

**The Westway  
Minutes of a Trustee Meeting  
held on Thursday 23rd April at 1pm by Zoom**

**Present:**

Jeremy Webster	JW – Trustee, Chair
Chris Botten	CN – Trustee
John Orrick	JO - Trustee
Lesley Dodd	LD - Trustee

**In attendance:**

Helen Broughton	HB – Clerk
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Agenda Item	Minute	Actions & by whom
1.	JW welcomed everyone to the meeting.	
2.	<p><b>Operational report</b></p> <p>Mr Morley gave an update on operations:</p> <ul style="list-style-type: none"> <li>• Minor issues are constantly arising but being resolved.</li> <li>• List of 307 service users now on the system.</li> <li>• The Electoral list for Chaldon, Whyteleafe and Caterham Valley were required.</li> <li>• The same volunteers were being relied on due to their knowledge of the system however there maybe issues if they become unwell.</li> <li>• Out of 100 volunteers on the system only 8 have been suitable.</li> <li>• Saturday afternoons tends to be quiet and it was recommended the Centre close on a Sunday with a duty manager monitoring remotely. <b>The Trustees agreed that the Centre be closed on a Saturday afternoon and all day Sunday.</b></li> <li>• No further volunteers were currently being recruited from TVA however as only 8 had proved suitable more would now be useful as a backup.</li> <li>• Buddying was becoming increasingly important with</li> </ul>	<p>HB to contact neighbouring PCs.</p> <p>Mr Morley to action volunteer recruitment</p>

	<p>approximately 40 phone buddies each with 5 clients who were called weekly.</p> <p>The Trustees thanked everyone for their hard work and dedication.</p>	
	<p><b>Publicity</b></p> <p>It was reported that Mittal was no longer able to update the website and Facebook however a new volunteer had been appointed.</p> <p>JW would write to Mittal thanking her for all her work.</p>	JW to formally thank Mittal.
	<p><b>Health and Safety</b></p> <p>A Risk Assessment had been produced and the layout of the building changed to improve social distancing. A different system for cash exchange had been introduced.</p> <p>The new RA was noted and logged.</p>	HB to log RA
3.	<p><b>Fundraising</b></p> <ul style="list-style-type: none"> <li>• £1k received from Caterham Hill with similar grants expected from Caterham Valley Parish Council and Whyteleafe Village Council.</li> <li>• Lions and Rotary had given £1k each</li> <li>• £5k had been applied for to the Community Foundation for Surrey.</li> <li>• An application had been made to the Big Lottery Community Fund</li> <li>• A letter had been sent to Mr Gold.</li> </ul>	
4.	<p><b>Other</b></p> <p>No action had been taken on the insurance as yet.</p> <p>TDC had asked for information on time-sheets for those employed by TDC and for zero hours staff. The sickness policy and procedure had also been requested.</p> <p>JW had been advised at a meeting that further vulnerable lists may be sent to Parish Clerks. CB felt that staff and volunteers at the Westway should not take on additional work at the moment. There were concerns that the lists may not be up to date.</p>	<p>JW to send TDC sickness policy.</p> <p>HB to communicate with Clerks and Chair if further lists</p>

	<p>Opening times were discussed.</p> <p><b>Trustees agreed that the building be open from 9am to 5pm Monday to Friday and on Saturday morning only, during the current situation.</b></p> <p>Trustees noted that decisions needed to be made about opening hours and management work-load in the future.</p>	are received.
4.	<p><b>IT Access in the Westway</b></p> <p>CB was concerned about elderly residents without access to internet at home and had made enquiries regarding use of the library for this purpose. SCC said they could possibly provide spare laptops for use at the Westway. It was agreed to wait and see if the laptops were available before agreeing details.</p>	
5.	<p><b>AOB</b></p> <p>There was no other business.</p>	

**The meeting closed at**

The next Trustee meeting **will** be held on **30<sup>th</sup> April at 1pm**

**Signed:** .....

**Designation**..... **Date:** .....