

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Tuesday 4th August 2020 at 10 a.m. via video conferencing (Zoom).

In Attendance:

Trustees: Mollie Roach (Chair), Sue Denman, Fran Barker, Carol Ann Jones, Barbara Bale, Jonathan Higgins, Sarah Burns, Enid Morgan, Wendy Wright.

Coordinator: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.** Sandra had requested to attend the meeting as an observer and would not actively participate in discussions, take part in decision making or vote.
 - a. Mollie formally gave a vote of thanks to volunteers, staff and trustees for continuing to work and contribute to Solva Care during the COVID-19 lockdown.
2. **Apologies.** John Holland.
3. **Conflicts of Interest.** None.
4. **Agree minutes of the meetings held on 2nd June 2020.**
 - a. Agreed and signed – all actions were reviewed.
 - i. **Item 5c(ii) Cardiff University Business School.** Sue requested an amendment. The action was Lena's who had done all the work to coordinate.
 - ii. **Item 5c(iii) KPI's for Solva Care 2020.** Comments had only been received from Fran. Sue invited other trustees to comment by Monday 10th August prior to formal KPI acceptance. **Action all**
 - iii. **Item 5c(iv) Solva Care CLT Survey.** The survey had been signed-off by the CLT board and submitted to PCC. Jessie would conduct further detailed analysis and report to the Solva Care Board when complete. Sue highlighted the need to appoint a Solva Care representative for the CLT Board. **Action Mollie**
 - iv. **Item 6b(ii) Welfare Rights.** Advice was available from a number of local organisations. Members agreed there was no

requirement for Solva Care to recruit a post. Welfare signposting would be provided by Lena/Leslie.

5. Reports.

a. **Chair.** See attached report.

i. **Trustee Appointment Periods.** The following trustees agreed to their re-appointment:

a) Sue Denman May 2020 to May 2023.

b) Wendy Wright June 2020 to June 2023.

b. **Finance Report.** Minutes of the meeting held on 28th July 2020 had been circulated to members. Jonathan presented the following 7 recommendations that were approved by the Board of Trustees:

i. **Boxed picnics** – Picnic items, for the event on 14th August, would be funded by Solva Care.

ii. **Hand Sanitiser.** Purchase of hand sanitiser. 5 litre containers x 4 would be purchased and delivered to Fran, Lena, Lesley and one would be stored in the Memorial Hall. **Action Bruce**

iii. **Reserve Fund.** Members agreed to establish a reserve fund to cover a minimum of 4 months expenditure prior to current funding lines expiring. 50% of the donations fund would be transferred to establish a reserve. Members also agreed that Cardi-Care revenue would go onto the reserve. **Action Bruce**

iv. **Donations/Reserve.** Members agreed that unless otherwise specified by the donor, all future donations would go into the reserve. **Action Bruce**

v. **Senior Citizens Christmas Lunch 2020.** Members agree that Solva Care would donate £500 to SCC to offset the cost of either the 2020 or 2021 lunch. **Action Bruce**

vi. **St Davids Food Hub.** Members agreed Solva Care would donate £500 to the St Davids Food Hub. **Action Bruce / Mollie**

vii. **Community Action Research Salary Review.** Given her extensive responsibilities and skills the RME sub-committee and Finance sub-committee were recommending a pay increase of £3 an hour for Jessie Buchanan, the current post holder. Board members supported the increase.

viii. **Funding Support for local Third Sector**

Organisations. In previous years the Edge Festival had donated £10k to local community groups. No Edge funds would be available in 2020 due to COVID-19 creating a funding gap for these groups. Sue recommended Solva Care consider strategic help to groups affected and suggested the Finance Committee look at available funds in readiness for a more detailed discussion at the October Board. **Action Bruce/Jonathan** (next Finance meeting 29th September).

ix. **Bank Balance.** The balance at 31st July 2020 was £64,033.19

Post Meeting Note: The Lottery Finance Officer had confirmed the July payment of £27,684.25 was against the Dissemination Project (£14,089.25) and the main Solva Care Project (£13,595.00). The next main project payment was in October 2020.

Funding Details at 31st July 2020

| | |
|--|-------------------|
| Lottery Community Fund (Project Delivery) | £22,649.63 |
| Lottery Community Fund (Dissemination Project) | £28,110.93 |
| Donations | £11,905.72 |
| Solva Care General Fund | £1,034.47 |
| Nesta Grant | £19.59 |
| Reserve | £583.33 |
| Total | £64,033.19 |

c. **RME Report.** Minutes of the meeting held on 27th July 2020 had been circulated to members. Sue also reported on the following additional items:

i. **Royal College of General Practitioners.** Sue had received a call from the College who were Undertaking a review about the sustainability of the Solva and St Davids surgeries. Sue recommended they also contact other Solve Care trustees to discuss high level ideas on sustainability. Sue expressed her delight that the college were also taking an open approach to the question of “How GP’s fit into communities and how could there be flexibility in the system to attract GP’s to the area”. This was an important piece of work to ensure both surgeries remain operational.

ii. **Health Board Transformation Workshop.** Sue reported they were looking at adopting a more social model of health. It was really positive they were looking to work with communities

and supporting them. The Health Board would issue a document in due course.

