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**Solva Care**  
Registered Charity Number 1172878

**Charity Board of Trustees**

Minutes of the Meeting held on Tuesday 6<sup>th</sup> April 2021 at 10 a.m. via video conferencing (Zoom).

In Attendance:

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

Coordinator: Lena Dixon  
Clerk/Treasurer: Bruce Payne

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1. **Welcome and Introduction.**
2. **Apologies.** Barbara.
3. **Conflicts of Interest.** None.
4. **Agree minutes of the meetings held on 12<sup>th</sup> February 2021.**
  - a. Agreed and signed – all actions were reviewed.
5. **Reports.**
  - a. **Chair.** See attached report.
    - i. **Trusteeships.** Current trustees numbered 9.
      - a) **Trusteeships.** Mollie had started to collect names of potential trustees. SCC would be invited to nominate a candidate to fill one of the upcoming vacancies:
        - Carol Ann's appointment period ended on 19<sup>th</sup> March 2021. Carol Ann had decided to stand down as a trustee but would continue as an associate member of the Operational sub-committee.
        - Sarah's appointment period would end on 7<sup>th</sup> August 2021. Sarah had decided to stand down as a trustee but would continue as an associate member of the RME sub-committee.
      - b) **Appointment Period Alignment.** Except for First Charity Trustees (Mollie, Fran, and Sue) appointment dates for the remaining trustees would be realigned to one 2-year period. **Action Bruce** (see attached).

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- b. **Finance Report.** Minutes of the Finance meeting held on Tuesday 30<sup>th</sup> March were attached to these minutes.
  - c. **Operational Report.** Fran's report was attached to these minutes. (Note: Items 3 & 4 of Fran's report were not presented due to time constraints – Future reports would be circulated with the Calling Notice.)
    - i. **Community Support.** Future Board reports would also include a section about Community Support and the work delivered under the LEADER PIP project. **Action Fran**
    - ii. **2021/22 Review of Pay & Employee Contracts.** Discussions about employment contracts and pay rates for 2021/22 would be considered and agreed at a Finance meeting on Tuesday 13<sup>th</sup> April. Line managers had been tasked to update employee job descriptions. Employment Contracts would also be reviewed. Contracts would then be presented to current post holders for agreement. T4C posts had separate funding. Contracts and pay rates had been previously reviewed and agreed with Sue.
  - d. **RME Report.** Sue invited questions on the Minutes previously circulated. None were raised.
  - e. **Dissemination & T4C Program.** The major strategic question was where the Program sat in the future. Two communities had been recruited into the Dissemination Project, which was progressing well and led by Jessie Buchanan. T4C hoped to continue for a 2-year period. Current funding bids centered on the major change T4C would enable to help communities and third sector organisation's work with the public sector. A forward-thinking agreement (covering topics such as local procurement and how communities were funded) had been established between the third and public sectors and this would be circulated to Trustees. **Action Sue**
6. **Strategy Workshop (23<sup>rd</sup> March 2021).**
- a. **Agree minutes of the Workshop.** Agreed and signed – all actions were reviewed.
  - b. **Summary.** Trustees agreed:
    - i. The 2019 – 2024 Strategy would remain extant with the addition of the following appendices:
      - a.) Mollies paper.
      - b.) The Ops review prepared by Fran, Lena, and Lesley.

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c.) Key outcomes from the 10 questions raised by Sue. **Action Sue** to collate. **Action all** to respond.

ii. The three appendices would be available in the new shared area for trustees to comment on with “track changes” enabled. (If the shared area was not available documents would be circulated by email.) **Action Mollie** re appendices. **Action Fran** re shared area.

iii. The three appendices would be presented at June’s Board for approval. **Action Mollie**

### 7. **AOB.**

a. **AGM.** Proposed dates were Tuesday 14<sup>th</sup> September or Tuesday 21<sup>st</sup> September 2021.

### 8. **DONM**

a. Tuesday 1<sup>st</sup> June 2021 at 10a.m.

Compiled by:

Bruce Payne (Clerk) 14<sup>th</sup> April 2021

Signed by: Mollie Roach (Chair)