

DRAFT

**Solva Care**  
**Registered Charity Number 1172878**

**Charity Board of Trustees**

Minutes of the Meeting held on Tuesday 3<sup>rd</sup> August at 10 a.m.  
in Solva Community Clubhouse.

In Attendance:

Trustees: Mollie Roach (Chair), Barbara Bale, Sarah Burns, Enid Morgan,  
Sandra Young, Jonathan Higgins, John Holland

Associate Member: Sue Denman

Coordinator: Lena Dixon

Clerk/Treasurer: Bruce Payne

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1. **Welcome and Introduction.**
2. **Apologies.** Joe Griffin
3. **Conflicts of Interest.** None.
4. **Agree minutes of the meetings held on 15<sup>th</sup> June 2021.**
  - a. Agreed and signed with the following amendments.
    - i. **Item 5d RME Report.** Delete “comparator for T4C”. Insert “comparator for Ready To Go”. **Action Bruce**
    - ii. **Item 5d RME Report.** UK renewal fund – Delete “Counsellors”. Insert “Councillors”. **Action Bruce**
  - b. **Actions.** All actions were reviewed.
5. **Reports.**
  - a. **Chair.** See attached report.
    - i. **Q10 Strategic Meeting 29<sup>th</sup> July 2012 Report.** Mollie gave an overview of meeting. Trustees discussed and agreed the changes to the Organisational Structure diagram. V3 of the diagram was attached together. Trustees agreed that the first meeting of the Board, as per the revised structure, would be on 5<sup>th</sup> October 2021. Four Board meetings would be scheduled for 2022 (Jan, Apr, Jul, Oct). Dates to be published and ToR amended. **Action Bruce**
    - ii. **Selection, Recruitment and subsequent Induction of New Trustees.** Mollie requested the item was discussed at October’s Board. **Action Bruce**

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b. **Finance Report.** Bruce reviewed July's Income and Expenditure with trustees iaw:

- Section 25 of the Constitution.
- Solva Care Financial Policy and Procedures.
- Charity Commission guidance set out in CC8 Internal financial controls for charities.

i. **Total Tech Ltd Expenditure.** Trustees asked how much had been spent with Total Tech re Office 365. The amount up to 31<sup>st</sup> July 2021 was **£828**.

ii. **Available funds on 31 July 2021.**

### Funding Details

Lottery Community Fund (Project Delivery)	£19,399.19
Lottery Community Fund (Dissemination Project)	£27,736.45
Lottery COVID-19 Together for Change	£58,680.66
Volunteering for Pembrokeshire Grant	£7,772.84
2021 Mosaic Project	£2,000.00
Grants for local Third Sector Organisations	£700.00
Solva Care General Fund	£1,016.06
Siop Solfach & Men's Shed	£2,000.00
Reserve	£12,603.00
<b>Total</b>	<b>£131,908.20</b>

iii. **2020/21 Accounts.** The annual audit with LM Griffiths & Co was nearing completion. The final meeting was scheduled for w/c 23<sup>rd</sup> August. **Action Bruce**

iv. **Honorary Treasurer Motion.** Proposed by John, seconded by Barbara that Jonathan was appointed Honorary Treasurer. All trustees in attendance agreed the motion which would support the 3 bullets at item 5b. ToR to be prepared. **Action Jonathan**

v. **Replacement Defibrillator Pads.** The defibrillator pads in the lower Solva car park needed to be replaced following a recent medical incident. **Motion:** Proposed by Enid, seconded by John that Solva Care provide funds to the WI for the purchase of 2 sets of replacement pads. The recent Asedion donation would provide 98.38% of the total cost which was £86.40. All trustees in attendance supported the motion. **Action Bruce**

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**Note:** The motion did not compromise the agreed position that donations to local groups would be made only when at least one year of funding for Solva Care was secure.

c. **Operational Report.** Trustees agreed the first meeting of the new Management Group would be on 7<sup>th</sup> September 2021. ToR were to be amended, membership reviewed, and the Group would continue to meet 6 times per year. **Action Bruce (liaising with Mollie and John)**

i. **Mosaic Project 2021.** Little progress had been achieved to date. Further discussions with key groups and individuals were required to reignite the project. **Action Sue and Lena**

ii. **Care Coordinator at Solva Surgery.** The coordination had contacted Solva Care with an invitation to attend a meeting about complex medical needs. A meeting date of 20<sup>th</sup> August was agreed. **Action Lena, Lesley, and John H**

ii. **Activities.** Lena set out the Autumn plans and spoke about the links being forged with other organisations outside of Solva. Best practice visits were under discussion. A social event with volunteers would be organised. IT Support Group sessions at the Clubhouse would continue and outings for those who received Solva Care services were being planned. The Parent and Carer group, sponsored by Solva Care, was a success and would restart along with Friday Club in September.

d. **RME Report.** Sue invited questions on the Minutes previously circulated. None were raised. Sue spoke about the community survey, the developing questionnaire, and ideas to involve more young people. Key points about the analysis of the survey were presented.

e. **Dissemination & T4C Program.** Sue reported that both elements were progressing well. Trustees had received a detailed update on 22<sup>nd</sup> July (via Zoom) and Eluned Morgan MS Minister for Health and Social Services would visit T4C on Friday 6<sup>th</sup> August. The T4C project coordinator post was now vacant and would not be recruited. A recent Nature and Wellbeing on-line event hosted by T4C was attended by 70 people from all over England and Wales. T4C were leading on a community Jamboree event (on-line) planned for 8<sup>th</sup> October to celebrate community achievements. 3 important projects were also underway, one on procurement, one on a social model of health and T4C were working with the Executive of the Health Board on both. The third was Community Asset Mapping at Parish level which could be developed into an on-line engagement tool. T4C were also contributing to the Anti-Racism consultation forum at National level for black and ethnic minority doctors and nurses.

6. **AOB.**

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a. **AGM.** The agreed date was Tuesday 14<sup>th</sup> September at 6p.m. Information to be published in the September Newsletter. Venue Memorial Hall. A detailed program would be presented at the Management Group on 7<sup>th</sup> September. **Action Lena (liaising with Mollie, Sue, Jessie and John)**

### 7. DONM

a. Tuesday 5<sup>th</sup> October 2021 at 10a.m. (venue tbc)

Compiled by:

Bruce Payne (Clerk) 10<sup>th</sup> August 2021

Signed by: Mollie Roach (Chair)