

**The Westway  
Minutes of a Trustee meeting  
held on Thursday 30<sup>th</sup> April at 1pm by Zoom**

**Present:**

|                |                     |
|----------------|---------------------|
| Jeremy Webster | JW – Trustee, Chair |
| Chris Botten   | CN – Trustee        |
| John Orrick    | JO - Trustee        |
| Lesley Dodd    | LD - Trustee        |
| Richard Wright | RW - Advisor        |

**In attendance:**

|                 |                                       |
|-----------------|---------------------------------------|
| Helen Broughton | HB – Clerk to the Trustees            |
| Maureen Gibbins | MB – Caterham Valley Parish Clerk     |
| Simon Bold      | SB – Whyteleafe Village Council Clerk |

**Part 1**

| <b>Agenda Item</b> | <b>Minute</b>  | <b>Actions &amp; by whom</b> |
|--------------------|--|------------------------------|
| 1.                 | <p><b>Operations</b></p> <p>Mr Morley gave an update on operations:</p> <ul style="list-style-type: none"> <li>• The number of service users is approaching 400, if including prescriptions.</li> <li>• Finding volunteers for administration and petty cash is now important and new volunteers are being recruited and trained.</li> <li>• Unwanted government food boxes are being collected and redistributed.</li> <li>• A BACS transfer system and izettle account have been set up to deal with money, the aim being to become as cashless as possible.</li> <li>• Data is being gathered.</li> <li>• There are currently 193 volunteers with 115 active and 78 being processed.</li> </ul> <p>RW said that shielded residents are being contacted by TDC and GPs and wanted to ensure there was not unnecessary duplication.</p> |                              |

|    |  |   |
|----|--|---|
|    | <p>More vulnerable lists will be received from TDC, covering the four parishes. There will need to be a comparison with current lists and contact made. JO offered to help cross-check the lists. It was agreed that JW would discuss next steps with the Parish Clerks when the lists have been received.</p>   | <p><i>JW to discuss with Parish Clerks.</i></p>   |
| 5. | <p><b>AOB</b></p> <p>CB informed the Trustees that 5 laptops had been offered by SCC for use of residents who were unable to access the internet. Details of how this would be arranged needed to be discussed further.</p> <p>The MP for Surrey East was presenting weekly community awards. It was agreed that the Clerk ask her to liaise with TVA.</p> <p>It was agreed that CB would draft a press release.</p> | <p><i>Clerk to contact MP re awards.</i></p> <p><i>CB to draft a press release.</i></p> |