

**The Westway
Minutes of a Trustee Meeting
held on Thursday 14th May at 4pm by Zoom**

Present:

Jeremy Webster JW – Trustee, Chair
Chris Botten CB – Trustee
John Orrick JO - Trustee

In attendance:

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

Agenda Item	Minute	Actions & by whom
1.	<p>Welcome and apologies Apologies were received from Lesley Dodd, Lynne Martin and Richard Wright.</p>	
2.	<p>Declarations of interest JO declared an interest ESDR (AOB item)</p>	
3.	<p>Operations CR reported on the following:</p> <ul style="list-style-type: none"> • 294 shopping trips and 99 medication trips had taken place with buddying for 200 people. There were currently 4-5 shopping trips a day. • Plan to do a survey of clients. • CR looking into use of volunteers. • Possible issue with data quality. <p>Developing issues</p> <ul style="list-style-type: none"> • Clients with higher levels of need than just shopping are arising. • CR has investigated the cost of a social worker which is approximately £30 per hour. • Issues going forward are likely to be around mental health, debt 	

	<p>and housing.</p> <ul style="list-style-type: none"> • CAB has a long waiting list however the Church has a debt related service and may provide training to agencies. • CB would write to TDC and formally request grant of £20k to enable the Westway to provide a debt service one day a week. • It was suggested that CR contact CRUSE to offer support for the bereaved from the Westway as they cannot currently attend peoples home and CR agreed to look at the practicalities of offering the Westway to various organisations as a safe place to work. <p>Social Care connections Good connections at the moment.</p> <p>Finance £10,600 had been raised from grants and the bank balance was £18k.</p> <p>Ipads 6 ipads were now available for use from the Westway Centre. CR said that a gazebo was being set up at the weekend to enable support to clients safely through a window on using the ipads.</p> <p>Hardship fund</p> <ul style="list-style-type: none"> • Recommended max £200 to each person over a 3 month period. • Simple application form, taken on trust. • Set up panel of 5 people who run the fund and make decisions. These would comprise a Trustee, Centre Manager, Nick Morley, Volunteer and a trusted partner (either Wellbeing Advisory Service or St Catherine’s hospice). • Would also help with completing forms and referring on. • Lisa Sturges to be professional external accountant for the fund. • Level of care re GDPR and what is recorded required. <p>Trustees agreed to the above.</p> <p>Vulnerable lists 15 volunteers were currently checking vulnerable lists and some issues were being referred back to the Westway.</p>	<p>CB write to TDC</p> <p>CR to investigagte</p>
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5.	<p>AOB</p> <p>JO putting together SLA between the Westway and ESDAR. No response as yet from CFS.</p> <p>It was agreed to continue with weekly meetings for now.</p>	

The meeting closed at

The next Trustee meeting **will** be held on **21st May at 4 pm**

Signed:

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