

The Westway
Minutes of the Board of Trustees Meeting
Thursday March 5th at 5.00 pm
The Westway, 25 Chaldon Road, Caterham

Present:

Jeremy Webster	JW - Chair
Lesley Dodd	LD - Trustee
Dr Richard Wright	RW - Advisor - Clinical Director NTPC
Claire Richards	CR - Manager
Lynne Martin	LM - Advisor - Tandridge Voluntary Action
Vanessa Hosford	VH - Note taker

Apologies:

John Orrick	JO - Trustee
Chris Botten	CB - Trustee

Abbreviations - Tandridge District Council - TDC, Service Level Agreement - SLA
 East Surrey Rural Transport Partnership – ES RTP, East Surrey Dial a Ride – ESDAR,
 TVA – Tandridge Voluntary Action, NTPC- North Tandridge Primary Care, Men in Sheds -
 MIS, Helen Hinchliffe - (HH), Charity Commission - CC

Agenda Item	Minute	Actions & by whom
1	JW welcomed everyone to the meeting and noted apologies from CB and JO. As the meeting was not quorate JW said we would go ahead with the meeting but any decisions that the attendees made would be subject to the agreement of the trustees not present	
2	Minutes of the last Board meeting held on February 9th 2020 were agreed and signed by JW. Matters arising would be covered under points in the agenda.	JW signed the mins
3.	<p>Centre Manager's Report:</p> <p>i. CR spoke to her report. It had been circulated to Board members.</p> <p>ii. Cook - The cook arrangement was not ideal for TWWy's requirements but for now it was felt best to delay recruiting a permanent cook until there was clarity about what was required. Blue Arrow had failed to send a replacement when the cook was absent which led to CR cooking.</p> <p>iii. Lunches - LM asked if there were any volunteers with 'Hygiene Certificates' who could step in. CR would look into this.</p> <p>iv. Outsourcing Cleaning - CR asked if the Board had considered outsourcing the cleaning contract? In-house was good but it meant that CR had to keep abreast of legislation and training which was not part of CR's skill set and would make more work. The Board agreed to consider it but at a later date.</p> <p>v. Extension of Angela's contract - CR asked if the Board would consider extending Angela's hours for a further six months. They agreed - subject to absent trustee agreement.</p> <p>vi. Annual Leave - CR asked if the Board would consider shutting down</p>	<p>CR to progress and feed back</p> <p>On hold for now</p> <p>v & vi Agreed in principle - absent trustees need</p>

	<p>mentioned a very good half day session that he had attended. Therefore it was agreed that TWWy would pay for the work carried out so far, £1500 but would not sign up for any further consultancy work.</p> <p>c. Trustee roles recruitment and training:</p> <p>i. JW outlined the need for at least 2 more trustees plus a third with specific financial skills to be the Treasurer. Also JW reported that VH would be standing down as note-taker from the end of May so a note-taker was required too. LM hoped a note-taker would be easier to recruit.</p> <p>ii. LM said that getting trustees was increasingly difficult , everyone at TVA is working hard on it as a priority for us.</p> <p>iii. Options were discussed such as considering a recent finance graduate, encouraging people to join as advisors to provide support in general - possibly leading on to taking on a trustee role in the future.</p> <p>iv. There was a suggestion of hosting a 'Stakeholder meeting' to explain the roles of trustees and be able to de bunk some of the myths.</p> <p>v. LM will look at setting up a training session for trustees in May this year.</p>	<p>Brett will be paid for work completed.</p> <p>LM will feedback on recruitment</p> <p>CR to explore</p> <p>LM will progress with JW</p>
5.	<p>Charity Application update:</p> <p>i. The amount of detail being requested is extreme but Helen Hinchliffe (HH) at Wise Owls has responded to the Charity Commission's (CC) request for further information, if TWWy's application is turned down HH will appeal.</p> <p>ii. Issues for the CC included their perception of TWWy's trading, i.e. hairdressing, chiropody. They were asking whether we could demonstrate that everyone using the centre met a certain criterion of need. This last issue went against the whole ethos of the centre being for everyone's health and wellbeing.</p> <p>iii. It may be necessary to split into two entities a CIO and CIC as the 'trading arm'. VH said they had a similar issue in her previous employment with a charity that included income from a charity shop, she will look into this.</p>	<p>HH will update JW re next steps</p> <p>VM to look into this issue</p>
6.	<p>Lease/Licence update:</p> <p>JW had a very long meeting with EJ from TDC at which JW expressed appreciation for Martin's work.</p> <ol style="list-style-type: none"> 1. JW was told that the £100,000 grant rolls over from year 1 2. Maintenance, currently £45,000 for the remainder of the financial year but reduces by a third in year 2 and a further third in year 3. 3. TWWYs needs a Bookkeeper in the short term 4. Methods of monitoring need finalising as does the SLA 5. <u>A meeting has been arranged on the 16th March that will include Lidia, Alison and Elaine from TDC plus Jeremy Webster</u> 6. JW and others want the £75,000 figure for rent taken out of the lease and instead include peppercorn rent. Also, that CR has total control/oversight of the building. As it is all occupants come to her to get things sorted out so she is the facilities manager on site. LD noted that in the original business plan TWWy received rents. 7. Alternative to the above would be that TDC sets the rent at £35,000 and agrees to Surrey Choices and the other tenants paying TWWy rent. Before taking this approach JW will need agreement from CB 	

	<p>& JO.</p> <p>8. LD raised the issue of applying for grants and stability and therefore proposed that TWWy seek a 10 year lease with break clauses, at, say at 3 year intervals.</p> <p>9. Importantly TWWy must have a clear unambiguous list of its and TDC's responsibilities set out in the lease agreement.</p> <p>10. If TDC will not agree to our requests in terms of the points outlined above - what next?</p> <p>11. RW emphasised that the future plans of the NHS is for centres such as these being established to support people with their health and wellbeing was the way forward and he was keen that it should succeed.</p> <p>12. Is walking away an option?</p> <p>13. JW has written to Sarah Billiard at First Community to request a meeting to explore what they could do jointly. First Community run a CIC which includes Caterham Dene Hospital. TWWy might be able to buy 'back office help' such as Payroll, HR etc. Possibly under an umbrella arrangement with 2 or three of our Board members on their Board? Or there is the possibility that they could take over TWWy altogether? Once a meeting has been set up JW asked if RW would be able to attend.</p> <p>14. LD suggested that we might want to start with business back-up to see how it went before suggesting going with their organisation altogether.</p> <p>15. RW again emphasised that Primary Care and Community Services will come together in the future so therefore integration will be a good thing.</p>	
7.	There were no policies to review or agree	
8.	There was no other business to discuss.	

The meeting closed at 7.10

The next Board meeting will be held on: **April 2nd 2020 at 5 p.m.**

Future meeting dates 2020 - all meetings on Thursdays at 5 p.m. The Westway

<i>January 9th</i>	<i>February 6th</i>	<i>March 5th</i>	April 2nd
May 7th	June 11th	July 9th	August 6th
September 10th	October 8th	November 12th	December 10th

Signed:

Designation..... Date: