove Solva Care was making a difference and needed credible data to support funding bids to the relevant Authorities.

¹ Quorum – one third of the total number of charity trustees (11).

(**Chair report item 8** - Practice Meeting): Solva Surgery was part of the Investors in Carers scheme. They had previously achieved Bronze status but this required re-accreditation. Solva Care could work in partnership with the Surgery to assist with the delivery of care responsibilities. Further discussions would continue in the New Year.

(**Chair report Item 10** – Training Budget): Sue agreed it would be most useful to have a definitive budget for each sub group and requested early clarification in the New Year. **Action - Bruce and Maria** to meet re RME funding requirements.

Sandra requested that handling courses (how to safely get elderly people in and out of vehicles) for employees and volunteers were included to best meet safety requirements.

(**Chair report item 13** – IT/Drop Box Proposal): Revised bids would be assessed by Fran, Lena and Maria. It was proposed the Preferred Bidder recommendation go to the EC but following representations after the meeting from the Operational Sub Chair, Board Chair agreed to agenda it for Board decision.

(**Chair report item 15** – PLANED): PLANED were a member of the Third Sector Partnership and are proposing to set up a local group to inform their representative of local issues etc. The question was should Solva Care become a member of that local group or a member of the Third Sector Partnership? Given current trustee work commitments members requested they should monitor development and study circulated papers in order to consider future membership of the local group. **Action Mollie**

i. **EOM recommendations.** Trustees agreed the following:

A. **Financial recommendations** (in bold):

- a) Charging those who use our services - **No**
- b) Cost out events and charge the full rate - **No**
- c) Cost out events, agree a subsidy and charge the subsidised rate – **Only for certain Activities & Events**
- d) Make no charge but ask for a contribution towards the cost - **Yes**
- e) Involve the community via household collection (Missionary) boxes – **Yes; Operational sub-group to organise. Action Fran**
- f) Involve Holiday makers – provide leaflets, collection boxes and details of how to make a donation; holiday homes, letting agents etc. **Yes; Operational sub-group to lead. Action Fran**
- g) Charging for our expertise- mentoring, presenting to those wanting to learn etc. **Yes**
- h) Charge for training the trainers. **Yes**
- i) Continue to seek funding from LHB, PCC and Regional Partnership Board to achieve mainstream status. **Yes**

- j) Get on PCC procurement list. **Pending follow-on discussions with PCC. Action Bruce**
- k) Review existing funding and seek extension, check out other funders. **Yes**

B. Fitness for Purpose (Decision in bold):

- a) Adopt Code of Conduct. **Members agreed the attached model code of conduct was adopted.**
- b) Frequency of Board meetings - change from every three to every two months, sub committees held in the intervening month. **Agreed**
- c) Minutes/reports of Sub Committees etc. to go out with Board calling papers, those presenting reports to draw issues, concerns and necessary information to Board attention. **Agreed**
- d) Board agenda to cover aspects of strategic planning document – taking items/issues in rotation one/two each meeting to allow detailed consideration of progress. **Agreed**
- e) To help keep Trustees informed, sub committees would be invited to report fully at Board meetings and allow members to examine their work and check progress against the Strategic Plan. One sub committee would report at each Board meeting. RME would present at the February Board. **Agreed – Action Sue**
- f) Board to hold an annual away day for Trustees. An independent facilitator would help clarify issues to assist with forward planning. **Agreed** – Organisation to rotate with sub groups.
- g) Volunteers should be valued, thanked; away day on an annual basis for volunteers, for sharing experience, learning new skills, updating as to current thinking in Social Care. **Agreed – Action Fran**

C. Donations Statement (Decision in bold):

- a) A policy document was not felt to be appropriate and it was agreed that a statement would be sufficient. **Agreed**
- b) Donations statement to be made available to Trustees and Officers, to members of the community and to anyone requesting it. The newsletter will advertise its existence and a copy will be available on our website. **Agreed - Action Bruce**: Statement to be drafted and approved by Chair prior to publishing on donations web page.
- c) The donations fund will be accounted for separately from other funding. **Agreed**

- d) Donors will receive a letter of thanks from our Co-ordinator or the Chair. **Agreed**
- e) Donors and the amount donated will be acknowledged in the newsletter and on line unless the donor prefers to remain anonymous. **Agreed**; Privacy will always be respected; acknowledgements will conform to GDPR.
- f) Decisions on the use of donated funds will be made by the Board. **Agreed**
- g) Requests to use donated funds should be submitted via the Admin Officer, to the board, clearly stating Project/activity to be funded, with a detailed breakdown of costs, a named responsible person, an indication of the duration of the Project and of the expected outcomes. **Agreed** – **Action Bruce**: draft the application.
- h) Donations fund will be reported on at Board meetings. Reports will include a list of donations received, the total amount in the fund and any spending that has occurred. **Agreed**
- i) Specific appeals to the public for a particular project/activity can only be made with Board approval. **Agreed**
- j) The Solva Care website funding page is available for use in appealing for funding support both for the general donations fund and for specific projects/activities which have been approved by the Board. **Agreed**

D. List of areas which could be funded out of donations (Decision in bold): (This information to be available on the web site.)

