

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Tuesday 4th February 2020 at
10 a.m. in the Memorial Hall

Attended by:

Trustees: Mollie Roach (Chair), Sue Denman, Fran Barker, Carol Ann Jones,
Sandra Young, Barbara Bale, Jonathan Higgins, John Holland, Sarah Burns,
Enid Morgan,

Coordinator: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**
2. **Apologies.** Wendy Wright.
3. **Conflicts of Interest.** None.
4. **Agree minutes of the meetings held on 10th December 2019 Board of Trustees.**
 - a. Sue requested an amendment to item 9a (Mosaic Project). Her name was to be removed and this was agreed. Sue also confirmed she had submitted a Mosaic proposal for the use of Donation Funds at item10c.
 - b. Agreed and signed – all actions were reviewed.
5. **Reports.**
 - a. **Chair.** Report attached to Minutes. The following items were expanded and discussed.
 - i. **Men's Shed.** Finding a site had proved difficult but the Solva AFC site met all the required conditions and approaches would be made to the relevant Group to secure agreement.
Post Meeting Note: Following discussion with SCC on 5th February it was agreed the AFC and developing Community Hub would host the Men's Shed. A survey would also be carried out to confirm siting requirements for a storage/shipping container to be used as a workshop. Funding arrangements to be agreed once the cost of the storage/shipping container and associated work had been assessed.
Action: Progress to be presented at the April Board – Mollie

- ii. **Visit by Julie Morgan AM.** Details to be agreed at the April Board. **Action Mollie.**
 - iii. **Trustee Appointment Periods.** Periods to be reviewed at the April Board. **Action Bruce** to inform members of their trusteeship periods.
 - iv. **Social Prescribing (SP).** **Sue** requested that Trustees had a further discussion to agree the interpretation of SP which may not support the ethos of Solva Care.
John explained the reason he highlighted this was that England had appointed someone to create a new body to regulate and set standards for those who provide services in the way Solva Care does. John recommended Solva Care monitor the standards that will be coming out to ensure our policies and procedures were compliant.
Barbara commented this was already being considered in Wales together with education standards for care coordinators who would probably be advised to have the necessary training – education not regulation.
Mollie recommended time was given to this at the April Board. **Action Bruce to agenda** (John and Barbara to lead).
 - v. **Sub Committee Membership.** John volunteered to join the Operational sub group. **Action John** to attend next meeting on Tuesday 3rd March 2020 at 10a.m in the Hall.
 - vi. **Solva Care Social Event.** Mollie suggested an event later in the year for Trustees and partners. Details to be discussed at the April Board. **Action Bruce to agenda.**
 - vii. **Asedion.** Plans were developing to hold their 3rd Promoters Event on Monday 17th February. They (Jason Retter) had hoped Asedion could co-host with Solva Care in the Memorial Hall. Trustees voiced concern about the lack of planning time, and given the Hall was not available on the 17th, it was recommended that Jason (if possible) rescheduled the event. **Action Bruce** (contact Maria).
- b. **Operational Report.** Fran’s report attached to Minutes.
 - c. **Finance Report.**
 - i. Minutes of the meeting held on 28th January were attached to these Minutes.
 - ii. Financial position at 31st January 2020

CLOSING BANK BALANCE	£29,098.54
Funding Details	
Big Lottery People & Places	£16,589.31

Donations	£11,867.64
Solva Care General Fund	£-1732.37
Nesta Grant	£2,373.96
Total	£29,098.54

- d. **RME Report.**
- i. **Community Action Researcher (CAR) Post.** Sue updated members on the 3rd February interviews to appoint a candidate for the vacant CAR position. An amazing calibre of candidates had come forward and the interview panel (Sue, Fran and Sarah) selected Jessie Buchanan for the post.
 - ii. **Cardi Care Project.** This was now underway and Mollie and Sue had received notification that Ceredigion was going ahead with choosing 2 communities by competition. Solva Care would mentor these using the Toolkit. Solva Care would be paid to provide the mentoring services. Fran and Lena may also be involved as mentors.
 - iii. **11th March Event.** This would showcase Solva Care in the Merlin Theatre Haverfordwest. Plans were progressing well for the 3 hour event. Event Bright would go live by 7th February and Trustees were asked to register their attendance. **Action Sue would email Bruce the Event Bright link to circulate to members.**
- e. **RME Presentation to Board of Trustees** (attached to these Minutes).