- d. **Operational.** Minutes of the meeting held on 7th July 2020 had been circulated to members. Fran reported the Ops group continued to be proactive in the following ways:
- i. **COVID-19 Volunteers.** Lena was approaching the volunteers to see if they wished to become permanent Solva Care volunteers.
 - ii. **Garden Visits.** Face-to face visits were by far the most important and planning was well underway for these to take place within COVID-19 restrictions.
 - iii. **Virtual Coffee Mornings.** The first **Boxed picnic** event was planned for Friday 14th August and would take place at a prearranged time within people's own garden iaw COVID-19 restrictions. The event had been organised by Margaret Hughes, Lena was coordinating and Solva Care would fund all picnic items (see item 5b(i)).
 - iv. **Outdoor Coffee Morning.** An event in Parc-y-Capel was under consideration and would involve all of the coffee morning team together with our volunteers. No date had yet been set.
 - v. **Face to Face Contact.** Lena was contacting families to establish F-2-F requirements for loved ones. Some volunteers are very happy to meet any such requirements within COVID-19 restrictions.
 - vi. **Questionnaire.** As reported in the June Board Minutes item 5d(i); the questions were most useful and volunteers telephoning Solva Care users had been alerted to ask the questions and feedback responses accordingly.
 - vii. **Activity Boxes.** Two boxes with books, CDs and puzzles etc. had been positioned in the Hall entrance for members of the local community. COVID-19 safety requirements applied. An additional box/permanent & weather proof cupboard was planned for Parc-y-Capel.
 - viii. **IT/Computer Tutoring.** A number of organisations provided these services. Requirements would be progressed once the need had been verified.
 - ix. **Activities Assistant.** Fran recommended the post, when advertised, should require an appropriate level of digital knowledge to enable promotion of digital related projects by the holder of the post. The job description had been updated.

- x. **Outdoor Picnic.** Lena spoke about a future proposal to hold an outdoor picnic on the grassed area behind the Hub/AFC. Brawdy had offered support to safely prepare picnic items required – details to be discussed at next Ops meeting.
 - xi. **PLANED CWBR Project.** Sue recommended CWBR. This was a Community Well-being and Resilience Project and supported a range of activities. Contact Abi Marriot for details. (PLANED are key partners in our Dissemination Project.) **Action Fran/Lena**
6. **Microsoft Teams.** Fran invited the Board to agree a resolution allowing Total Tech to deliver F-2-F training in September within COVID-19 restrictions. Members acknowledged the training requirement but also raised the need to understand the overall functionality of Teams. Some of this could be delivered using remote/on-line working and or training videos etc. Members authorised Fran, Lean and Maria to negotiate a way forward with Total Tech ASAP. **Action Fran, Lena and Maria**
7. **Dissemination Project.** Sue reported the project would be separate from RME. The delivery team was Barbara, Lena, Mollie, Jessie and Sue and they would coordinate this project and the COVID-19 Together for Change project. The Dissemination project followed a Lottery invitation offering a 10% uplift of the original Solva Care grant if the model was shared with other communities in Pembrokeshire. The project commenced with the Merlin Theatre event and immediately after the Lottery confirmed a 10% uplift of £28,178.25. Given the challenges of COVID-19 and the impact on Pembrokeshire communities the Lottery subsequently invited Solva Care to submit a further, wider funding proposal – the Together for Change Project.
8. **COVID-19 Together for Change Project.** On Friday 31st July the Lottery confirmed they would give funding of £94,888.00 for one year.
9. **Employee's Annual Performance and Pay Review.** Members agreed these were important obligations and should be written into the Constitution. Self-appraisal and employee appraisal forms would be circulated. It was agreed that appraisals should be concluded before the end of each calendar year. This would allow sufficient time for pay adjustments to be considered by the relevant sub-committees and Trustee Board. Line Managers were agreed:
- a. Community Action Researcher – Sue.
 - b. Coordinator – Mollie.
 - c. PI&P Development Assistant – Lena.
 - d. Treasurer – Jonathan.
10. **AOB.**

a. **Networks and Groups Analysis.** Fran's excellent paper had been circulated to members. Mollie invited everyone to comment directly to Fran with thoughts on what groups should be supported with information. **Action all**

11. **DONM**

a. Tuesday 6th October at 10a.m. via video conferencing.

Compiled by:

Bruce Payne (Clerk) 11th August 2020

Signed by: Mollie Roach (Chair)