

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Tuesday 2nd June 2020 at 10 a.m. via video conferencing (Zoom).

In Attendance:

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 14th April 2020.**
 - a. Agreed and signed – all actions were reviewed.
 - i. **Solva Care Business Arm.** The recommendation to delay any decision until after the pandemic was agreed.
Post Meeting Note. Trustees must ensure the Cardi- Care project and future income derived from it is aligned with Solva Care's governing document and Primary Purpose. **Action Bruce/Mollie**
5. **Reports.**
 - a. **Chair.** Mollie thanked everyone for their work and support during the COVID-19 emergency and spoke about the partnership working with SCC and SNAKE¹. Mollie reported on a WCVA Zoom meeting she attended looking at the implications of COVID-19 and the work of voluntary organisations. Much concern was raised regarding the elderly (both during the pandemic and beyond) and it was agreed the attitude to the elderly needed to change. Also reported were the 120,000 vacancies within the care sector prior to the pandemic and this was a point of major concern – the issue of poor care provision in rural communities was acknowledged as a problem. Mollie updated trustees on the St Davids Food Pod who were providing regular

¹ Solva Neighbourhood Action and Knowledge for Emergencies group

support to 40 households on the peninsula (80 individuals) with 8 of these households either in or close to Solva.

b. **Finance Report.** Minutes of the meeting held on 21st May 20 had been circulated to members. Jonathan reviewed available funding as at 19th May 20 with trustees.

c. **RME Report.** Sue updated trustees on:

i. **Cardi-Care.** The project funded by Rural Health and Care Wales was a pilot project that would investigate whether a tool kit, developed by Solva Care, was able to be used by other rural communities as a basis of emulating and duplicating the successful community care model that was currently in place in Solva. Trustees were informed that due to the pandemic, the project was on hold. Work to register Solva Care as a new supplier to the Health Board procurement system had commenced. Recent discussions with the Rural Health and Care Wales Project Manager (Anna Prytherch) confirmed she would join the Pembrokeshire Dissemination Project Board to ensure collaboration and coordination across the Cardi-Care Project.

ii. **Cardiff University Business School.** The school had contacted Sue to ask if a PHD student could study Solva Care re decision making, especially co-production (Solva Care would be one of three case studies). The student would interview trustees, workers, volunteers and residents who receive Solva Care support. RME backed the request and recommended the study to trustees who confirmed their support with no objections. Approximately 30 Interviewees were required and this would be coordinated. **Action Sue**

iii. **Key Performance Indicators for Solva Care 2020.** Jessie spoke about two documents and invited comments from trustees. The first document set out the research that had led to the proposed KPIs. The second document outlines recommendations for selecting KPIs to use in the context of Solva Carers discussed by the RME Subgroup. In order to proceed in using the KPIs, it was necessary that the Board of Trustees reach a decision about the selection. All trustees were invited to provide comments by email to Jessie. Both documents are attached to these minutes for reference. **Action all trustees**

iv. **Solva CLT Survey.** Sue informed trustees the CLT had been allocated £3m to build houses opposite the Bay View Stores, but the project could not proceed without a Needs Assessment. The relevance was that Solva Care had significant interest in older people and wanted to ensure adapted housing was available on the site to meet their needs. Jessie had undertaken an on-line Needs Assessment survey and the results

would be presented to the CLT Board on Wednesday 3rd June. Jessie spoke about the 141 responses to the Needs Assessment survey - demographics were: male 36%, female 60%. Those in the age range of 65 to 74 and 75 and over were: male 32%, female 68%. When asked if they thought affordable housing was a good idea the response rate was 95% demonstrating a real care for the community. Observations included a need for affordability and a mix of generations. With regards to the need for housing, the 65 to 74 and 75 and over, 96% said they wanted to remain within the parish of Solva (for the long term). Over half of all those who responded said their housing needs would change over time. 60% of these said they would be in need of affordable housing. When the question was asked, why would you need affordable housing the result indicated multiple reasons as to why this would be necessary. Many of all those surveyed wanted to be kept informed about the CLT project. A full breakdown of the survey results would be available to Solva Care once the data had been presented and cleared by the CLT Board. **Action Jess**

v. **Lottery Dissemination Project.** Sue reminded trustees the project commenced with the Merlin theatre event in March of this year. Since then, the project model has been revised given the similarity with Cardi-Care. Proposals included a link to the Pembrokeshire Community Support Network (PCSN) and a resilience project hosted by PLANED. This would help facilitate best practice from various communities during and after the pandemic. RME had created an internal project team to ensure the foundations were laid to share the toolkit. The project would also convene a Partnership Advisor Board (with PCSN and PLANED) to help take everything forward. Communications would include flyers and a dedicate page on the Solva Care web site. A short paper was planned to set out the Dissemination Project in more detail. **Action Sue**

d. **Operational.** Fran reported on the community response to the pandemic which had been helped by the Solva Care structure. All F2F Friday Club activities had ceased following the lockdown on 23rd March. Lena, supported by Lesley continued with her work to ensure those who relied on Solva Care were supported and knew they could call by phone if they needed something extra. Lesley had contacted carers and families as well as the Bay View Stores and school to see who could benefit from cwtch boxes – this also helped to find those who may need help from the Food Pod. Fran had written a paper for the Ops group regarding where they were with the PI&P LEADER work and this would also be circulated to Trustees (**Action Fran**). Main communications with everyone since the 23rd March has been by telephone. In April and May the Ops group contacted over 30 residents to check their wellbeing; In addition, Caro Ann had made

over 70 phone calls to local residents. A network of local people was now established who phoned residents in their area/street to chat and confirm their needs were OK. This demonstrated the strong community spirit aided through the origins of Solva Care.