Matters Arising

6. **IT Proposal.** Background papers and recommendations had been circulated to all members. Fran reinforced the need for a system that was GDPR compliant and supported trustees and employees with their work. Fran reviewed the papers and recommendations, prior to Trustees voting on which company would provide the service. Results were:

- a. Company A received 6 votes.
- b. Company B received 2 votes.
- c. 1 Trustee abstained

Mollie confirmed Solva Care would award the contract to **Company A**.

7. **Matter concerning the Annual Report.** Fran raised the following questions and invited members to comment.

- a. *Q. Should the next one run from Jan 2019 to Mar 2020 to bring it in line with the financial year?* A. Yes agreed by Trustees.

b. Q. *The report from the accountant is in PDF so cannot be altered and does not have logos, etc. It is too detailed to go out with the report except to places like the Charity Commission.* A. The report and financial statements, as prepared, were specifically to meet Charity Commission requirements which Solva Care was obliged to meet – all information was uploaded in pdf format.

c. Q. *Can we make a summary of the accounts to accompany the Annual report?* A. No – It was agreed the Annual Report would direct readers to the Charity Commission website for comprehensive financial information. However, financial highlights could be included.

d. Q. *Does anyone want a change of format? If so why?* A. No, but Barbara raised the question of how reader friendly it really was and suggested it could be “softened” and better aligned with the Executive Summary and Forward/Introduction.

e. Q. *Would anyone like to take on the task of producing the Annual Report?* A. No, members were very happy with current arrangements. Barbara offered to work with Lena on the next Annual Report.

8. **Solva Care Collection boxes for residents and holiday homes.**

Barbara had circulated a paper and reviewed key points with members. It was recognised there were a number of issues members would need to think through before any launch of the idea. Fran recommended that Barbara was invited to an Operational meeting to discuss the proposal in more detail. **Action Fran & Barbara.**

9. **LEADER application to extend PIP post.**

Mollie confirmed all papers had been circulated prior to the meeting.

Fran reviewed key points and reminded members of the successes that Lesley had achieved to date including her work on I2S. Two key LEADER outputs were still to be delivered and both supported the strategic objectives of Solva Care. Because of their complexity they could not be delivered in 2 months, the original thinking for any extension. The Operational sub group’s view was that both outputs could be delivered by September 2022 and would align with the new Community Catalyst Project (CAT). The CAT project would work to ensure access to a sustainable and diversified range of care, support and wellbeing services helping people to live independently. Both PCC and PAVS had appointed new officers to take this forward. The Solva Care challenge was to identify suitable match funding for any agreed PIP extension. All figures had been set out in the papers previously circulated. I2S was funded by Nesta and **Fran** asked if remaining money could not be used for PIP match funding.

Bruce clarified current match funding arrangements and the amount remaining in the retrospective LEADER pot was £17,088.94. If the PIP post

was to end on 29th February 2020 this amount would be lost – The £17k would be sufficient to fund 70% of the PIP post until September 2022.

Mollie reiterated the PIP extension was an important decision for the Board. If there was a case for the extension, Trustees would be asked to consider its length and match funding implications. Mollie then apologised; this item should have been presented at the December Board and was not, as previously requested by Fran in November. Each Trustee was then invited to comment on the PIP extension and match funding question.

Fran said this was one of the most important pieces of work to continue with, it's why Solva Care was started. We hadn't succeeded yet because it was difficult, but was passionate about succeeding – this was an opportunity to deliver. An extension until at least May 2021 would enable us to connect with the new posts in PCC and PAVS. **Fran** would accept match funding from Donations but would prefer other options to be considered.

