

The Westway
Minutes of the Board of Trustees Meeting
Thursday 7th May at 5pm
By Zoom

Present:

Jeremy Webster	JW – Chair
Chris Botten	CB – Trustee
John Orrick	JO - Trustee
Dr Richard Wright	RW - Advisor - Clinical Director NTPC
Claire Richards	CR - Manager
Lynne Martin	LM – Advisor – Tandridge Voluntary Action
Lisa Sturges	LS – Treasurer

In attendance:

Helen Broughton	HB – Clerk
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Apologies: Lesley Dodd

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, Community Interest Company – CIC

Agenda Item	Minute	Actions & by whom
1	JW welcomed everyone to the meeting and introduced LS who had been appointed Treasurer.	
2.	Declaration of interests JO declared an interest in item 5, the nature of his interest being that he was Chair of ESDAR	
4.	Approval of previous minutes Minutes of the April meeting were approved.	
5.	Operational update JW gave an operational update. CB felt that there needed to be a clear boundary between voluntary and statutory services. JO did not want anyone to be missed and a careful	

	<p>balance therefore needed to be struck.</p> <p>Setting up a hardship fund was discussed and the following was agreed (subject to a paper from JW):</p> <ul style="list-style-type: none"> • that medication be a priority and that 3 month certificates be issued at a cost of £30. • That an initial fund of £1,000 be made available. • That small grants be given which could be repeated. • That a panel consisting of a Trustee, the Centre Manager and a Duty Manager consider applications. <p>JW to draft a paper for consideration at the next meeting.</p> <p><u>JO did not participate in the following decision</u></p> <p>ESDAR The ESDAR grant application to the Community Foundation Surrey (CSF) had been rejected and it was suggested that a merger between the Westway and ESDAR take place. This would be a break-even operation and the Westway would not be liable for any debts. It was noted that services had been provided free of charge by ESDAR since mid-March.</p> <p><i>It was agreed:</i></p> <ol style="list-style-type: none"> <i>i. to allocate £2,000 from the Westway funds for dial-a-ride costs</i> <i>ii. that JO draw up a draft SLA</i> 	<p>JW draft paper on hardship fund</p> <p>JO to draw up SLA</p>
6.	<p>Lease update A meeting had taken place with TDC regarding the lease. A draft lease agreement had been promised which CB would review. CB would be seeking a policy resolution for a 20 year lease at the Housing Committee.</p>	<p>CB review lease agreement</p>
7.	<p>Financial update LS would be acting as Treasurer and working with CR.</p>	
8.	<p>Centre Manager's update CR hoped to return to work next week working from 1pm to 4pm and focussing on specific areas.</p>	

	Trustees were concerned at the hours CR was working before unwell and thanked her for all her hard work but requested that she stick to the hours agreed for the sake of her health. RW suggested that CR be tested to ensure not infectious before returning to work. She agreed and would inform RW of the results before returning.	
9.	AOB RW gave an update on the local and national situation. Primary care has been quiet however people were now presenting with non Covid related illnesses. Hospitals were still busy and bed occupancy was likely to be static for the next few weeks.	
9.	Trustees New Trustees with particular skills were needed, mainly financial and operational. <i>It was agreed that:</i> <i>i. LM co-ordinate a recruitment process</i> <i>ii. CR review volunteer application forms for appropriate trustees.</i> <i>iii. JW circulate a CV for a potential trustee</i>	LM recruitment process CR review CVs JW circulate CV

The meeting closed at 6.05

The next Board meeting will be held on: **June 11th 2020 at 4p.m.**

Future meeting dates 2020 - all meetings on Thursdays at a time to be agreed.

July 9th	August 6th	September 10th
October 8th	November 12th	December 10th

Signed:

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