

Cymru Older People's Alliance  
Board of Trustees  
15<sup>th</sup> May 2019  
Age Cymru offices, Cardiff

**Present**

Steve Milsom Chair

Phyllis Preece Vice Chair

Gaynor Davies Treasurer

Ken Davies

Hazel McGuire

Angela Tritschler

Lyn Finn

Susanne Jones

Amanda O'Shea - Secretary

In attendance Rachel Lewis and Emma Harney Welsh Government - item 1 only

**0.0 Welcome / Apologies**

Steve welcomed everyone to the meeting. There were no apologies.

**0.1 Declaration of interest**

None

**0.2 To approve minutes of Board meeting 5<sup>th</sup> Feb 2019**

PP asked if pages could be numbered going forward.

Action – Number pages – AOS

Minutes agreed

Actions from minutes:

2.7 Prep for Summer Event – on current agenda

3.0 Financial Management – on current agenda

3.1 Travel/Subsistence – on current agenda

5.1 Policy Development – on current agenda

5.3 Draft position paper – Has been agreed to be de done

5.5 New Political Leader in Wales – Letter from Julie Morgan to be circulate

ACTION – Letter to be circulate – SM

Matters outstanding – none

**1.0 Welsh Government Policy**

Discussions were held in preparation for Rachel's meeting around what was wanted from the meeting.

Rachel gave an update on the work being done around the Strategy for Older People, the Ministerial Advisory Forum on Ageing and the Review of Engagement of Older People. Rachel agreed that COPA would be kept up to date on developments in Welsh Government Policy and related timings.

## **2.0 Trustee Matters**

### **2.1 Business Plan 19-20**

The plan has been reviewed previously. There have been amendments to dates and actions around the framework for action. However, the plan now needs to be updated with more realistic targets and timeframes.

**ACTION - Targets and progress to be updated and circulated for comment - SM**

Engagement work to be reviewed once the Welsh Government review has taken place.

### **2.2 Partnership Working with National Older People's Organisations - meeting**

In February SM wrote to the other four organisations to invite them to a "round table" meeting to develop partnership working. Out of the four only NPC and Active Wales have responded. It was suggested that the invitation should be recirculated to all four organisations with the aim of holding the meeting this summer. **ACTION –**

**Original letter to be resent seeking new dates for meeting– SM**

**ACTION - Phyllis to speak to PFW in their meeting – PP**

### **2.3 Capacity Building**

#### **Volunteer Programme**

Two responses have been received:

Ralph Stephens from Caerphilly who offered to provide advice on engagement.  
Jilly Davis Vale of Glamorgan who has offered to provide research and help on transport.

It was proposed to accept these two offers.

**ACTION – This was agreed**

It was agreed that letter of thanks to be sent to the volunteers and ask Jilly if she could look at some Policy papers, possibly Transport and Age Friendly Communities. And Ralph to advice on Engagement of forums and good practice.

**ACTION – Letters to be sent - SM**

#### **North Wales Trustee –**

The bilingual advert has been sent out but as yet no response. Suzanne is attending a number of meetings at the end of the month in Anglesey, Gwynedd and Ynys Mon.

**ACTION – Speak about vacancy in meetings at end of the month - SJ**

Another suggestion made to try and promote COPA was to approach WCVA and ask them to put the advert on their website.

Phyllis offered to speak to members of PFW at their meeting on the 16<sup>th</sup> May

**ACTION – Speak to PFW - PP**

### **Gwent Trustee**

A letter has been drafted and is due to be sent out to all voting members in the Gwent region i.e. all counties except Monmouth where we do not have Voting Members, It was agreed that the letter could be issued.

**Action – Letter to be sent – SM**

### **2.4 Travel and Subsistence**

The Board were asked to agree the revised policy. It was noted that policy is based around the Commissioner for Older People's policy.

Agreed: Amend the claim form to add a sentence to say:

“I have read and agreed with the travel and subsistence policy.”

Members asked to keep a record of mileage starting from when the policy is agreed.

**ACTION – Agreed by Board subject to the amendment above – SM**

### **2.5 Safeguarding Adult and Children Policy**

The Board were asked to agree the policy

Action - Agreed

It was suggested that the Board receive some awareness training. Amanda was asked to look into the possibility of Louise Hughes from Age Cymru carrying out this training.

**ACTION – Speak to Louise Hughes – AOS**

### **2.6 Complaint**

A letter of complaint was received from Mrs Wood. Steve has sent an acknowledgment letter. The Board agreed not to take this any further as Steve's letter was sufficient.

