

DRAFT

Solva Care
Registered Charity Number 1172878

Charity Board of Trustees

Minutes of the Meeting held on Tuesday 5th October at 10 a.m.
in Solva Community Clubhouse.

In Attendance:

Trustees: Mollie Roach (Chair), Barbara Bale, Sarah Burns, Enid Morgan,
John Holland, Joe Griffin.

Coordinator: Lena Dixon

Clerk/Treasurer: Bruce Payne

1. **Welcome and Introduction.**
2. **Apologies.** Sue, Sandra, and Jonathan
3. **Conflicts of Interest.** None.
4. **Agree minutes of the meetings held on 3rd August 2021.**
 - a. Agreed and signed with the following amendments.
 - b. **Actions.** All actions were reviewed.
5. **Reports.**
 - a. **Chair.** See attached report.
 - i. **Solva Care Web Administrator.** The post would become vacant as of 22nd October 2021. Bruce informed members that SCC proposed merging the following roles into one post:
 - Newsletter Editor
 - SCC Web Administrator
 - Solva Care Web Administrator
 - Clubhouse AdministratorMembers supported the proposal. A trustee would be invited to serve on the interview panel. SCC planned to recruit the post before the end of the year. Interim arrangements had been agreed with Webzer for the Solva Care web site.
 - ii. **Emergency Care.** Solva Care supported recent concerns raised in emails from Dr Iain Robertson-Steel about long ambulance and hospital delays with Emergency Care. Urgent Government action was needed to address the problem. Mollie had written to Eluned Morgan MS (Minister for Health and Social Services) on 30th September to support the concerns raised by

DRAFT

lain and asked for urgent action to address the failure of Emergency Care.

iii. **Community First Responders.** To help support Emergency Care, trustees agreed that a community first responder team should be established in partnership with Solva Community Council. **Action John** (Mollie to brief SCC).

iv. **Solva Care & Hospital Patient Flow.** Trustees agreed that Solva Care could help improve patient flow by contributing to hospital discharge processes. At present, when requested by a hospital, Solva Care could only provide limited support to a patient discharged to home. To better support patient flow, Solva Care would need the ability to provide domiciliary or home care. Partnering arrangements to achieve this challenging objective would be explored and reported at the next Management Group meeting. **Action Lena**

v. **New Trustees.** Mollie had received 4 letters of interest to fill 2 vacancies. 2 candidates were available now with 2 unavailable for the immediate future. Barbara asked that trustees follow the process set out in the Charity Commission RS1 publication previously circulated. This recommends that charities look at the skill sets they had and offer trusteeships to balance those that were missing. We should only offer trusteeships based on the needs of Solva Care. The interview stage had now been reached and trustees agreed that all 4 candidates should be contacted to verify their availability and invited for interview. **Action Mollie, Barbara**

b. **Finance Report.** The closing bank balance on 30th September 2021 was £103,102.71.

i. **Solva Care and T4C Monthly Financial Reports.** Reports were attached to these minutes.

ii. **Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2021.** LM Griffiths & Co had examined the accounts for 2020/21. The accounts and independent examiner's report were signed off by Jonathan on 3rd September 2021.

iii. **Charity Commission.** The Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2021 were uploaded to the Charity Commission web site on 8th September 2021.

iv. **Solva Care Annual Return.** Charities registered in England and Wales must send an annual return to the Charity

DRAFT

Commission every year. The Solva Care Annual Return was submitted on 8th September 2021.

v. **Lottery Community Fund – Solva Care.** The Solva Care end of year 2 report was submitted on 21st September 2021. The Lottery Funding Officer (Nia) had confirmed a positive sign-off.

vi. **Lottery Community Fund - TfC.** A report was required by the Lottery covering the 12-month timescale for the project. It would include a final financial report of grant income and expenditure. The deadline for submission was 15th October 2021. **Action Sue, Jessie, and Bruce**

c. **Management Group Report.** Minutes of the meeting held on 7th September had been circulated to trustees.

i. **Safeguarding.** John asked that the current policy, attached to these minutes, was reviewed by trustees to ensure it remained applicable, accurate and reflected change. The policy should then be re-adopted by everyone. Amendments were to be submitted to Lena. **Action All.**

d. **RME Report.** The minutes of the meeting held on 29th September had been circulated to trustees. A Cardi-Care meeting also took place on the 29th to discuss the scoring system to select one of four communities who had applied to participate in the program. Aberporth was selected and would appoint a coordinator with previously secured grant funding. Barbara updated members on the survey of Solva residents (all ages) which had been delayed by the COVID pandemic. The survey would address a number of areas such as wellbeing and scored using a validated scoring system. RME would review and agree all draft survey documents and questions by Friday 8th October. A survey program would follow.

e. **Dissemination & T4C Program.** Barbara reminded members that Lottery funding for the 12-month T4C project had come to an end. A Stage 1 Lottery application was underway setting out the next phase for TfC and was almost ready for submission. Once submitted a meeting with the Lottery Finance Officer would follow.

i. **Wales Community Jamboree.** Barbara reminded everyone that the Wales Community Jamboree was on this Friday 10-12.30. TfC were leading on this, and it would be great if Trustees and employees could go and support it. Contact Jessie for the registration details. **Action all**

ii. **PCC Wellbeing Consultation.** TfC were also running the Peninsula engagement events on the PCC wellbeing consultation. Members were urged to fill out the online

DRAFT

questionnaire (link previously circulated - a good response from SA62 was needed) and aim to attend one of the meetings on the 19th or 20th October 5-6pm (via Zoom). Joining instructions would follow. Members were requested to inform Sue and Jessie if they were attending and is so which session. **Action all**

iii. **QuiP**. Barbara informed members that many people had been interview by phone about how they saw the Solva community. Comparisons with other communities would also be possible. The intension now was to hold a presentation evening to allow Jessie to feed back the results. Date to be confirmed.

6. **AOB**.

a. **Solva Care Annual Report**. Trustees agreed the Annual Report would be distributed to:

- i. All Town and Community Councils. **Action Bruce**
- ii. All County Councillor's. **Action Bruce**
- iii. Trustees were requested to inform Lena of other recipients (with contact details). **Action all**
- iv. Solva Care Web Site. **Action Lena**

b. **Fflecsi Bus Service**. Enid spoke to members about the benefits of the service to Solva Care. Details were available at the following link:

<https://www.fflecsi.wales/locations/pembrokeshire/>

7. **DONM**

a. Tuesday 11th January 2022 at 10a.m. (venue tbc)

Compiled by:

Bruce Payne (Clerk) 7th October 2021

Signed by: Mollie Roach (Chair)