Barbara supported the same. There was a case for an extension but we didn't know what would happen in 2 years. After 1 year there may be funding from another source and had no objections to using the donations fund in the first instance until at least May 2021.

Carol Ann thought this was a vital piece of work and the post should be extended until 2022. **Carol Ann** would accept match funding from Donations but would prefer other options.

Enid supported the extension for as long as it was needed, if necessary until 2022 and had no objections to using donations. Enid raised the question of how donor requests would be met when donations were given for a specific use.

Jonathan confirmed the Finance sub group had not been advised of the 2 year extension but was aware of a proposed extension until June 2020. Jonathan was very nervous about using 80% of the donations for match funding. Jonathan supported an extension until June 2020 but not to use any money from donations.

Sarah was aligned with Jonathan's position - an extension until June 2020 and not to use any money from donations.

Sue echoed Jonathan's position that this had not been presented at the Finance sub group and was very unhappy as to how this had been dealt with. Finance had not had or been given the time to consider a viable way forward without the use of donations. **Sue** was not prepared to pass an opinion on the length of any extension until she understood more about what was to be delivered. Why was the project 20 months? **Sue** abstained from any further comment on extension length or match funding.

John asked if the project meets the aims and objectives of Solva Care; Fran and Carol Ann had said this was important and we should therefore

continue with it. John had previously made his position clear re donations; unless they come attached with a specific request from the donor the money would be used as decided by the Board of Trustees and managed in the best way possible. **John** supported the extension, understood the concerns re use of such a large part of donations but if we need to do that to secure what's important we should go ahead. There was a balance between the extension and the money and we should revisit this as and when required. Extending for 2 months was of no benefit. John supported an extension to May 2021 in the first instance but this must be revisited. **John** agreed to the use of donations for the period.

Sandra felt she did not have sufficient information on the proposed extension and wished to see precisely what the deliverables/outputs would be. When would a revised job description be produced? Sandra did not support the use of donations or any extension.

Trustees agreed the following:

- 1) To defer any final judgement until after the LAG decision.
- 2) To support the principal of the proposed extension given the importance of the associated work.
- 3) If LAG approval was granted, await match funding recommendations from the Finance sub group for the following extension periods:
 - a) From 29 Feb 20 to Jun 20.
 - b) From Jun 20 to Jun 21.
 - c) From Jun 21 to Sep 22.

10. Applications to use Donation Fund.

a. **Edge Festival Support.** Presented by Sue and supported with the circulated application Trustees discussed and then agreed to a grant of £600 in return for space at the Edge for a Solva Care tent.

b. **3rd Mosaic Project.** Sue presented the circulated application and Trustees deeply discussed the funding proposal and project at length. Sue confirmed participating businesses (minimum 10, maximum 20) would pay £50 each for their plaque. Those taking lessons with Penny and Maddie would donate £5 per head and may also purchase a plaque for the outside of their house. All proceeds/donations would offset the overall Solva Care cost of the project. Trustees considered each of the 9 funding factors before voting on the proposal to allocate £3,750.00 to fund the project.

- i. 3 trustees voted for the proposal.
- ii. 3 trustees voted against the proposal.

- iii. 3 trustees abstained.
- iv. 1 trustee unable to attend the meeting gave support for the project by email iaw paragraph 13 of the Solva Care Constitution, page 7, Taking of decisions by charity trustees.
- iv. **Mollie** confirmed the proposal was therefore carried.
- v. **Sue** confirmed she would review costs with Penny and Maddie. **Action Sue**.

11. **Trustee Away Day**. Deferred to April Board.

12. **AOB**.

a. **Lena** requested members noted the 6th June date, Solva Care's 5th Birthday – details to be circulated.

b. **Fran** requested confirmation that a retrospective AFC/Community Hub funding application had been received to support the approved award of £1000 from donations. Mollie confirmed the application had been received.

13. **DONM**

a. Tuesday 7th April 2020 at 10a.m. Memorial Hall

Compiled by:

Bruce Payne (Clerk) 9th February 2020

Signed by: Mollie Roach (Chair)