**ACTION – Sue to confirm Delwyn Evan's address. – SJ**

### **3.0 Policy Development**

It was agreed to raise awareness of the House of Lords paper on Tackling Intergenerational fairness and the NPC's response.

Phyllis updated the Board on a paper produced by NPC UK.

The Report contained some non-devolved issues but they were very relevant to the lives of older people in Wales. The Report adds unnecessarily to the conflict between young and old. NPC response to the paper was fully supported by the Board.

Action - COPA should support NPC to resist changes to TV licences, winter fuel payments and Pensions triple lock - **Agreed**

**Action - Phyllis to feed back to NPC at next meeting - PP**

The group were asked what area they felt COPA should prioritise their campaigning effort around.

Top issues to campaign around were:

- Inequalities in old age
- Transport
- Social Care / housing
- Loneliness – linked to Transport / rural areas
- Housing

It was noted that a Transport Strategy for Wales is about to come out and it was suggested that COPA work with that. A proposal was made to consult voting members for their opinions on the four main campaigning priorities, inequalities in old age, Transport, Loneliness, Housing and social care.

**Action – consult members – SM**

**Action - Add these campaigning priorities into the pack for the conference – AOS**

#### **4.0 Additional Business**

##### **4.1 COPA AGM 2019**

Discussions were held around the AGM in October.

Pts to note:

Type of AGM – Fun or Hybrid model?

AGM was held in the North last year and should be held in this year in the South / West. Does it become a more formal event with a key note speaker?

**Action - Any proposals for the AGM pass on to AOS - ALL Further discussion at the next Board meeting.**

Location – St Michaels Community Centre Abergavenny.

**Action - Mand to check availability and cost - AOS**

##### **4.2 Proposed constitutional changes**

It was agreed that no major changes could be made until Welsh Government have carried out their review of Engagement.

Any amendments would need to be considered at the next Board meeting when the procedures for the AGM would need to be discussed. For example, a Constitutional

amendment could be made to give more flexibility to appoint the Chair externally. SM outlined the benefits of such a change but there were mixed views on its merits

**Action – Any comments or thoughts to be passed to Steve - ALL**

A proposed change suggested was in relation to having two Trustees for North Wales.

**Action – Add as an agenda item for next meeting - SM**

**Action – Prepare a paper on COPAs approach in N Wales and circulate before the next Board meeting - SM**

#### **4.3 other items**

None

#### **5.0 Finance Management**

##### **5.1 Funding 18-19: out turn**

GD confirmed that there was a £7,400k surplus from the 2018 budget.

##### **5.2 Funding 2019-2020**

It was confirmed that a budget of £12,800 has been granted for this year but these funds haven't been received as yet.

AOS to ask Age Cymru for confirmation of this amount and what are the terms / conditions if any on this payment.

**Action – Mand to speak to Vicki - AOS**

##### **5.3 Reserves Policy**

Discussions were held around the need to have a reserves policy. It was noted that as COPA was now a charity, it was Charity Commission best practice to consider whether hold back some of the annual funding as reserves.

It was agreed that the operating fund of £4000 was needed and a reserves policy to be drawn up outlining the amount and why it's needed.

**Action - Steve to draw up a draft reserve policy, circulate and agree at next Board meeting - SM**

##### **5.4 Audit of Accounts**

This item is to be carried over to next meeting as the audit needs to be done 6 months after the AGM.

**Action – Mand to obtain Broomfield and Alexander details and Steve to source two other companies – AOS and SM**

##### **5.5 Risk Management**

It was agreed to leave the risk register as it stands.

## **5.6 Disposal of ACER Tablets**

SM had written a paper with a number of options for disposing of the Acer tablets.

He was keen to stress the accountability of Trustees in terms of how equipment is used and disposed of.

A discussion was held around the different options.

It was agreed that the tablets in possession of Trustees would be sold for £30. The remaining tablets should be gifted to a Computer for Charity group who provided out of date computers to schools and community groups.

**Action – Anyone interested in purchasing a tablet for £30 to let Steve know – ALL**

**Action – Mand to circulate the “sold as seen” form previously used by Age Cymru – AOS**

**Details of the Computers for Charity scheme to be circulated to the next Board meeting - SM**

## **6.0 Communications**

### **6.1 Minutes from communications meeting on 2<sup>nd</sup> April.**

The minutes from this meeting were agreed as accurate.

### **6.2 COPA Conference Planning**

#### Attendees

Invitation replies: 15 so far including Board members

Voting members and former COPA members would be invited. It was agreed to widen the net to more than 2 members per Forum and pay expenses for all those attending.