i. **Questionnaire.** Fran updated trustees on Sandra's work (that followed best practice from Ireland) to produce a questionnaire to help establish people's needs during the pandemic. Method of communicating the questionnaire and who should be invited to respond was to be decided. The issue of limiting the questionnaire to only those Solva Care supported was discussed. Sandra requested the questionnaire was widely circulated (outside of the Solva Care circle) to establish everyone's needs – she was also concerned about the time it was taking to agree everything (over 5 weeks). Lena's view was that Solva Care should not be phoning/contacting people who they did not help. Barbara commented saying a personal relationship with the caller was needed to best get the information; you cannot cold-call. Mollie then confirmed that following agreement of the questions to be asked, the questionnaire would be done by phone and only to those who use Solva Care services. **Action Fran & Sandra**

ii. **Village Survey.** Mollie also confirmed that a formal community wide questionnaire/survey would go out after COVID-19 to look at, for example, how people's needs have changed.

6. **Solva Care's response to the COVID-19 pandemic & beyond.**

a. **What can we do? Solva Care and COVID-19 going forward.**

Fran's paper had been circulated to all trustees. Comments were as follows:

i. **Carol Ann.** Any plan to bring people together could be communicated via the phone – social distancing and other COVID-19 restrictions must apply.

ii. **Lena.** Any such invitation should be limited to those we help through Solva Care. Some would need F2F help and pending their level of mobility, restrict them altogether. Such help could not be provided by Solva Care volunteers.

iii. **John.** There is very clear Government guidance on what we are allowed to do by law in Wales. John was very keen that as an organisation we promote that guidance. Lots of the suggestions are in direct contravention of WG guidance and Solva Care should not promote any activity that goes against that guidance.

iv. **Carol Ann.** Encouraging Solva Care people to get out for a walk is good but we must acknowledge that many would not be

willing or capable of such activity, and have only done so in the past when accompanied by a volunteer.

- v. **Carol Ann.** There were many puzzles, jigsaws and books (including children's books) available in the hall – could these be made available to Solva residents via a box or shed placed at points in the village? (All items to be sanitized).
- vi. **Mollie.** Could residents be encouraged to place a box by their front gate with such items including DVD's magazines etc. for others to take/loan? (All items to be sanitized).
- vii. **Conclusion.** Mollie asked trustees if the proposed pool of ideas and those presented in Fran's paper could be taken forward with strict adherence to WG guidance. This included the established telephone network and the collection of needs from individuals using Sandra's questionnaire and the more formal community wide survey as described in item 5di. Trustees agreed with the exception of Sandra who did not agree with the proposed way forward for the short questionnaire. **Action Fran & Sandra**

b. **Solva Care's intended approach once we have moved out of lockdown.** Mollie's paper had been circulated to all trustees. Comments were as follows

- i. **Jessie.** The paper was interesting and raised challenging questions. We need to look at the way Charities and third sector organisations work together and take inspiration from others. Solva Care will need to adapt. Evidenced based research will assist how Solva Care adapts to "change" as a result of COVID-19. The Dissemination project will help reveal how different organisations can work together and Jessie looked forward to analyzing and presenting the data.
- ii. **John.** Its important Solva Care carries on doing what it can. Solva Care provides a caring role so there may be times when we do breach WG guidance to provide some of our services – but its about minimizing the risk to everyone involved so we should be thinking about identifying groups of volunteers who are at low risk of having a low outcome if they were infected with COVID-19 (i.e. young people and people no underlying health problems). We should also ensure we have adequate supplies of PPE and think about how we will source and stockpile them should there be a further infection spike. We should also source professional "Welfare Rights" advice for people and vulnerable families – is there someone local we could consider and employ them to provide the service. **Action Mollie, Fran and Jonathan**

- iii. **Enid.** Can Solva Care give direct support to the Food pod given they are supporting 8 families from our community. They have collection points (in the Memorial Hall) throughout the week for anyone who wants to donate food and this is distributed to those who need it almost immediately – they also take cash donations. **Action Jonathan** and the Finance Group to agree an amount to be donated to the Food Pod ASAP.
- iv. **Conclusion.** Mollie acknowledged that no long term solutions would be found at the meeting but we must make what preparations we can in these uncertain times. By the August meeting further lockdown restrictions may have eased. We must therefore remain proactive and invited Trustees to think about what comes next. **Action all**

7. **AOB.**

- a. **Fran.** There would be an Operational meeting in July to discuss additional short and long term options. Trustees were invited to attend or forward any additional ideas to Fran.

8. **DONM**

- a. Tuesday 4th August 2020 at 10a.m. via video conferencing.

Compiled by:

Bruce Payne (Clerk) 8th June 2020

Signed by: Mollie Roach (Chair)