

**The Westway  
Minutes of a Trustee Meeting  
held on Thursday 4<sup>th</sup> June at 3pm by Zoom**

**Present:**

Jeremy Webster	JW – Trustee, Chair
Chris Botten	CB – Trustee
John Orrick	JO – Trustee
Lynn Martin	LM - Advisor – Tandridge Voluntary Action
Richard Wright	RW – Advisor - Clinical Director NTPC

**In attendance:**

Claire Richards	CR – Westway Centre Manager
Helen Broughton	HB – Clerk

Agenda Item	Minute	Actions & by whom
1.	<p><b>Welcome and apologies</b> Apologies for absence were received from Lesley Dodd</p>	
2.	<p><b>Declarations of interest</b> JO declared an interest in ESDAR</p>	
3.	<p><b>Operational update</b> <b>CR reported on the following:</b></p> <ul style="list-style-type: none"> <li>• Days when busy other days quieter. Looking at scaling down.</li> <li>• Volunteers starting to drop out due to work commitments.</li> <li>• Now have 7 duty managers.</li> <li>• Will be identifying those who may struggle during the next phase of the pandemic.</li> <li>• Have been given 1,000 disposable masks to be shared with partners.</li> <li>• CR asked if Trustees were happy for a local Paracise instructor to use the Westway garden for a class. Trustees felt that the benefits were clear and as long as this was</li> </ul>	

	<p>outdoor and the 2 metre distancing rule was strictly observed they were happy for this to take place.</p> <ul style="list-style-type: none"> <li>• Due to track and trace people are now being asked to sign in with name and phone number when in the Westway. There were some issues with Surrey Choices and this was being discussed with management.</li> <li>• I pads have been tested and will be launched on Monday with an advertisement on facebook. This will be linked to the Surrey Coalitions tablet scheme.</li> </ul>	
4.	<p><b>Welfare Fund</b></p> <ul style="list-style-type: none"> <li>• 2 small grants given, for phone to keep in touch with befriender and for allotment tools.</li> <li>• 3 people who received financial assistance from the Westway for food are going through the system.</li> <li>• All grants to date have been for less than £100.</li> </ul>	
5.	<p><b>Trustee Matters</b></p> <p>JW reported that TDC was determined to begin the process of separation asap and have suggested TUPE meetings in a couple of weeks' time, despite Trustees concerns. In the current situation TDC will be unable to formulate a proper lease and have suggested a licence to occupy for the time being.</p> <p>Lidia Harrison would be invited to attend the next zoom meeting of the Trustees so the Licence to occupy could be progressed.</p> <p>CR was concerned this may hinder grant applications and that HR policies would be needed within 2 weeks which would be difficult given workload. JW would ask a volunteer to assist with HR.</p> <p>Trustee training and scenario planning was planned for 7<sup>th</sup> July and LM would confirm with the trainer. RW was free after 3pm and would join the training. CR and JW would come up with scenarios.</p> <p>JW also said he was looking to bring forward nominations for further trustees as he felt the current number was too low.</p>	
5.	<p><b>ESDAR</b></p> <p>JO reported the ESDAR Working Group had agreed on the rate they would charge which would only cover costs and not be profitmaking.</p>	

	<p>JO would arrange a meeting with CR, CB and JW to consider the future relationship between ESDAR and the Westway within the next 2 weeks.</p> <p><b>Fundraising</b></p> <p>A grant from the Big Lottery Fund was in progress. LM has volunteers who may be available for bid writing. LM would look for suitable volunteers who may be able to assist with bid writing.</p> <p>RW said that the Primary Care Network had agreed to a donation to the Westway of £1,000.</p> <p>LM reminded Trustees that £5k had been received from CFS for lunches. CR would ask CFS if this could be used for another purpose.</p> <p><b>Financials</b></p> <p>LS would be producing a financial statement from March to the present.</p>	
6.	<p><b>Other business</b></p> <p>CB asked that if, as part of the scenario training, Trustees could consider the relationship between the library and the Westway Centre.</p> <p>CR would consider the need for cancer support locally for discussion at the next meeting.</p>	

**The meeting closed at 3.50pm**

The next Trustee meeting **will** be held on **11<sup>th</sup> June at 4 pm**