- a) Activities and projects not covered by core funding from Grant Funds. **Agreed**
 - b) Development of existing projects. **Agreed**
 - c) New activities/projects. **Agreed**
 - d) Trial activities/projects. **Agreed**
 - e) Supporting Community/Group activities/projects. **Agreed**
 - f) Information and networking – leaflets, fridge magnets and key rings with Solva Care number etc. **Agreed**
 - g) Transport costs for volunteers, expenses incurred by volunteers. **Agreed**
- ii. **AFC Funding request.** (Deferred to item 7 Funding Requests.)

b. **Operational Report.** (Fran’s December report attached to Minutes.) Fran emphasised the amount of operational work being done especially by the volunteers. Lena had prepared a pie chart to illustrate the breakdown of 1,492 hours of support for 2018.

c. **RME Report.** Minutes of the November meeting had been circulated to all Trustees. Sue introduced Maria, the newly appointed Community Action Researcher. Maria’s priorities were; toolkit launch, Solva showcase event planned for March 2020 (could align this with Solva Care birthday celebrations), standardization of evaluation forms. Sue presented at the Civil Society Conference in late November on how small communities maintain control of their Wellbeing Strategy and the Direct Payments evaluation. Benefits of attending were many including 3 academics offering to work with Solva Care – further discussions in the New Year.

d. **Finance Report.** Financial position at 30th November 2019:

CLOSING BANK BALANCE	£25,890.07
Funding Details	
Big Lottery People & Places	£11,853.94
Donations	£11,477.53
Solva Care General Fund	£6.42
Nesta Grant	£2,552.18
Total	£25,890.07

i. **Annual Return.** Work to complete the Solva Care Annual Return had commenced. The Charity Commission deadline was 31st January 2020 for the 2018 / 2019 Trustee Annual Report and Annual Accounts. As Solva Care income was more than £25,000, the accounts must be supported by an independent examiner's report – LM Griffiths & Co Ltd.

ii. **Big Lottery Community Fund 6 month Update.** This was due ASAP. Trustees were invited to provide comments to Mollie. Report format attached to Minutes. **Action all Trustees**

Matters Arising

6. **Social prescribing.** Item deferred until February Board.

7. **Funding Requests.**

a. **AFC funding request.** Trustees discussed the merit of the funding request from Josh (AFC Chair) before agreeing to the award of £1000 from the Donations Fund. The motion (in accordance with item 5iDe) was proposed by Mollie and seconded by Sue. Trustees supported the educational tools the grant would help purchase (i.e.

projector, screen and Wi-Fi) and acknowledged the benefit to both the community and Solva Care.

8. **Events Calendar.** The process to agree who attends conferences and events was reviewed. Members agreed that all invitations must be notified to Fran who maintains the Events Calendar. Cost of travel, registration fees etc. must be prepared together with the benefits to Solva Care and presented to Mollie. Mollie will evaluate all such information and endorse those wishing to attend within 14 days of the event. Solva Care attendees will then be published on the Events Calendar. Post conference/event report must be prepared and circulated to all Trustees.

9. **AOB**

a. **Mosaic Project.** The Mosaics project was raised by Sandra and Commented on by Fran (Operations Group position) and by Sue who would put in another proposal for funding from the Donations Fund - **Action Sue.**

b. **Insurance.** Sandra raised the question of insurance when transporting elderly members of the community to events. Bruce had clarified the position with Zurich re passengers in cars that are driven by our volunteers and employees:

i. If the vehicle is involved in an accident during the journey the car insurance of either the owner or 3rd party involved would provide the necessary cover (as in normal day to day car journeys outside of Solva Care i.e. you may be driving family members or friends etc.)

ii. If however, the passenger sustains an injury when either entering the vehicle prior to departure or exiting the vehicle on arrival, Solva Care Public Liability Insurance would then potentially provide cover. However, in the event of any claim, we (Solva Care) would need to prove that an appropriate risk assessment for the passenger, volunteer/employee and vehicle had been carried out.

Questions:

1. Have risk assessments been carried out by a suitable trained person for each individual user?
2. If so, who holds the risk assessments?
3. Who has received risk assessment training?
4. How often are the risk assessments reviewed and updated?
5. Can training be put in place?
6. GDPR must apply to all assessments!

Recommendation: Operational sub-group to access. **Action Fran**

b. **PAVS.** Sue raised concern after attending the recent PLANED Social Enterprise Event. A number of speakers spoke about Wellbeing and PAVS who have worked with Solva Care on Direct

Payments failed to mention any of the work we had done and are doing in the future. Given the close working arrangements with PAVS especially on the Solva event in March, should we write to PAVS expressing our disappointment! Trustees agreed an appropriate letter was sent to register a protest. **Action Sue.**

c. **Memorial Hall Solva Care Donation Box.** Carol Ann raised concerns about reports that money had gone missing. Sandra confirmed she had removed the box to verify if £5 and £10 notes had been removed. Trustees agreed that in future the box was to be emptied weekly and secured until required. **Action Jonathan.**

10. **DONM**

- a. Tuesday 4th February 2010 at 10a.m. Memorial Hall
- b. 2020 Meeting Schedule (attached for reference).

Compiled by:

Bruce Payne (Clerk) 17th December 2019

Signed by: Mollie Roach (Chair)