**Action - All Board members have contacts to invite over the next few days – ALL**

**Action – Gaynor to have final numbers by the end of May – All**

#### Welsh Translator

It was agreed that as it stands there is no need to have a Welsh translator

#### Stands

Age Cymru, Alzheimer Society, and Commissioner Office have confirmed stands.

**Action – Steve to speak to Care and Repair (Vera) – SM**

Steve will contact the organisations to let them know time to arrive and leave.

**Action – Update stand holders with specifics of the day – SM**

### Workshop questions

Rachel has provided prompt questions for the workshops but it was felt they needed to be more COPA specific.

**Action – Steve to amend prompt questions – SM**

### Room set up

This will be done on the day with round tables for delegates and a long table at the front for the question time panel.

### Press / Photos

Michael Philips from Age Cymru to be asked to do press release and photos on the day.

**Action – Speak to MP - AOS**

### Welcome desk

Lyn and Gaynor will man the welcome desk. Note: Photo consent forms must be signed on arrival by all attendees.

### Greeting speakers

Ken will greet all the speakers and show them to their seats.

### Packs

The delegate packs will be dealt with by Lyn and Mand. These packs to include the following:

Pens, post it, information from Steve Huxton, newsletter, welcome letter from the chair, position papers and question slips.

### Questions

It was agreed that a set of questions be prepared in case the delegates don't ask any **Action – Any questions please pass to Steve - ALL**

### Laptop

Sue will set up a laptop with the COPA website on.

### Newsletter

A newsletter will be produced and will contain articles from various Organisations.

**Action – All relevant articles to be pulled together – SM / AOS**

### Equipment

All necessary equipment has been booked.

### Car park

It was noted that delegates must book their cars in via the main reception desk when first entering the building. It was agreed to have a notice on the welcome desk reminding everyone.

**Action – notice needed – AOS**

### **6.3 Facebook / website**

Angela is attending some website training next Wednesday.

Steve has held some discussion with Ralph and has been shown how to upload documents onto the website. Ralph will update the site with papers from the Conference

### **6.4 Communications plan**

It was decided to put this on the back burner until the next comms meeting when it can be developed further. The previous version to be circulated.

**Action – Circulate previous comms plan – SM**

### **7.0 Future Board Arrangements**

7.1 Next Board 17<sup>th</sup> July 10am. A further Board meeting was booked for 20 August.

7.2 AGM / Board meeting 29<sup>th</sup> Oct 30<sup>th</sup> Oct

Meeting closed 15:35

## **Actions agreed:**

1. The Framework for Action on the business plan needs to be updated. Targets and progress to be updated and circulated for comment - SM
2. Original invitation letter to the National Older People's Organisations to be resent – SM
3. Phyllis to speak to PFW at next meeting regarding the Partnership working – PP
4. Letters to be sent to Jilly and Ralph about volunteering for COPA - SM
5. North Wales Trustee Vacancy to be discussed at various meetings in North Wales at the end of the month – SJ
6. Gwent Trustee vacancy – Letter to be sent to voting members in the Gwent region apart from Monmouth - SM
7. Louise Hughes from Age Cymru to be asked to provide some Safeguarding training - AOS
8. Delwyn Evans new address to be obtained – SJ
9. Phyllis to feed back to NPC at next meeting the decision made re supporting the points raised in their recent paper - PP
10. Consult voting members on the four main campaigning priorities – SM
11. Add the four main campaigning priorities into the delegate packs for the conference – AOS
12. Forward any proposals for Constitutional Amendments or organisational arrangements for the AGM in October to Amanda – ALL
13. Availability and cost of venue in Abergavenny to be checked – AOS
14. Proposed changes to the number of Trustees for North Wales to be added to next meeting agenda – SM
15. A paper outlining the need for a change COPAs approach in North Wales to be written and circulated before next meeting – SM

16. Mand to ask Age Cymru for confirmation of the annual Welsh Government grant and what are the terms / conditions if any on this payment. – AOS
17. Steve to draw up a draft reserve policy, circulate and agree at next Board meeting - SM
18. Mand to obtain Broomfield and Alexander details and Steve to source two other companies for Auditing of Accounts – AOS and SM
19. Anyone interested in purchasing an ACER tablet for £30 to let Steve know – ALL
20. Mand to find the “sold as seen” form previously used by Age Cymru – AOS
21. Details of the Computers for Charity Scheme to be circulated for the next Board meeting - SM
22. Circulate previous communications plan – SM